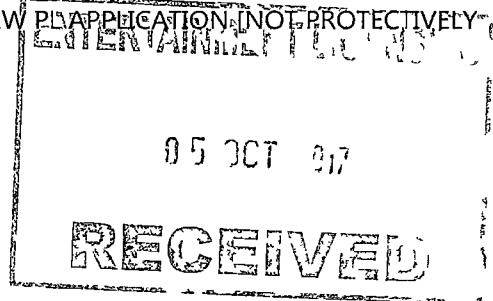


White, Emma

From Arkle, Catherine [REDACTED]
Sent 05 October 2017 15:00
To [REDACTED]
Cc [REDACTED]
Subject RE: DRINK ON HILLTOP MILLS - NEW PLY APPLICATION [NOT PROTECTIVELY MARKED]

Classification NOT PROTECTIVELY MARKED



Alex

Many thanks

Jane/Entertainment Licensing – please note the below agreement from the applicant, Alex Douglas, indicating his agreement to Bob’s suggested 6 conditions I have copied them in to this e-mail to save you scrolling through the various stages of liaison between the police and the applicant. Please can you confirm that they will now form part of the operating schedule of the new licence?

Regards

Cath

- 1 *There will be no access to these licensed premises by members of the public at any time whilst the premises licence has effect, save those involved in the delivery of goods which have been previously processed for despatch,*
- 2 *Alcohol will not be despatched from any premises, other than these licensed premises by the premises licence holder in accordance with this licence,*
- 3 *The premises licence holder / designated premises supervisor will adopt an age verification policy throughout the whole process of operation, so that at any time, if customers are not able to prove they are 18, then the supply of alcohol will be refused by any online/ email/ telephone order facility and also on delivery,*
- 4 *On delivery of any items of alcohol previously ordered, either directly by the premises licence holder, employees of the premises licence holder, or via a third party courier, a ‘Challenge 25 Rule’ will be adopted, so that if on request, photographic documents cannot be produced to prove the date of birth of the purchaser, or those taking delivery of orders on behalf of the purchaser, then the delivery will be refused outright, and the alcohol returned to the licensed premises,*
- 5 *In all cases, delivery will be made only to the same premises indicated on each respective order, otherwise it will be refused and the alcohol returned to the licensed premises, irrespective of who makes the delivery,*
- 6 *The premises licence holder / designated premises supervisor will keep records of –*
 - a) *The date and time of all alcohol orders and details of who has made each order (including any refusals)*
 - b) *The date and time of the despatch of orders from the licensed premises, and*
 - c) *The date and time when the delivery has been made, who by and who to (and details of any refusals),*

which will be retained at the licensed premises, for possible inspection at any time on request, by a police officer or an authorised person of the licensing authority

From Alex Douglas [REDACTED]
Sent 05 October 2017 14:54
To Arkle, Catherine [REDACTED]
[REDACTED]

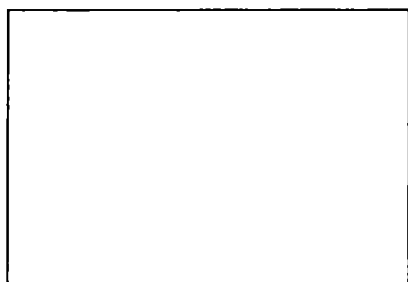
Subject Re: DRINK ON HILLTOP MILLS - NEW PL APPLICATION [NOT PROTECTIVELY MARKED]

Hi Cath,

Thank you and yes, I have no issues with these conditions, I will be happy to comply with them in my future operations

Thanks

Regards
Alex Douglas
Managing Director of **Drink On Ltd**



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On 5 October 2017 at 12:46, Arkle, Catherine <[REDACTED]> wrote

Classification: NOT PROTECTIVELY MARKED

Alex

Having looked at the e-mail trail between you and Bob, and his explanations of the 6 conditions he requested on the premises licence, can I confirm that you understand what the conditions mean and that you are happy for these to be included on the premises licence as conditions?

