

CHECKSHEET FOR NEW ON-LICENCE 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 outlining the proposed alcohol licensed area. Must include: principal entrance, any outdoor area(s), designation (supervised or restricted – if applicable).
<input type="checkbox"/>	Street map showing the premises location. Identify any sensitive sites within 1km radius of the premises (eg, healthcare facilities, schools, kindergartens, religious sites, drug and alcohol rehabilitation centre etc)
<input type="checkbox"/>	Photo or artist's impression of the outside of the premises.
<input type="checkbox"/>	Certificate of Use for the purposes of the Sale and Supply of Alcohol Act 2012 - see general information page for details.
<input type="checkbox"/>	Encroachment Licence (licence to occupy) for use of any publicly owned outdoor/footpath areas (if applicable).
<input type="checkbox"/>	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 named 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 or partnership agreement (if applicable).
<input type="checkbox"/>	A copy of the Temporary Authority (if applicable).
<input type="checkbox"/>	Confirmation that a food registration has been, or will be, applied for.
<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"/>	Noise management plan detailing how noise will be managed (if applicable).
<input type="checkbox"/>	Security plan (this should include details of managing disorderly behaviour, and details of any security company employed, if applicable).
<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"/>	Invoice for application fee (and public notice fee if advertising on the Hutt City Council website) will be provided upon receipt of completed application for immediate payment.

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.

GENERAL INFORMATION

CERTIFICATE OF USE

(Pursuant to Section 100(f) of the Sale and Supply of Alcohol Act 2012)

You need to apply for a Certificate of Use (CoU) prior to applying for a new alcohol licence and may require a new CoU for renewals with variation that increases the licensed hours or area.

This CoU confirms that the proposed use of the premises meets the requirements of the Resource Management Act 1991 and the building code.

This CoU is managed by Hutt City Council's Resource Consents and Building teams.

The application form for this certificate is available on the Hutt City Council website (apply for an alcohol licence page). If you have any questions about the CoU please contact the Resource Consents duty planner on 04 570 6781.

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.

A Licensing Inspector will check the draft public notice to ensure the details are correct.

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

STAFF TRAINING

One of the criteria that the DLC must consider when deciding on the issue of a new or renewal licence is the staff, systems and training that the Licensee has in place.

It is expected that all businesses operating licensed premises have a current and relevant training plan in place for **all staff** that work in the bar and front of house. The plan should include how often the training will take place (ie: induction training for new staff and regular refresher training for current/existing staff).

You will be asked for this plan and proof that it is being followed. Providing training records is one way to show this.

Are your staff trained in host responsibility?

Free online 'ServeWise' training available from the Health Promotion Agency (HPA) at

[Alcohol Resources — ServeWise](#)

CERTIFICATED DUTY MANAGERS

For most licensed premises at least two certificated managers will need to be appointed. Their name must be clearly displayed in the premises when on duty.

NOTICE OF APPOINTMENT / TERMINATION OF MANAGERS

All Licensees are required to notify the appointment and/or termination of all certificate holding managers to the DLC and Police.

If the appointment and/or termination of certificate holding managers, or the appointment of any acting or temporary managers (if applicable) is not properly notified the Licensee opens itself to infringement fines and the unlawful sale of alcohol.

There is a form available on our website, 'notice of appointment / termination of manager' for your convenience. This notification must be emailed to the two email addresses on the bottom of the form.

The Licensee will also need to update its managers register with the details.

Note: the notification procedure is separate to the application process for a licence or a manager's certificate. If you are unsure if you have properly notified the appointment and/or the termination of the employment of your certificate holding managers, please contact a Licensing Inspector or email sol@huttcity.govt.nz.

EXAMPLE OF 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 on-licence

The management and staff of (the premises) have a responsibility to provide an environment that is not only comfortable and welcoming, but where alcohol is served and consumed responsibly. Because of this the following Host Responsibility Policy has been implemented.

