

## **Liquor Licensing – Coronavirus (Covid-19) advice and guidance**

**(Updated 13 October 2020)**

This guidance is for current licence holders and anyone intending to apply for a new licence.

The Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 sets out the rules for businesses and the public during the Covid-19 period of emergency.

A copy of the Regulations can be found at the below link:

<https://www.legislation.gov.uk/ssi/2020/279/contents>

<https://www.legislation.gov.uk/ssi/2020/318/contents/made>

### **Highland Licensing Board Meetings**

The liquor licensing legislation has been amended to allow hearings to take place remotely rather than by a public meeting. It also confirms that where a hearing cannot be held in person due to coronavirus, before reaching a decision on an application, a licensing board must give any person who would have been heard at a hearing, an opportunity to be so heard by phone, written communication or videoconferencing.

The Highland Licensing Board meetings are now being held virtually on Microsoft Teams. If you have an application due to be heard by the Board, you will be notified and provided with a link to allow you to join and participate at the virtual Board meeting. You will also be able to provide a written submission in support of your case for the Board to consider.

### **Submitting new applications**

We would request that applications are made electronically at the following link:

[https://www.highland.gov.uk/info/1125/licences\\_permits\\_and\\_permissions](https://www.highland.gov.uk/info/1125/licences_permits_and_permissions)

We would also request that, if possible, that you send all paperwork electronically to [licensing@highland.gov.uk](mailto:licensing@highland.gov.uk)

If you do not have scanned/electronic copies, please send photographs of the documentation ensuring that the image is clear and legible.

## **Food Takeaway and Delivery Services**

There have been a number of queries in relation to home delivery services.

Whilst the Highland Licensing Board (HLB) states that premises which intend to provide home deliveries of alcohol must state this as a specific activity on their operating plan, during the current climate and in line with the Government's relaxation of rules, HLB will allow licensed premises to undertake the delivery of alcohol as long as the licensed premises have off sales provision within their licence.

Premises are reminded that they must, however, adhere to the following legal requirements:

- Any person engaged to make the home delivery (whether an employee of the licence holder or independent courier) operates a Challenge 25 policy at the point of delivery to verify the age of the person taking a delivery and to ensure that no delivery is made if there is no adult present to take the delivery.
- No deliveries of alcohol between the hours of midnight and 6am
- All payments must be processed during your off sale licensed hours (usually 10am to 10pm but check your individual licence)
- Where alcohol is being delivered from a vehicle (other than to a trader for the purposes of that person's trade), a day book requires to be kept on the premises from which the alcohol is despatched and a delivery book or invoice requires to be carried by the person delivering the alcohol. The quantity, description and price of the alcohol and the name and address of the person to whom it is to be delivered require to be entered in both the day book and the delivery book or invoice is also an offence.

### **Further information:**

- Licensed premises can open outwith their licensed hours for sale of food, subject to Government guidance on Covid-19.
- Delivering the alcohol to an address other than what is stated on the order form is an offence

## **Personal Licence Holder – Training**

Personal Licence holders are required to undertake refresher training every 5 years and provide a copy of their training certificate to Licensing Board.

If you are unable to undertake a refresher training course as a result of:

- Courses no longer running or you are worried about attending a course because of Covid-19
- You or a member of your household having Covid-19 or you are self-isolating

you will be given an initial automatic 3 month extension on the timescales to (1) undertake your training and (2) provide evidence of this. This will be kept under review and further extensions may be given.

If you need to submit your training certificate, please send to [licensing@highland.gov.uk](mailto:licensing@highland.gov.uk)