


1 Note for Delivery Personnel

Guidance Prepared By
Janet Hood Training & Consulting Limited



1. Web Site

- 1.1. Ensure that you have no sales or deliveries to under 18's clearly stated on web site
- 1.2. Ensure orders taken by credit card only (not available to under 18s)
- 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.

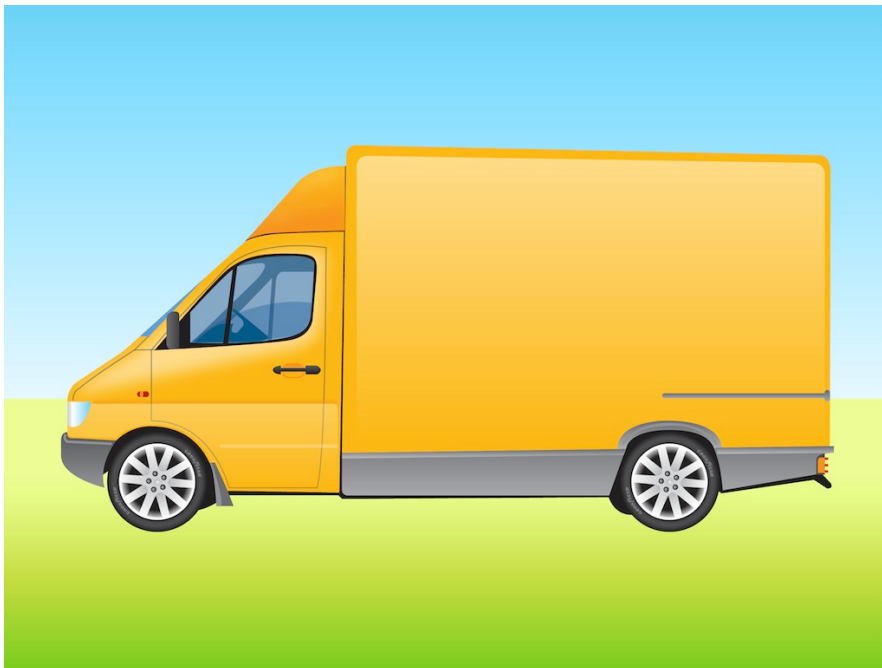
2. Orders by phone

- 1.5. Ensure phone orders taken by credit card only (not available to under 18s)
- 1.6. Ensure state to customer and on receipt that orders of alcohol will not be delivered to under 18s; that challenge 25 will take place and alcohol will be returned to base should challenge 25 proffered proofs not be accepted by delivery driver
- 1.7. Ensure state to customer and on on receipt that charge will be made in event alcohol will be returned to base.

NB - Orders must include food offering as well as alcohol
usually required for restaurant and cafe type deliveries also for food to go

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

5 Note for Delivery Personnel

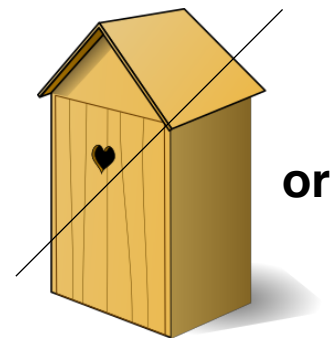
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**ONLY IF THEY ARE SURE THE PERSON IS
OVER THE AGE OF 18 & SOBER CAN
THEY DELIVER THE ALCOHOL**

**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
shed**



or

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

6 Note for Delivery Personnel

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



7 Note for Delivery Personnel

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APPROVED AGE IDENTIFICATION DOCUMENTS ARE



EU PHOTO DRIVER'S LICENCE
IMMIGRATION



BIOMETRIC
CARD



YOUNG SCOT CARD



PASSPORT



EU ID



CARD

MILITARY ID CARD

8 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

9 Note for Delivery Personnel

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PREMISES LICENCE PERMITTING OFF SALES - check before accepting the delivery

**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.**

10 Note for Delivery Personnel

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