- We provide and actively promote a good range of food that is available for sale at all times. Menus are visible at all times.
- We provide and actively promote a range of low-alcohol and non-alcoholic drinks, including (insert your own choices, eg: low-alcohol beer, fruit juices, low-sugar drinks, soft drinks, tea and coffee).
- Iced water is available free of charge at all times.
- It is against the law to serve alcohol to minors. If we are in doubt about your age, we will ask for identification. Acceptable forms of proof of age documents are a current passport, NZ driver's licence, Kiwi Access card, or Hospitality NZ 18+ card.
- Customers who are becoming visibly intoxicated will not be served alcohol, will be asked to leave the premises and will be encouraged to take advantage of safe transport options.
- Our policy is zero tolerance for aggressive, coercive or violent behaviour.
- We promote a range of transport options to get you home safely. These include
- We encourage people to have a designated driver. We will make the driver's job more attractive by providing a range of alcohol-free drinks free of charge.
- We make sure all of these services are well promoted – you won't have to go looking for them.
- We maintain a training and management policy to give our bar staff the skills and support they need to do their job responsibly.

Please be our guest and take advantage of the services we offer. We pride ourselves on being responsible hosts.

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
- Your policy about returning unconsumed alcohol to patrons to take home
- 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 provision and promotion of food and water
- The steps you will take to prevent or reduce noise, nuisance, vandalism, and other harm being caused by your customers
- Door staff and security
- How will you help patrons get home safely

FEES – EFFECTIVE FROM 1 JULY 2025

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						

Class 1 restaurants – restaurants with a significant separate bar area which, in the opinion of the relevant TA, operate that bar at least one night a week in the nature of a tavern, such as serving alcohol without meals to tables situated in the bar area.

Class 2 restaurants – restaurants that have a separate bar (which may include a small bar area) but which, in the opinion of the relevant TA, do not operate that area in the nature of tavern at any time.

Class 3 restaurants – restaurants that only serve alcohol to the table and do not have a separate bar area.

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	\$840.00	\$367.00
Low 3-5	\$1,505.00	\$965.00
Medium 6-15	\$2,172.00	\$1,682.00
High 16-25	\$2,916.00	\$2,949.00
Very high 26 plus	\$3,670.00	\$4,370.00

NOTE: For new applications, an annual fee invoice will be issued with payment due upon the grant of your licence before the licence is issued.

APPLICATION FOR NEW ON-LICENCE

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



1. Endorsements

(a)	Type of endorsement sought on the licence if applicable
<input type="checkbox"/>	BYO restaurant – applies to BYO ONLY restaurants
<input type="checkbox"/>	Caterer – off-site catering. You will need to provide evidence of catering eg, menus, web information, booking agreements.

2. Details of applicant

(a)	Full name of applicant (legal name(s) of the person(s) or company who will receive any proceeds from alcohol sales eg, ABC Limited etc)	
(b)	Applicant status	
<input type="checkbox"/>	Individual	<input type="checkbox"/> Public company
<input type="checkbox"/>	Private company	<input type="checkbox"/> Club
<input type="checkbox"/>	Partnership	<input type="checkbox"/> Trustee
<input type="checkbox"/>	Body corporate	<input type="checkbox"/> Local Authority
<input type="checkbox"/>	Licensing trust	<input type="checkbox"/> Government Department or other instrument of the Crown
<input type="checkbox"/>	Manager under Protection of Personal and Property Rights Act 1988	<input type="checkbox"/> Board, organisation, or other body
(c)	Applicant's address	
(d)	Postal address for service of documents	
(e)	Applicant's email address	Applicant's contact number
(f)	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.	
<input type="checkbox"/>	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:/...../.....	

(g) Occupation (If the applicant is an individual)

(h) Gender (If the applicant is an individual)

☐

Male

☐

Female

☐

Gender diverse / gender non-binary:

(i) Date(s) of birth (If the applicant is an individual)

3. Contact details for application

(a) Contact person for this application

(b) Phone number(s)

(c) Email address

4. 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 is a director and/or 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 is a director and/or 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).