I have read your e-mail from Tues 3rd October, with Jane Wood from LCC copied in, where you explain how you would check that the couriers are checking individuals' ages and what they would do if they didn't have proof of age These measures look fine

Please let me know and copy Jane Wood, and there will then be no requirement for a police objection

Regards

Cath

PC 5548 Cath Arkle

Leeds District Licensing Department

Elland Road, Leeds, LS11 8BU



External 0113 3859414

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From Arkle, Catherine

Sent 04 October 2017 12 25

To 'Alex Douglas'

Cc Jane Wood(GCSx) [REDACTED]

Subject RE DRINK ON HILLTOP MILLS - NEW PL APPLICATION [NOT PROTECTIVELY MARKED]

Classification NOT PROTECTIVELY MARKED

Alex

Bob is away now He has asked me to look at the application I have all his notes and your correspondence so will be in touch shortly to try and resolve this

Regards

Cath

PC 5548 Cath Arkle

Leeds District Licensing Department

Elland Road, Leeds, LS11 8BU

Internal 50214

External 0113 3859414

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From Alex Douglas [REDACTED]
Sent 03 October 2017 12:06
To Patterson, Bob <[REDACTED]>
Cc Jane Wood(GCS [REDACTED])
[REDACTED]
Subject Re: DRINK ON HILLTOP MILLS - NEW PL APPLICATION [NOT PROTECTIVELY MARKED]

Good Afternoon,

I have contacted my third-party couriers, and gone through the different ways we could ensure the drivers check that the customer and recipient of the packages are of age

We have come to the conclusion that we can add a default Special Instruction for ALL deliveries, stating something like - 'Only provide the package(s) to the named consignee of the order, and request ID from ANY customer that looks under 25 years of age, if these terms aren't possible, reject the delivery and return the package(s) to depot. If you were required to request for ID, please leave the message "ID'ed" in your notes section'

The goods will then go back to the local depot, where it will wait for the consignee of the order to turn up with valid ID and collect the goods - would this be acceptable under the licence? After 3 days, I will try to contact the customer to see what is preventing them from getting the goods (i.e. missed delivery, missing ID, no longer want the goods, named customer wasn't present at the delivery location) and if there is no further progress, I will have the goods returned

As a result, I will find out whether the third party delivery drivers have ID'ed the appropriate customers, through the notes section on the electronic POD

I have also decided that I will routinely try having the goods delivered to contacts of mine that are below 25 as a way of testing whether they are properly ID'ed or not

I hope these terms are acceptable?

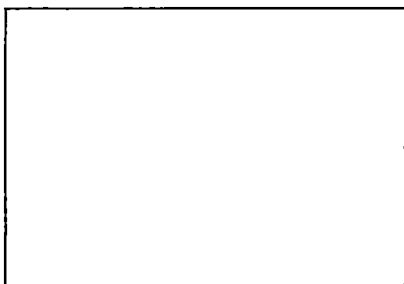
I look forward to hearing from you

Thanks

Regards

Alex Douglas

Managing Director of **Drink On Ltd**



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On 29 September 2017 at 15:04, Patterson, Bob <bob_patterson@westyorkshire.pnn.police.uk> wrote

Classification NOT PROTECTIVELY MARKED

Good Afternoon Alex,

Thanks for the reply

I have edited your remarks below further in green text

Look forward to hearing from you again soon

Mr Bob Patterson

Leeds District Licensing Officer

Leeds District Licensing Department

Elland Road, Leeds, LS11 8BU

[REDACTED]

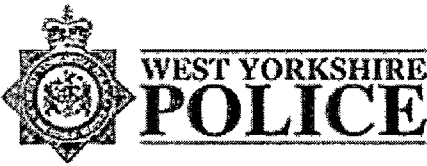
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From Alex Douglas [REDACTED]
Sent 29 September 2017 13 03
To Patterson, Bob [REDACTED]
Cc Jane Wood(GCS [REDACTED])
Subject Re DRINK ON HILLTOP MILLS - NEW PL APPLICATION [NOT PROTECTIVELY MARKED]

