

CHECKSHEET FOR OFF-LICENCE RENEWAL AND/OR OFF-LICENCE VARIATION APPLICATION

Email to: sol@huttcity.govt.nz

Deliver to: Hutt City Council, 30 Laings Road, Lower Hutt

Post to: The Secretary, District Licensing Committee, Hutt City Council, Private Bag 31912, Lower Hutt 5040

Note: Unopposed applications may take up to 6 weeks to process.

The applicant must be the party that will be taking the money from the business, eg the name on the bank account. The application must be signed by one of the following:

- applicant if an individual or
- all members of the partnership or
- the principal director/shareholder of the company or
- applicant's solicitor or
- applicant's agent if a letter of authorisation signed by the applicant is received with the application.

HAVE YOU PROVIDED THE FOLLOWING?

| | |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Completed application form. |
| <input type="checkbox"/> | Scale plan showing where alcohol is to be sold and supplied (clearly marked). Must include each area to be designated supervised or restricted (if applicable) and show the principal entrance. (note: if the premises is a supermarket or grocery store the plan must show the layout of the entire store, with the single alcohol area, and any sub-areas if applicable, clearly marked). |
| <input type="checkbox"/> | [n/a for Renewals] Street map showing the premises location (including proximity to any sensitive sites) within 1km of the premises. |
| <input type="checkbox"/> | Photo or artist's impression of the outside of the premises. |
| <input type="checkbox"/> | [variation only] Certificate of Use for the purposes of the Sale and Supply of Alcohol Act 2012 (building and planning). |
| <input type="checkbox"/> | [n/a for Renewals] Written statement signed by the owners of the building giving approval to sell and supply alcohol during the days and hours applied for (note: approval must be for the applicant detailed in the application form). |
| <input type="checkbox"/> | A copy of the signed lease agreement and/or sale and purchase agreement. |
| <input type="checkbox"/> | Certificate of Incorporation (if changed since previous application). |
| <input type="checkbox"/> | Partnership agreement (if changed since previous application). |
| <input type="checkbox"/> | A copy of the Temporary Authority (if applicable). |
| <input type="checkbox"/> | A Host Responsibility Policy. |
| <input type="checkbox"/> | A copy of each Manager's Certificate (note: not required if the Certificates were issued through the Lower Hutt District Licensing Committee). |
| <input type="checkbox"/> | Details of staff training/copy of staff training plan. |
| <input type="checkbox"/> | A completed CPTED (Crime Prevention through Environmental Design) site assessment. |
| <input type="checkbox"/> | If the application is for a grocery store a verified statement of annual sales revenue by a Chartered Accountant as required by regulation 13 of the Sale and Supply of Alcohol Regulations 2013. |
| <input type="checkbox"/> | Public notice forms (note: must be provided for checking before being advertised in the Hutt News OR on the Hutt City Council Website AND displayed onsite). The applicant will need to indicate on the form which option of advertising they wish to choose. The public notice forms will be returned via email to the applicant once details have been confirmed. If the applicant chooses to advertise in the Hutt News, full pages of the advertisement must be provided once published. |
| <input type="checkbox"/> | Signed Fire Evacuation Scheme declaration. |
| <input type="checkbox"/> | Payment in full. |

The application fee is set by the Hutt City Council Alcohol Fees Bylaw, and the amount is determined using the premises' risk rating which is set under the Sale and Supply of Alcohol (Fees) Regulations 2013. Information about alcohol application fees is available on the Council's website, or if you have any questions they can be directed to the Environmental Health Duty Officer on 04 570 6666 or email sol@huttcity.govt.nz.

PUBLIC NOTICES

- After submitting a licence application (new or renewal) you must notify the public of your application in accordance with sections 101 and 127(3) of the Sale and Supply of Alcohol Act 2012, and Regulations 36, 37, 38 and 39 of the Sale and Supply of Alcohol Regulations 2013.
- You have the choice of advertising in the Hutt News or on the Hutt City Council Website, and you must also display a copy at the premises in a place that can be clearly seen by the public.
- Once the draft public notices forms provided in the application form have been checked by a Licensing Inspector for correctness they will be returned to the applicant (for publication in the Hutt News if that was your choice, and display onsite).

