

# Licensing Compliance Checklist

Premises Name:	
Completed by:	Date:

	Checklist	Complied with? (Y/N)	Comments
1.	A certified copy of the most recent Premises Licence is kept on the premises		
a)	The correct person is shown as the premises manager, and all of their details are correct. If the designated premises manager ceases to work at the premises, the Licensing Board must be given notice no later than 7 days after the occurrence of that event, and an application must be lodged so as to vary the licence by the substitution of a new premises manager within 6 weeks. In terms of your licence conditions, alcohol may not be sold on the premises when there is no premises manager unless this notification procedure is followed.		
2.	A certified copy of the most recent Premises Licence Summary is prominently displayed so that at least the first page is capable of being read by anyone frequenting the premises.		
a)	The correct person is shown as the premises manager, and all of their details are correct.		
3.	A copy of the Layout Plan is held on the premises (where possible, this should be a certified copy).		
a)	The entire premises corresponds with the layout on the layout plan.		

	Checklist	Complied with? (Y/N)	Comments
5.	Challenge 25 Age Verification Policy is in place and evidence is available in the premises, i.e. copy of the policy, evidence of training in relation to policy, posters on display.		
6.	Section 110 notices (i.e. 'It is an offence for a person under the age of 18' etc) are on display at each place that alcohol is sold so that they are readily visible to any person seeking to purchase alcohol. These notices must be at least A4 size.		
7.	Complete personal licences for all personal licence holders employed within the premises are kept on the premises. We recommend that at least 2 personal licence holders are employed at each premises.		
8.	Staff training records for all members of staff involved in the sale of alcohol are kept on the premises.		
a)	The staff training record form is signed by the staff member to whom it relates.		
b)	The staff training record form is signed by the person who delivered the training and details of their personal licence have been completed.  All staff selling or serving alcohol must first have undergone requisite training of at least 2 hours duration covering 16 points as set out in the regulations.		
9.	All conditions attached to the licence are complied with at all times. This will include mandatory conditions and any local conditions attached to a specific premises licence.		