Good Afternoon Bob,

Firstly, thank you for noticing I have put thought into my company's operations, I think it's very important to look after the public and ensure they can be trusted with the products they receive

Now regarding your questions, please see my answers below

In cases of late night delivery my own driver(s) will be taking care of those jobs, and they will each have to send an email to an internal address stating the order number and the fact that they ID'ed the customer as well as reasons for withholding goods such as invalid or no ID, too drunk, suspected alcohol purchase for minors etc These cases will then get written up inside a manually written log at the end of each working shift That sounds good and perfectly acceptable!!

In regards to my couriers, I have been assured that they will check individuals based on the age they look, however you have raised a good point as to how I will ensure they are definitely doing as they've said they

would, and are able to properly record these matters So I am currently waiting for a response from my couriers, and will give you the step by step procedure in how it will work as soon as I can

If I do not get a response before Monday I will ring them up and get an answer for you, I hope this is acceptable That's fine! – (if its after Monday, you will have to deal with PC Cath Arkle of West Yorkshire Police copied in here)

Point 2 – If I can advise here, something similar to what your drivers will do, would seem acceptable for couriers as well!

Point 3 – Apart from this being your stock, it is important that every supply of alcohol is started only from your licensed premises

THE OVERIDING CONCERN WITH COURIERS THOUGH, IS THEY MIGHT TRANSGRESS WITH YOUR LICENCE, BUT ONLY YOU WILL BE ACCOUNTABLE!

My apologies if I'm asking stupid questions here, but could you further explain the following queries I have? Nothing stupid Alex, best to make sure!

5 In all cases, delivery will be made only to the same premises indicated on each respective order, otherwise it will be refused and the alcohol returned to the licensed premises, irrespective of who makes the delivery - I don't quite understand what this point involves doing This is a little confusing I admit So to give you an example, if you arrive at a premises which has placed the order, but then are asked to move on and deliver it to another premises, where it turns out under age are involved, this COULD amount to delivery to a minor, which is an offence under section 151 Licensing Act 2003 (“Delivering alcohol to children”)

6 The premises licence holder / designated premises supervisor will keep records of - I wanted to check if when you say 'keep records' you mean documents such as invoices, order confirmations and signed delivery notes? Or do you want these things to be recorded separately somewhere purely for police officers or authorised persons of the licensing authority? No nothing separate at all unless you particularly want to! Also, in modern times, if this amounts to information kept on computer which could be downloaded, then this would also be acceptable as a 'document trail'!

6a The date and time of all alcohol orders and details of who has made each order (including any refusals) - I just wanted to clarify whether when you say 'who has made each order' you mean the customer that ordered it or the staff member that delivered it? The person placing the order Who delivered it – your driver or the courier service - should go in separately at 6c! A delivery service has 3 successive and completely separate elements – 1) the order, 2) the despatch (which is the actual sale / supply), and 3) the delivery

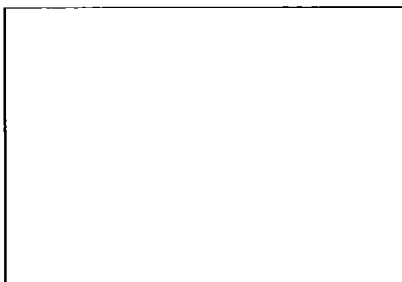
6b The date and time of the despatch of orders from the licensed premises - on occasion the van will be able to deliver goods from the last delivery to the next delivery, would you also want the time of which the driver sets off to the next delivery in this situation or are you only concerned when it comes from the premises? From the premises only, although you can't fall foul in this respect, because you have applied for 24 hours supply. There is no need to record the time each delivery starts one after the other, but just be careful here! There is nothing wrong with a succession of deliveries after all the goods have been previously ordered and properly despatched from the licensed premises, but, if one delivery is made, and then the driver is informed of another order in transit, and then delivers that order from stock in the van, then that would be illegal, as sale / supply from a vehicle is not permitted under section 189 Licensing Act 2003, unless a premises licence is in place for each and every "place" the vehicle delivers to!