5. 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

6. Body corporate

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

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

(a) Trading address	
(b) Trading name for the premises or proposed trading name	
(c) Type of premises eg, restaurant, tavern	
(d) Is the licence being applied for conditional upon the premises being constructed or altered? <div style="display: flex; justify-content: space-around; margin-top: 10px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div> <p style="margin-top: 10px;">If yes – describe the changes you are making, and what consents you have:</p>	
(e) What date do you intend to open?	
(f) Are you currently trading on a Temporary Authority? <div style="display: flex; justify-content: space-around; margin-top: 10px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div>	
(g) Temporary Authority number	Temporary Authority expiry date
(h) Previous owner's base Licence number that the Temporary Authority relates to	
(i) Name of the overall manager of the premises	
(j) Does the applicant own the premises? <div style="display: flex; justify-content: space-around; margin-top: 10px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div> <p style="margin-top: 10px;">If no – provide the following information and consent form signed by the building owner (refer attached template):</p> <div style="margin-left: 20px;"><p>(i) Full name, address, email, and phone number of the owner.</p> <p>(ii) What form of tenure and term of tenure will the applicant have?</p></div>	
(k) Tick the box if the premises will have: (tick any that apply): This refers to who can be present in a certain area. <div style="margin-top: 10px;"><input type="checkbox"/> A supervised area (under 18's must be with parent or legal guardian eg, tavern)</div> <div style="margin-top: 10px;"><input type="checkbox"/> A restricted area (no under 18's eg, gaming room)</div> <div style="margin-top: 10px;"><input type="checkbox"/> No designated areas (all ages can be in the licensed area eg, family café, restaurant, etc)</div> <p style="text-align: center; margin-top: 10px;">Supervised and restricted areas must be shown clearly on your scale plan of the premises.</p>	

8. Details of conveyance (if applicable)

(a)	Type of conveyance (plane, boat, train, bus)
(b)	Trading name for the conveyance
(c)	Address of home base
(d)	Principal route travelled
(e)	<p>Does the applicant own the conveyance?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no: provide the following information and consent form signed by the building owner (refer attached template).</p> <p>(i) What is the full name and address of the owner?</p> <p>(ii) What form of tenure and term of tenure of the conveyance will the applicant have?</p>
(f)	<p>Is a current Safe Ship Management Certificate (if a ship, ferry or hovercraft) or a current Certificate of Airworthiness (if a plane) or a Rail Service licence (if a train) or current warrant and registration (if a bus) in effect for this conveyance?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Registration number:</p>

9. Business details

(a)	<p>Is the sale of alcohol intended to be the principal purpose of the business?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, what is intended to be the principal purpose of the business?</p>
(b)	<p>Is the applicant engaged, or intending to be engaged, on the premises in the sale or supply of any goods other than alcohol and food, or providing of any services other than those directly related to the sale and supply of alcohol and food?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, describe the other goods or services?</p>
(c)	Days and hours when alcohol is to be sold or supplied

For premises that are BYO **ONLY** – days and hours the applicant wants endorsed for a BYO licence.

Does the applicant have or intend to have an outdoor licensed area? ☐ Yes ☐ No

If yes, what hours does the applicant request (consider noise from outdoor areas and proximity to residential areas)?

Please describe the outdoor area.

Is the outdoor area on public land ie, the footpath?

☐ Yes ☐ No

If yes, please provide a copy of your encroachment licence or licence to occupy.

10. 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

If you have more certificated managers, please provide details on a separate sheet

11. Conditions

(a)	Does the applicant have any prior experience in the hospitality industry? Please provide details.
(b)	List the name of the premises that the applicant, directors and/or shareholders currently own or have owned in the past. Provide details ie, company name, name of the premises, location, duration of ownership etc.
(c)	<p>Have any of these premises ever received any enforcement actions against them while they are/were under the applicant's ownership?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide details.</p>
(d)	<p>Provide menus or descriptions regarding the availability of the following:</p> <p>(i) Substantial food (please describe type and range)</p> <p>(ii) Non-alcoholic beverages (please describe type and range)</p> <p>(iii) Low-alcohol beverages (please describe type and range available containing 1.15% - 2.5% alcohol)</p> <p>(iv) How and where, drinking water will be made freely available to customers? (if there is no access to main water supply describe how you will make water available)</p>
(e)	What actions does the applicant propose to take to provide help with, and information about, transport options from the licensed premises?
(f)	What other actions does the applicant propose to promote the responsible consumption of alcohol?
(g)	What other systems and staff are, or will be in place, for compliance with the Act? (describe)

(h) How does the applicant intend to provide staff training? ie, staff training manual, induction, and refresher training, etc.

