

## Advice for licensed premises that plan to deliver alcohol from their premises

Check your Premises Licence to ascertain whether it permits 'sale of alcohol for consumption on and off the premises'

Sale of hot food and hot drinks is not licensable except between 11pm and 5am

If sale of alcohol is NOT permitted for consumption off the premises, you will not be lawfully allowed to deliver alcohol to be consumed away from your premises.

If it does permit consumption off the premises, please check your premises Licence to ascertain whether it contains specific conditions about this already.

If it doesn't, we suggest following these steps.

1. Ascertain the callers age/date of birth
2. Keep records of all orders for take away/delivery. The records should include name and address and date of birth of the customer, place the alcohol is to be delivered to and whether it's a business or residential premise.
3. Inform the customer that the alcohol will only be delivered to the person who made the order.
4. When delivering the alcohol ensure that C) above is complied with. If in doubt, or if date of birth at A) above reveals the age to be within Challenge 25 range, ask for ID.
5. The same rules apply as on premises – No ID, No Sale.
6. The same ID documentation requirements apply.
7. Alcohol will only be delivered to a residential or business address (i.e. not an open space, park etc)
8. Maintain refusals register

The guidelines are suggested for your benefit. In the event of a problem, such as sale to under 18's, your due diligence will be tested around the takeaway/delivery sale in exactly the same way as if the alcohol was served to a customer on your licensed premise.

Keeping accurate documentation goes a very long way to proving due diligence.