Thank you

Regards

Alex Douglas

Managing Director of **Drink On Ltd**



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On 28 September 2017 at 16:13, Patterson, Bob [REDACTED] wrote

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Dear Alex,

Thank you for your recent application for a premises licence at the subject premises

It is clear from your application, especially at page 4 and pages 13-15 of the Prem 1, that you have given a lot of thought already to running this business, which is very re-assuring from the perspective of the police

I now attach to this email, page 27 of the current edition of Leeds City Council's "Statement of Licensing Policy" for 2014-18

It is a page dedicated solely to the type of business you propose, put together by myself on behalf of West Yorkshire Police, and Leeds City Council as the Licensing Authority for this area, after, it has to be said, previous concerns by the Licensing Committee of Leeds City Council, due in the main to the lack of 'eye to eye contact' with this type of service, until delivery!

To your credit, you have already addressed to some degree three of the four points of paragraph 6.58 of page 27, in your application

With regards to the third bullet point, whilst I am sure you will have some kind of 'document trail' in place anyway, just one query please from me at this time

Especially when you are using third party courier services-

- 1 how will you know they have requested proof of age documents when delivery alcoholic goods,
- 2 how will this be recorded and the information passed back to you? &
- 3 if they reject the delivery, and the place of delivery is at the other side of the country, what will happen to the alcohol?

given in all three instances, the responsibility for upholding the licensing objectives, is NOT theirs but yours!

Subject to your reply to the above three points, I have nevertheless already put together a list of measures below in blue, which I would ask you to agree to becoming conditions of your licence once issued

In the main, I don't think you will have a problem with them, since they mirror what you have already told us in your application

They are tailored to your individual requirements from one angle, but from another, they are also measures which Leeds City Council are accustomed to, and other similar operators have signed up to without any issue on a number of occasions before

The measures are-

- 1 *There will be no access to these licensed premises by members of the public at any time whilst the premises licence has effect, save those involved in the delivery of goods which have been previously processed for despatch,*
- 2 *Alcohol will not be despatched from any premises, other than these licensed premises by the premises licence holder in accordance with this licence,*

- 3 *The premises licence holder / designated premises supervisor will adopt an age verification policy throughout the whole process of operation, so that at any time, if customers are not able to prove they are 18, then the supply of alcohol will be refused by any online/ email/ telephone order facility and also on delivery,*
- 4 *On delivery of any items of alcohol previously ordered, either directly by the premises licence holder, employees of the premises licence holder, or via a third party courier, a 'Challenge 25 Rule' will be adopted, so that if on request, photographic documents cannot be produced to prove the date of birth of the purchaser, or those taking delivery of orders on behalf of the purchaser, then the delivery will be refused outright, and the alcohol returned to the licensed premises,*
- 5 *In all cases, delivery will be made only to the same premises indicated on each respective order, otherwise it will be refused and the alcohol returned to the licensed premises, irrespective of who makes the delivery,*
- 6 *The premises licence holder / designated premises supervisor will keep records of –*
 - a) *The date and time of all alcohol orders and details of who has made each order (including any refusals)*
 - b) *The date and time of the despatch of orders from the licensed premises, and*
 - c) *The date and time when the delivery has been made, who by and who to (and details of any refusals),*

which will be retained at the licensed premises, for possible inspection at any time on request, by a police officer or an authorised person of the licensing authority

I look forward to your reply in due course

If we need to tweak things a little, there is time to do this

Regards

Mr Bob Patterson

Leeds District Licensing Officer

Leeds District Licensing Department

Elland Road, Leeds, LS11 8BU



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