

Dawn Drury

From: _____
Sent: 14 September 2021 19:31
To: Licensing Team
Cc: _____
Subject: FW: premises licence application for 14 Garth Avenue, North Duffield, Selby, YO8 5RP

Dear Selby Licensing Team,

Please see the agreed premises licence conditions (below points 1 – 10) for 14 Garth Ave, North Duffield, Selby.

Mrs Smith – This email is for your information only.

Kind regards

North Yorkshire Police
Licensing Unit

From _____
Sent: 14 September 2021 16:07
To: _____
Subject: Re: premises licence application for 14 Garth Avenue, North Duffield, Selby, YO8 5RP

Dea _____

Please accept this email as my formal acknowledgment to your communication and acceptance to your conditions stated in your email.

Kindest regards

Sent from my iPhone

On 13 Sep 2021, at 09:51 _____ wrote:

Sent from my iPhone

Begin forwarded message:

From _____
Date: 10 September 2021 at 13:17:03 BST
To _____
Subject: FW: premises licence application for 14 Garth Avenue, North Duffield, Selby, YO8 5RP

Dear Mrs Smith,

I am a Licensing Officer for North Yorkshire Police, part of my role is to process all licensing applications that are submitted to North Yorkshire Police in our role as a responsible authority (as defined by the Licensing Act 2003). I would ask that you accept this e-mail as both an acknowledgement to your communication and the formal response.

In assessing this application I have considered the Licensing Objectives and the police would seek the following conditions at 14 Garth Avenue, North Duffield, Selby, YO8 5RP, in addition to those offered in your application to mitigate the risk of Crime and Disorder and Public Nuisance at the premises. Should these conditions not be acceptable to you then North Yorkshire Police would submit a formal representation in respect of this matter.

1. 1. The premises shall operate as an online sales business with all goods purchased being delivered by the applicant, her staff or a courier company.
2. 2. There shall be no off-sales of alcohol to any person attending the premises.

Staff Training

3. A documented staff training programme shall be provided to all members of staff involved in the retail sale of alcohol at the premises in respect of the following:-

- retail sale of alcohol;
- age verification policy;
- conditions attached to the Premises Licence;
- permitted licensable activities;
- the licensing objectives;
- with such records being kept for a minimum of one year. [For the avoidance of doubt, the one year period relates to each respective entry in the log book and runs from the date of that particular entry]

Incident & Refusals book

4. An incident log and refusals register will be kept at the premises and made available on request to an authorised officer or the police which will record the following:

- all crimes reported to the venue
- any complaints / incidents regarding crime and disorder or anti-social behavior
- staff refusals of alcohol for any reason
- any visit by a relevant authority of emergency service
- with such records being kept for a minimum of one year. [For the avoidance of doubt, the one year period relates to each respective entry in the log book and runs from the date of that particular entry]

Internet / on-line sales

Mandatory Licensing conditions specify that each premises must have an Age Verification policy in respect of the premises. This has a particular impact with

remote sales (telephone and online) as you cannot see the purchaser of the alcohol when making the initial sale. Age verification measures (for example, online age verification) could be used to ensure that alcohol is not sold to any person under the age of 18. You should also consider carefully what steps you could take to ensure that age verification takes place before the alcohol is actually served (i.e. physically delivered to the customer) to be satisfied that that customer is in fact aged 18 or over. It is recommended that photo ID be checked before any physical delivery, and indeed that your terms and conditions state that if your delivery driver cannot verify at the door that the customer is over 18 that the delivery will not be made.

5. Alcohol may be sold on-line, by telephone or by mail order.

6. Prior to purchasing alcohol on line the purchaser shall be required to confirm that they are aged 18 years old or over. The website shall contain a statement to the effect 'The company will not deliver alcohol to any person until it has been verified that the person is over 18 years of age'.

7. Where alcohol purchases are delivered by or on behalf of the premises licence holder, the premises licence holder shall ensure that the courier operates a Challenge 25 scheme. Where the courier believe that the recipient is under 25 years of age, no delivery shall take place until such time as the courier has established that the person receiving the alcohol is over 18 years of age. Such confirmation shall be by way of the production of photographic ID. The only acceptable form of ID shall be a valid passport, photographic drivers licence or ID card containing the PASS hologram.

8. The Premises Licence Holder shall install an auditable mechanism to verify that only customers 18+ are capable of purchasing alcohol via the companies on-line portal. Records of purchases shall be retained for a minimum of twelve months (date of transaction), and shall be made available for inspection at the request of a responsible authority (Licensing Act 2003).

9. Alcohol shall only be delivered to a recognised commercial or residential address. Orders for delivery to a highway or public open space are not permitted.

10. Taxi or private hire companies will not be authorised to make deliveries.

I would be grateful if you could respond by 5pm on 17/09/2021 if you are amenable to the above conditions. If I have not received any communication from you by this time, I will submit a formal representation on behalf of North Yorkshire Police to the licensing authority.

If you wish to discuss any of the above please do not hesitate to contact me.

I look forward to hearing from you in relation to this matter.

Kind Regards

NYP Licensing Department

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Thank you for your co-operation.

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