If you choose to advertise in the Hutt News:

- All new applications must be advertised by placing two consecutive advertisements one week apart in the Hutt News.
- Renewal applications for medium and high risk category premises must advertise by placing two consecutive advertisements one week apart in the Hutt News.
- Renewal applications for low or very low risk category premises only need to advertise once in the Hutt News.
- You must supply the District Licensing Committee (DLC) with the full page/s from the Hutt News containing the advertisements once published.

If you choose to advertise on the Hutt City Council Website:

- The invoice will be emailed to your nominated email address provided in the application form.
- Once payment has been received the public notice will be advertised on the Hutt City Council website.
- You will receive an email confirming the public notice, with a link to the publication page [Alcohol licence public notices | Hutt City Council](#)

The public notice must also be displayed onsite:

- Once the display copy of the public notice has been returned to you, you are required to display it in your premises in a place that can clearly be seen by the public.

IS YOUR BUSINESS A GROCERY STORE?

A grocery store is a kind of premises for which an off-licence may be issued. The Sale and Supply of Alcohol Act 2012 prevents dairies and convenience stores from holding off-licenses, so if you want to be able to sell (or be able to continue selling) alcohol, and are not large enough to be a supermarket, qualifying as a grocery store is critical.

In forming an opinion about whether any premises is a grocery store, the District Licensing Committee/ARLA must have regard to:

- the size, layout and appearance of the premises;
- the annual sales revenue (or projection annual sales revenue) of the premises;
- the number, range and kinds of items on sale (or expected to be on sale) on the premises.
- Further information can be found at the [Health Promotion Agency's alcohol.org.nz](https://www.health.govt.nz/our-work/health-promotion/health-promotion-agency/alcohol).

All grocery store applications MUST include a statement of gross annual sales revenue signed by a Chartered Accountant. Here is the [Grocery store info pack and annual sales revenue statement](#) or you can request a copy by emailing sol@huttcity.govt.nz.

STAFF TRAINING

Are your staff trained in host responsibility?

Free online 'ServeWise' training available from the Health Promotion Agency (HPA) at [ServeWise | Alcohol.org.nz](https://www.alcohol.org.nz/serve-wise)

EXAMPLE OF SOCIAL HOST RESPONSIBILITY POLICY

This should be used as a guide, and altered where appropriate, to suit the nature of your premises. It is important that policies are in an attractive, easy-to-read format.

Host responsibility house policy for an off-licence

The management and staff of (the premises) have a responsibility to provide an environment where alcohol is sold responsibly. Because of this, we have implemented the following Social Host Responsibility Policy.

We are committed to encouraging the responsible sale and supply of alcohol.

- It is against the law to serve anyone who is intoxicated. Intoxicated persons will be asked to leave the premises.
- It is against the law to serve alcohol to minors. If we are in doubt about your age, we will ask for identification.
- We operate an ID25 programme. If you look 25 years of age or under, you will be asked to produce one of the following acceptable forms of identification: current passport, NZ drivers' licence, Kiwi Access card, Hospitality NZ 18+ card.
- We cannot sell alcohol to an adult who intends to supply a minor unless they are their parent or legal guardian.
- We cannot sell alcohol to people in school uniform, regardless of proof of age.
- Alcohol will only be promoted and sold in a responsible manner.
- Our policy is zero tolerance for aggressive, coercive or violent behaviour. Customers behaving in a disorderly manner will be asked to leave the premises.
- We maintain a training and management policy to give our staff the skills and support they need to do their job responsibly.

We pride ourselves on being socially responsible hosts.