Dated at this day of 20

Applicant signature

Print name

Applicant signature

Print name

Notes:

1. Within 20 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. 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 for a minimum of 10 days after publication in a newspaper or on website. 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 sol@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

Address and full legal name(s) of the person(s) or company who will receive any proceeds from alcohol sales

has applied to the District Licensing Committee in Lower Hutt for the issue of an on-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, restaurant, café, hotel)

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 issue of the licence may, not later than 25 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 issue of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012.

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

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

Advertising options

- ☐ I wish to advertise my public notice on the Hutt City Council website (Fees applicable - please refer to fees schedule); 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

FIRE EVACUATION STATEMENT



This statement must be accompanied with all new or renewal applications for on-licence (including BYO licences), off-licence, and club licences in accordance with section 100 and 127 of the Sale and Supply of Alcohol Act 2012

Premises name	
Premises address	
Post code	
Applicant's name	Phone number
Email	

Fire Evacuation Scheme

Most commonly a building requires an evacuation scheme because it is used for the following purposes:

- The gathering together, for **any purpose of 100 or more persons**:
- Providing **employment facilities for 10 or more persons**:
- Providing **accommodation for more than 5 persons** (other than in 3 or fewer household units):
- **Storing or processing hazardous substances in quantities exceeding the minimum amounts** prescribed in Schedule 3 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018.

See Fire and Emergency New Zealand Act 2017 section 75 and 76 for further information.

*If you are unsure that the building has or requires an approved evacuation scheme, check with the **building owner**. For the requirements of an evacuation scheme or to apply for an evacuation scheme, refer to Fire and Emergency New Zealand web site: www.fireandemergency.nz*

I HEREBY STATE THAT – (Tick one)

- ☐ 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;
- OR**
- ☐ because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme.

Note: *If an approved evacuation scheme is not required, the building must have evacuation procedures that meet Part 1 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018 – this does not require approval by Fire and Emergency New Zealand.*

Applicant signature	Date
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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 ON-LICENSED PREMISES

BAR AREA

	Yes	No	N/A
Bar staff have good visibility of entire premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area behind the bar is raised to improve visibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bar area is open with no obstructions affecting monitoring of premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash registers are front facing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If cash registers are not front facing mirrors are installed for monitoring customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe is out of public view	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INTERNAL LAYOUT

	Yes	No	N/A
Premises is laid out so staff can monitor patrons at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There are no obstructions within the bar causing blind spots	<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"/>
Bar is easily approached by customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customers can easily move around the premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient seating is provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customers cannot climb on structures or fittings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CROWDING

	Yes	No	N/A
The premises are not overcrowded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The maximum number of patrons for the premises is displayed and complied with	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LIGHTING

	Yes	No	N/A
Internal lighting is suitable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting allows door staff to check IDs etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting allows staff to monitor patrons inside the premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No areas are too dark inside the premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal lighting can be raised in an emergency or incident and at closing time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External lighting is suitable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External security lighting is installed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VENTILATION

	Yes	No	N/A
A ventilation system is installed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The premises are maintained at a suitable temperature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OUTDOOR DRINKING AREAS

	Yes	No	N/A
Outdoor drinking areas are monitored by bar and/or security staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting allows staff to monitor patrons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customers can move easily around the outdoor drinking areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor drinking areas are well defined from surrounding external environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pavement creep is not evident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor drinking areas are not overcrowded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A street trading licence or equivalent is held and is current	<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"/>
Patrons 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"/>

ENTRANCES AND EXITS

	Yes	No	N/A
Entrances and exits are visible from behind the bar area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCTV is installed to monitor blind entrances and exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Door staff monitor entrances and exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where queuing occurs outside the premises, there is sufficient space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TOILETS

	Yes	No	N/A
Toilet facility entrances are visible from the bar area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilets are inspected regularly	<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"/>
Staff are visible to patrons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff monitor the premises for conflict and crime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security staff are properly trained and certified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>