

Dear Business Owner,

I am writing to you again, to clarify the current legislative requirements under the full lock down that we have to observe at present. Unfortunately, the implications for the hospitality sector continue. All food and drink premises must remain closed and not serve customers on the premises. I understand how difficult this is for you, but please do ensure that you comply with the legislation as it is vital we all work together to get Covid-19 case numbers down, for the benefit of everyone.

Between the Hours of 05:00-23:00

Takeaway, click and collect and/or delivery services are allowed to operate between the hours of 05:00-23:00, when customers can collect orders from your premises. Under the rules of this lockdown, no alcohol can be sold as part of takeaway / click and collect services during this time (although soft drinks are allowed). To be clear people cannot just turn up and order alcohol during the day or the night, neither can they collect alcohol from your premises. However, alcohol can be ordered for delivery only.

Between the Hours of 23:00-05:00

Between the hours of 23:00 and 05:00 the business may only sell food and drinks via delivery service, taking orders via one of the following methods:- a website, social media, phone or text (or by post). A customer who orders by one of these methods may have the purchase delivered but customers cannot collect takeaways or click and collect after 23:00. Alcohol can be included in orders that are delivered.

High numbers of Covid-19 cases in Essex

In other parts of Essex Covid-19 cases are already at a level of an estimated 1 in 18 people being infected. It is anticipated that numbers in all parts of Essex may be also rising towards these levels. People should not be leaving their houses at all during this full lockdown period, other than for essential purposes, and to collect essentials. People should not stay outside their home for longer than is necessary for these purposes. Please be extra vigilant during this time and ensure that all 2m social distancing is in place, face masks are worn by serving staff and customers (unless staff are alone and behind a plastic screen), and hand sanitiser use and hand washing are very regular.

Your additional cleaning regimes must be strictly adhered to, to keep your staff and customers safe. Any staff experiencing any of the main Covid-19 symptoms should be instructed to leave / stay away from work straight away, and get an NHS Covid-19 test as soon as possible, even if this means you need to temporarily close your business as a result of staff illness. Anyone needing a test has to self-isolate at home until they receive the test result or they risk spreading the virus. More information on symptoms, testing and self-isolation is available from:- www.gov.uk/get-coronavirus-test

Discouraging the consumption of food and drink in the vicinity

Customers are not permitted to sit on seating either within your curtilage or in the vicinity of your premises to consume food / drink purchased from your establishment. Please ensure any seating that you have remains covered / taped in such a way that it cannot be used.

Responsible alcohol sales

Within your premises licence you have existing obligations not to sell alcohol to minors. These duties must continue to be observed.

To continue to meet these obligations:-

1. The business will be operated in such a way that reflects a commitment to be a responsible retailer. To protect children from harm there will be a policy of:
 - (i) Terms & conditions stressing that the purchaser and those receiving a delivery of alcohol must be at least 18 years of age.
 - (ii) A Challenge 25 policy for alcohol sales.
 - (iii) At the time the order is placed (by one of the methods listed above) a declaration will be required from the person placing the order that the person is over 18 years of age.
2. The online ordering process will prevent the consumer from placing an order until they have read the Challenge 25 statement unless the business calls the consumer to provide this information verbally before the order is accepted.
3. Anyone receiving a delivery and not appearing to be of the age of 25 years will be required to produce appropriate identification proving that they have turned 18 in order to be supplied with alcohol (Appropriate ID will be a passport, photo driving licence, PASS accredited proof of age card or other reliable photo-ID)
4. Staff shall be trained in all aspects of responsible alcohol retailing and in particular the Protection of Children including the Challenge 25 policy and the identification and refusal of potential 'proxy' purchasers.
5. A refusals log will be kept and reviewed regularly by the Designated Premises Supervisor and made available for inspection by the Police and an appropriate local authority representative.

If you have any questions, our team is here to help, guide and support you. Please contact Licensing, Food and Safety at Licensing.team@colchester.gov.uk or Food.team@colchester.gov.uk

Kind regards

A handwritten signature in black ink, appearing to read 'Jon Ruder', with a small dot at the end.

Jon Ruder

Licensing, Food and Safety Manager