

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.
- 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 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](#)

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.

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.

STAFF TRAINING

Are your staff trained in host responsibility? It is important that refresher training is taking place at regular intervals. It is also strongly recommended that training records are kept.

Free online 'ServeWise' training available from the Health Promotion Agency (HPA) at [Alcohol Resources — ServeWise](#)

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 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 | | | | | | |

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 | \$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 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"/> | | <input type="checkbox"/> Licensing trust |
| <input type="checkbox"/> | | <input type="checkbox"/> Government Department or other instrument of the Crown |
| <input type="checkbox"/> | | <input type="checkbox"/> Manager under Protection of Personal and Property Rights Act 1988 |
| <input type="checkbox"/> | | <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) <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> 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. |
|-----|--|

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) | Does the applicant own the conveyance? <input type="checkbox"/> Yes <input type="checkbox"/> No If no: provide the following information and consent form signed by the building owner (refer attached template). (i) What is the full name and address of the owner? (ii) What form of tenure and term of tenure of the conveyance will the applicant have? |
| (f) | 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? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Registration number: |

9. 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 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? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe the other goods or services? |
| (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

| |
|---|
| <p>(a) Does the applicant have any prior experience in the hospitality industry? Please provide details.</p> |
| <p>(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.</p> |
| <p>(c) 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> |
| <p>(d) 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> |
| <p>(e) What actions does the applicant propose to take to provide help with, and information about, transport options from the licensed premises?</p> |
| <p>(f) What other actions does the applicant propose to promote the responsible consumption of alcohol?</p> |
| <p>(g) What other systems and staff are, or will be in place, for compliance with the Act? (describe)</p> |

(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

PUBLIC NOTICE

FOR DISPLAY ON PREMISES



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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

| Day | Tick if applicable | Hours | Comments Include any outdoor area days and hours |
|-----------|--------------------------|-------|---|
| 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"/> | | |

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OFFICE USE ONLY

Checked by: for Hutt City Council on:

FIRE EVACUATION STATEMENT

This statement must be accompanied with all new or renewal applications for on-licence (including BYO licences), off-licence, special 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 or **Contact Fire and Emergency New Zealand, Maree Ryan, Senior Advisor Risk Reduction, Wellington District, on 027 218 1630 or maree.ryan@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 |
|---------------------|------|

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"/> |