

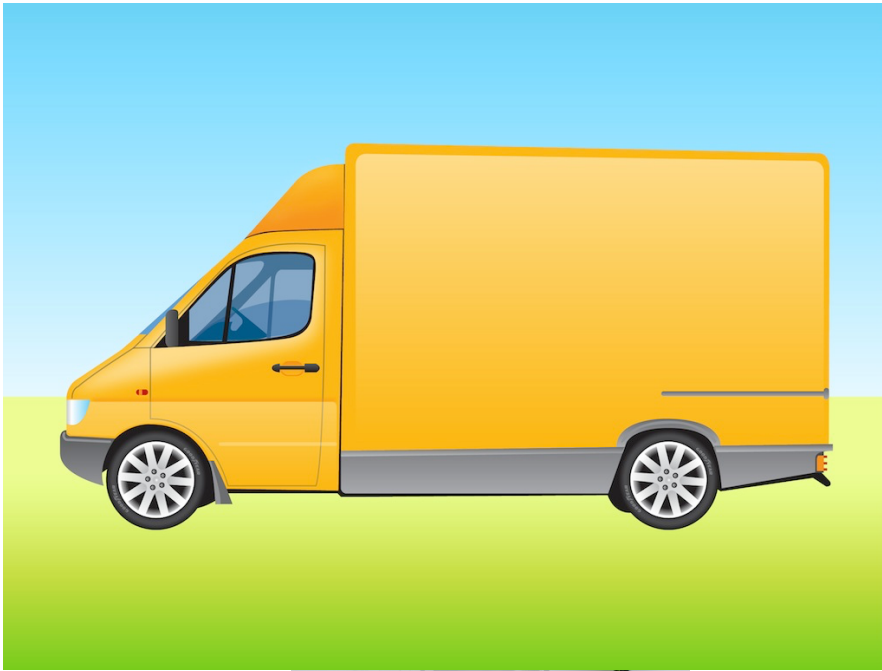
1 Note for Delivery Personnel

Guidance Prepared By
Janet Hood Training & Consulting Limited
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1. Web site - state clearly this affects deliveries made by the licensee
 - 1.1. Ensure that no sales or deliveries to under 18's clearly stated on web site
 - 1.2. Ensure orders taken by credit / debit card
 - 1.3. Ensure state that challenge 25 will take place at point of delivery
 - 1.4. Ensure state on web site that charge will be made in event alcohol will be returned to base.
2. Orders by phone
 - 2.1 Ensure phone orders taken by credit /debit card
 - 2.2. Ensure state to customer and on receipt that orders of alcohol will not be delivered to under 18s;
 - 2.3 Advise that challenge 25 will take place and alcohol will be returned to base should challenge 25 proffered proofs not be accepted by delivery driver
 - 2.4. Ensure customer aware that charge will be made in event alcohol must be returned to base in event of challenge 25 failure

2 Note for Delivery Personnel

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Delivery
drivers



carrying alcohol

must be over 18

they need to comply with the law or face a

£5000.00 fine and/or 3 months in jail.

3 Note for Delivery Personnel

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DELIVERY DRIVERS MUST NOT
DELIVER ALCOHOL TO PEOPLE WHO
ARE OR WHO APPEAR TO BE DRUNK



4 Note for Delivery Personnel

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If delivery drivers consider the person who is going to accept the delivery at domestic premises is under 25 they must operate

Challenge 25

to check that the persons accepting the alcohol is over 18

Delivery drivers **MUST** ask to see approved age identification

DELIVERY DRIVER'S MUST

1. LOOK AT THE CARD & LOOK AT THE PERSON OFFERING THE CARD
2. CONFIRM THE PHOTOGRAPH ON THE CARD LOOKS LIKE THE PERSON OFFERING THE CARD
3. CHECK THE DATE OF BIRTH MAKES THE PERSON OVER THE AGE OF 18

ONLY IF THEY ARE SURE THE PERSON IS OVER THE AGE OF 18 & SOBER CAN THEY DELIVER THE ALCOHOL

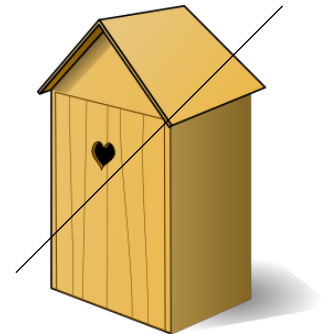
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DELIVERY DRIVERS CANNOT LEAVE THE ALCOHOL ANYWHERE EXCEPT THE ADDRESS ON THE INVOICE

They must deliver the alcohol to a person aged over 18

They must not leave alcohol in a garage or shed



IF THEY ARE NOT SURE ABOUT ANY OF THE ABOVE THEY NEED TO TAKE THE ALCOHOL BACK TO BASE

DELIVERIES CANNOT BE MADE BETWEEN MIDNIGHT AND 6 A.M.



6 Note for Delivery Personnel

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APPROVED AGE IDENTIFICATION DOCUMENTS ARE



EU PHOTO DRIVER'S LICENCE



BIOMETRIC IMMIGRATION CARD



YOUNG SCOT CARD



PASSPORT



EU ID CARD



MILITARY ID CARD

7 Note for Delivery Personnel

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THESE CARDS MUST BE CURRENT AND NOT OUT OF DATE

Must have Invoice on paper or on mobile device

Invoice MUST contain certain information about the person who ordered the alcohol

Recipient:

Name - Mrs Janet Hood

Address - Clarence House, Paterson Street, Edzell, AB45 6YP

Items dispatched:

Alcohol Ordered - 12 bottles 75 cl Krooge Champagne - £1200.00

3 bottles 1litre Glen Mornengie - £240.00

6 bottles 75 cl Doefast £60.00

Dispatch address - Veryodd Cellar, 3 Smoith Street, Edinburk

Copy invoice has to be kept in a day book on premises from which alcohol is delivered - it is recommended Delivery Company also keeps a copy if the invoice.

DELIVERY FIRMS MUST ENSURE THE
PREMISES FROM WHICH THE ALCOHOL IS
DISPATCHED HAS A PREMISES LICENCE
PERMITTING OFF SALES - check before
accepting the delivery

8 Note for Delivery Personnel

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**This notice has been prepared for you
with the five licensing objectives in mind**

**Preventing crime and disorder,
Securing public safety,
Preventing public nuisance,
Protecting and improving public health, and
Protecting children and young persons from harm.**

9 Note for Delivery Personnel

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