.....
Signed

ALCOHOL MANAGEMENT PLAN

This plan should include details about how you will put each part of your host responsibility policy into practice. It must include the systems, staff and training that you will implement to ensure that your business complies with the requirements of the Sale and Supply of Alcohol Act 2012. Your plan should include information about:

- How you will ensure intoxication is controlled. Including location of a place of safety, incident logbooks etc
- The steps you will take to ensure minors are not sold alcohol
- A duty manager register and incident logbook
- The staff you will use and their level of training (so they comply with the requirements of the Act?)
- Your policies concerning promotions of alcohol
- The steps you will take to prevent or reduce noise, nuisance, vandalism, and other harm being caused by your customers
- Security

FEES – EFFECTIVE FROM 1 JANUARY 2022

Framework for determining cost/risk rating

Add the three weightings together to get a “cost/risk rating” score

| Type of licensed premises | Weighting | + | Latest alcohol sales time | Weighting | + | Number of enforcements in the last 18 months | Weighting |
|-------------------------------------------------------------------------------------------------|-----------|---|---------------------------------------------------------------------------------------|-----------|---|----------------------------------------------|-----------|
| Liquor store, supermarket, grocery off-licence | 15 | | On-licences and clubs before 2.01am ; off-licences before 10.01pm | 0 | | None | 0 |
| Night clubs, taverns, adult premises, “Class 1” restaurants | 15 | | On-licences and clubs 2.01am to 3.01am ; off-licences 10.01pm and later | 3 | | 1 | 10 |
| Off-licences in a tavern | 10 | | On-licences and clubs – all other closing times | 5 | | 2 | 20 |
| Hotels, function centres, “Class 1” clubs, “Class 2” restaurants, universities and polytechnics | 10 | | | | | | |
| Remote sales, “Class 2” clubs, “Class 3” restaurants, other | 5 | | | | | | |
| Theatres/cinemas, wine cellar doors, BYO restaurants, “Class 3” clubs | 2 | | | | | | |

Enforcement – has the same meaning as a “Holding” under section 288 of the Act.

Fee category, rating and corresponding amounts

| Fee category and cost/risk rating score | Application fee (inclusive of GST) | Annual fee (inclusive of GST) |
|-----------------------------------------|------------------------------------|-------------------------------|
| Very low 0-2 | \$699.20 | \$305.90 |
| Low 3-5 | \$1,158.05 | \$742.90 |
| Medium 6-15 | \$1,551.35 | \$1,201.75 |
| High 16-25 | \$1,944.65 | \$1,966.50 |
| Very high 26 plus | \$2,294.25 | \$2,731.25 |

NOTE: For new applications, an annual fee will be payable on approval of your licence, before the licence is issued.

APPLICATION FOR RENEWAL AND/OR VARIATION OF AN OFF-LICENCE

Section 120 or 127, Sale and Supply of Alcohol Act 2012

I would like to receive the results of this application (including the licence) by: Post Email

Type of application sought Variation of conditions Renewal of licence Renewal with variation

1. Endorsements

(a) If you are seeking an endorsement, tick the appropriate box:

Remote sales ONLY (for example, online or catalogue sales)

Auctioneer

2. Details of applicant (If an individual or partnership clearly complete questions marked with**)

(a) Full legal name(s) of the person(s) or company who will receive any proceeds from alcohol sales (include a list of any other names including a maiden name that you may be known by).

(b) Applicant status

Individual Public company Licensing trust

Private company Club Government Department or other instrument of the Crown

Partnership Trustee Manager under Protection of Personal and Property Rights Act 1988

Body corporate Local Authority Board, organisation or other body

(c) Address

(d) Postal address for service of documents

(e) State all criminal convictions (except convictions for offences to which the Criminal Records (Clean Slate) Act 2004 applies). Please state type and date of each conviction.

I authorise New Zealand Police to disclose any personal information it considers relevant to my application to the Medical Officer of Health and/or the Licensing Inspector for the purpose of assessing my suitability.

OFFICE USE ONLY

Licence number:

Checked by:

Fee:

Vetted on:

Licence type:

Date received:

Weighting:/...../.....

