

# Coronavirus - licensing advice on alcohol delivery "off sales"

## Premises with a Premises Licence (under Licensing Act 2003) who want to operate an alcohol delivery service

We understand that pubs and similar establishments with a premises licence may look to change their business model and diversify in order to maintain business during this time.

A pub (or other similar premises) can offer an alcohol delivery service but only if their existing Premises Licence has the provision of `off sales` of alcohol included on the licence.

Unless your pub is selling takeaway food, it however must remain closed with no access permitted to the public. You can read more about closures the <https://www.gov.uk/government/publications/further-businesses-and-premises-to-close>

## Complying with the law

You need to have alcohol `off sales` on your licence.

In the conditions on your licence there must not be any condition that prohibits or restricts this activity. If there are other relevant conditions on the licence then these must be adhered to.

The sale of alcohol would have to be done (dispatched) from the premises that is detailed in the licence, and no other premises.

You can only operate this service within the hours for alcohol sales in your licence (so for example if your alcohol sales finishes at 23:00 hrs then you must stop all online or telephone ordering at this time - for this reason we expect that alcohol is paid for at the time of ordering **and not** on the doorstep).

Orders and payment can be taken by telephone or online, and these can be administered from somewhere else other than the premises on the licence. The delivery address can be to anywhere, so does not have to be in Guildford.

Only a person who is over 18 years old can purchase the alcohol, so there needs to be a reasonable process in place to check this is able to be done at point of order. If this cannot be done then it is expected that the order is declined.

If you are delivering alcohol then there needs to be a comprehensive policy in place to make sure it is received by someone who is over 18 years of age. It is useful to adopt the Check 25 process when the alcohol is passed from courier to customer. Photo ID of the person receiving is essential and if your delivery driver cannot verify age then the delivery should not be made.

## **For those premises without "off sales"**

An option is to apply here for a <https://www.gov.uk/temporary-events-notice/surrey-heath/apply>

### **Contact-free delivery**

Limiting contact when delivering orders will help keep everyone healthy, so you could consider requesting Photo ID be left for examination on the floor at the door of your customer, once checked the id can be left with delivery the rather than physically handing it over to them. Knock on the door, step back at least 1 metre request ID, once checked drop the order wait nearby for your customer to collect it.

Payment for the goods including delivery charge should be made at point of order so there is no need to interact to take a cash payment.

### **Hands**

Please follow government guidance on handwashing.



