



ADVICE FOR BUSINESSES COVID 19 - Premises with a Premises Licence (under Licensing Act 2003) who want to operate an alcohol delivery service

Burnley Council understand that Pub and Clubs with a Premises Licence or a Club Premises Certificate may look to change their business model and diversify in order to maintain their business during this time.

A Pub or Club will be able to offer an alcohol delivery service but can only do so if their existing Premises Licence or Club Premises Certificate (your Licence/Certificate) has the provision of `off sales` of alcohol included in their Licence or Certificate.

COMPLYING WITH THE LAW

You need to have Alcohol `Off Sales` on your Licence/Certificate

In the conditions on your Licence/Certificate there must not be any condition that prohibits or restricts this activity, If there are relevant conditions on the Licence/Certificate then these must be adhered to

The supply of alcohol would have to be done (dispatched) from the premises that is detailed in the Licence/Certificate, and no other premises.

You can only operate this service within the hours for alcohol sales in your Licence/Certificate (so for example if your alcohol sales finishes at 2300 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/Certificate. The delivery address can be to anywhere, so does not have to be in Burnley.

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 PUBS/CLUBS WITHOUT `OFF SALES`

An option is to apply for a Temporary Events Notice and information on this can be found on the Licensing pages of Burnley Council Website [here](#)

If in any doubt or you need advice consult the Licensing Team based at Burnley Council, Licensing@Burnley.gov.uk

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

Regardless of the availability of hand sanitisers, all goods handlers should regularly wash their hand using warm running water, hand soap and drying with disposable towels.

Remember effective hand washing takes time, for a video demonstration, visit the FSA YouTube channel [here](#)

SUPPORT FOR BUSINESSES

The Chancellor has set out a package of temporary, timely and targeted measures to support businesses through this period of disruption caused by COVID-19.

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>

Stay Safe,

The Licensing Team, Environmental Health & Licensing, Burnley Council
If you require further advice email us at licensing@burnley.gov.uk