(f) Occupation**

(g) Gender**
 Male Female Gender diverse / gender non-binary:

(h) Date(s) of birth**

Contact Details

(i) Name of daytime contact

(j) Phone number(s)

(k) Email address

3. Further details where the applicant is a company or an incorporated society

(a) Where the applicant is a **private company** give full details of each person who holds any shares issued by the company as follows: name, address, date of birth, designation, % of shares held (*please continue on a separate sheet if necessary*).

(b) Where the applicant is a **public company** give full details of each person who holds 20 percent of more of the shares, or of any particular class of shares, issued by the company as follows: name, address, date of birth, designation (*please continue on a separate sheet if necessary*).

4. Further details where the applicant is a partnership

(a) Full details of each partner as follows: name, address, date of birth, place of birth.

Signature of each partner

5. Body corporate

(a) Please state the authority under which it is incorporated.

6. Details of premises (for a conveyance, skip and complete the next section)

| | | |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| (a) | Licence number | Expiry date |
| (b) | Address | |
| (c) | Trading name for the premises | |
| (d) | Type of premises (for example, grocery store, bottle store, hotel) | |
| (e) | Is the licence being applied for conditional upon the premises being constructed or altered? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes – describe the changes you are making, and what consents you have: | |
| (f) | Does the applicant own the premises? <input type="checkbox"/> Yes <input type="checkbox"/> No If no – provide the following information: (i) Full name, address, email and phone number of the owner? (ii) What form of tenure and term of tenure will the applicant have? | |
| (g) | Tick the box if the premises will have: <input type="checkbox"/> A supervised area (under 18's must be with parent or guardian) <input type="checkbox"/> A restricted area (no under 18's) <input type="checkbox"/> No designated areas Supervised and restricted areas must be shown clearly on your scale plan of the premises. | |

7. Business details

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) | Is the sale of alcohol intended to be the principal purpose of the business? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, what is intended to be the principal purpose of the business? |
| (b) | Is the premises a grocery store? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, include a statement of annual sales revenue that complies with regulation 12 or 13 of the Sale and Supply of Alcohol Regulations 2013. To request an annual sales revenue template, email sol@huttcity.govt.nz | |

(c) Days and hours when alcohol is to be sold or supplied:

8. Details of managers

(a) **Manager(s) details**

Full name

Manager certificate number

Expiry date

Full name

Manager certificate number

Expiry date

Full name

Manager certificate number

Expiry date

9. Conditions

(a) Describe the applicants experience and training in the sale and supply of alcohol

(b) What actions does the applicant propose to take to make sure minors (*people under 18 years*) and intoxicated people are not supplied alcohol?

(c) What other actions does the applicant propose to promote the responsible consumption of alcohol?

(d) What other systems (including training) and staff are, or will be in place, for compliance with the Act? (describe)

10. Variation of conditions (if applicable)

| | |
|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Are there any changes sought to the present conditions of the licence? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, | |
| (i) | Have you applied for a new Certificate of Use? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (ii) | What changes are sought? <i>(For example, change of hours/area - attach a full floor plan if changes involve premises layout or designation)</i> |
| (iii) | What are the full reasons for the changes sought? |

| | | | | | | |
|----------|--|------|--|--------|--|----|
| Dated at | | this | | day of | | 20 |
|----------|--|------|--|--------|--|----|

| | |
|---------------------|------------|
| Applicant signature | Print name |
| | |
| Applicant signature | Print name |
| | |

Notes:

1. Within 10 working days after filing, the applicant is required to give public notice of the application in the Hutt News or on the Hutt City Council Website. It is up to the applicant to decide on which option is preferable. The notice will be returned to the applicant to have published in the Hutt News after checking the draft should this be the form of advertisement chosen.
2. Within 10 working days after filing this application, the applicant must attach a notice on, or adjacent to, the site in a place that can be seen easily by members of the public. The notice will be returned to the applicant for display after checking the draft.

Privacy statement

The information in your application and any supporting information will be held by Hutt City Council for processing your application under the Sale and Supply of Alcohol Act 2012. Information about this application will be made available to the public on request.

The information will also be provided to the:

- Lower Hutt District Licensing Committee,
- Police,
- Alcohol Regulatory and Licensing Authority,
- Council's Licensing Inspectors, and
- Medical Officer of Health.

This information may form part of a public hearing of your application before the Lower Hutt District Licensing Committee and may be used in the Committee's decision for your application.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or have it corrected, please contact us at contact@huttcity.govt.nz or come in and see us at 30 Laings Road, Lower Hutt 5010. For more information see our [privacy statement](#).

PUBLIC NOTICE – FOR NEWSPAPER OR HUTT CITY COUNCIL WEBSITE



SECTION 101 SALE AND SUPPLY OF ALCOHOL ACT 2012

Full name, address and occupation of applicant

has applied to the District Licensing Committee in Lower Hutt for the renewal and/or variation of an off-licence for the premises situated at:

Full address of premises

and known as

Trading name of premises

The general nature of the business conducted (or to be conducted) under the licence is

Eg, bottlestore, supermarket, tavern

The days on which and the hours during which alcohol is (or is intended to be) sold under the licence are

The application may be inspected during office hours at the Hutt City Council offices, 30 Laings Road, Lower Hutt. Please call the licensing inspectorate on 04 570 6666 to arrange an appointment.

Any person who is entitled to object and who wishes to object to the renewal of the licence may, not later than 15 working days after the date of the first publication of notice of the application in accordance with the Act, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Private Bag 31912, Lower Hutt 5040.

No objection to the renewal of a licence may be made in relation to a matter other than a matter specified in section 131 of the Sale and Supply of Alcohol Act 2012.

A copy of your objection **in its entirety** will be provided to the applicant, Police and Medical Officer of Health.

This is the **first** **second** **only** publication of this notice. The first was made on:

Advertising options

- I wish to advertise my public notice on the Hutt City Council website (fee \$140); or
- I wish to advertise my public notice in the Hutt News (applicant's responsibility to arrange)

This notice must be completed and attached for checking by the secretary to the District Licensing Committee before being published. It is your responsibility to book the newspaper publication.

OFFICE USE ONLY

Checked by: for Hutt City Council on Publish once twice

PUBLIC NOTICE

FOR DISPLAY ON PREMISES



SECTION 101 SALE AND SUPPLY OF ALCOHOL ACT 2012

Full name, address and occupation of applicant

has applied to the District Licensing Committee in Lower Hutt for the renewal and/or variation of an off-licence for the premises situated at

Full address of premises

and known as

Trading name of premises

The general nature of the business conducted (or to be conducted) under the licence is

Eg, bottlestore, supermarket, tavern

The days on which and the hours during which alcohol is (or is **intended** to be) sold under the licence are

| Day | Tick if applic | Hours | Comments |
|-----------|--------------------------|-------|----------|
| Monday | <input type="checkbox"/> | | |
| Tuesday | <input type="checkbox"/> | | |
| Wednesday | <input type="checkbox"/> | | |
| Thursday | <input type="checkbox"/> | | |
| Friday | <input type="checkbox"/> | | |
| Saturday | <input type="checkbox"/> | | |
| Sunday | <input type="checkbox"/> | | |

The application may be inspected during office hours at the Hutt City Council offices, 30 Laings Road, Lower Hutt. Please call the licensing inspectorate on 04 570 6666 to arrange an appointment.

Any person who is entitled to object and who wishes to object to the renewal of the licence may, not later than 15 working days after the date of the first publication of notice of the application in a newspaper in accordance with the Act, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Private Bag 31912, Lower Hutt 5040.

No objection to the renewal of a licence may be made in relation to a matter other than a matter specified in section 131 of the Sale and Supply of Alcohol Act 2012.

A copy of your objection **in its entirety** will be provided to the applicant, Police and Medical Officer of Health.

OFFICE USE ONLY

Checked by: for Hutt City Council on:

DECLARATION RELATING TO BUILDING EVACUATION SCHEME FOR PUBLIC SAFETY

(This must accompany new and renewal applications for on-licence (including BYO licences), off-licence and club licence)
Sections 100 and 127 of the Sale and Supply of Alcohol Act 2012

| |
|------------------|
| Premises name |
| Premises address |
| Post code |

STATEMENT REGARDING FIRE EVACUATION SCHEME

If you are unsure that the building has an approved evacuation scheme, check with the building owner. For the requirements of an evacuation scheme, refer to Fire and Emergency New Zealand web site. fireandemergency.nz/business-and-landlords/owner-responsibilities/

I HEREBY STATE THAT

- The owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 76 of the Fire and Emergency New Zealand Act 2017.
- OR
- Because of the building's current use, its owner is not required to provide and maintain such a scheme.

NOTE: Even if an approved evacuation scheme is not required, the building must have an evacuation procedure that meets Part I of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018 – this does not require approval by Fire Emergency New Zealand.

| | | | |
|----------|------|--------|----|
| Dated at | this | day of | 20 |
|----------|------|--------|----|

| | |
|---------------------|------------|
| Applicant signature | Print name |
|---------------------|------------|

BUILDING OR CONVEYANCE OWNER'S CONSENT – TEMPLATE

To The Secretary
District Licensing Committee
Hutt City Council
30 Laings Road
Private Bag 31912
Lower Hutt 5040

Person giving consent

Name _____ Date _____

Company (if applicable) _____

Address _____

Dear Secretary

I am the owner Body Corporate Chair building manager other* _____

of _____
(Name of address of building or conveyance)

I confirm that I _____

consent to am authorised by the owners to consent to

the proposed sale and supply of alcohol by

(Applicant name – must match application)

on the following days and hours

(Days and hours must match application)

The following extra conditions apply to this consent (write none if none applicable)

Yours faithfully

(Name of person giving consent)

(Signature)

*If none of these options apply, describe the letter writer's role and why they are authorised to give consent on behalf of the building or conveyance owner.

CPTED CHECKLIST FOR OFF-LICENSED PREMISES

WINDOWS

| | Yes | No | N/A |
|------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| There is at least 50% transparency in the front of the premises | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| There is good visibility to and from the premises and the street | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

LIGHTING

| | Yes | No | N/A |
|-----------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Internal lighting inside the premises is suitable | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lighting allows customers to be seen as they enter the premises | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lighting allows staff to check IDs etc | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lighting outside the premises is suitable | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lighting outside the premises discourages loitering | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Car parks and loading bays are well lit | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Street lighting is outside the premises and is working properly | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

INTERNAL LAYOUT

| | Yes | No | N/A |
|---------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| The cash register is positioned near the main entrance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The cash register area is raised to improved visibility | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Safe is out of public view | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| No stock displays are greater than 1.3 metres | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The entire premises can be seen by the cashier | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| There is good visibility into cold stores | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Where there may be blind spots, mirrors or CCTV are installed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

SECURITY

| | Yes | No | N/A |
|---------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Doors and windows are reinforced | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Nothing encourages loitering outside the premises (eg, notice boards etc) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| There are recessed entrances to the premises | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Intruder alarm is installed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alarm is monitored by monitoring centre | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Panic buttons are linked to intruder alarm | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

CCTV

| | Yes | No | N/A |
|------------------------------------------------|--------------------------|--------------------------|--------------------------|
| CCTV is installed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CCTV is positioned to monitor vulnerable areas | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

CCTV (continued)**Yes No N/A**

| | | | |
|----------------------------------------|--------------------------|--------------------------|--------------------------|
| Customers are aware of the CCTV system | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Staff understand its operation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

STAFF**Yes No N/A**

| | | | |
|-------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| There are sufficient numbers of staff to ensure control of the premises | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Two or more workers are on duty after dark | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Staff are visible to customers upon entering the store | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Staff greet/acknowledge customers entering the store | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A door buzzer notifies staff of customers entering the store | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |