

# LICENSED PREMISES QUESTIONNAIRE

## SECTION ONE – CONTACT DETAILS

1. Please state the name of your premises/club and the licence number.

2. Please can you provide the name of the person you would like us to contact with any further updates.

3. Please provide an up-to-date telephone number for the person named in Question 2.

4. Are you happy for us to contact you by email in the future? It would be helpful if we could do this to ensure that we can send on all government updates as and when we receive them.

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If Yes, please enter your email address here

**SECTION TWO – PREMISES OPENING & ACTIVITIES**

5. Have you made any changes to your business model, e.g. have you started deliveries, takeaways or collection services?  
Please provide details.

6. Do you intend to make any changes to your business model, e.g. will you start deliveries, takeaways or collection services?

7. Have you changed your business hours or licensed hours, and if so, to what?

8. If you are intending to make use of pavement areas adjacent to your premises, please state where these are located (i.e. street names).  
Please note, the grant of a temporary pavement licence as proposed by the government, only extends to the ability to place certain furniture as outlined separately in this document and does not override any other regulatory requirements, e.g. alcohol licensing or registration requirements for food businesses. In addition, they only apply to certain premises.

9. Are you offering food?

9a. If YES, give the name of the registered FBO

If you are offering food/drink, are you trading or intending to trade between 11pm and 5am?

10. Do you plan on opening new access points to regulate entry/flow of visitors and customers?

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If Yes, please give a brief description.

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11. Are you keeping windows and doors open to assist ventilation?

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12. What policies and procedures do you have in place, example to arrange staggered opening times, queuing systems etc.?

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13. Is your risk assessment up to date?

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Have you incorporated Covid-19 into your risk assessment?

**It is important that it is refreshed immediately if not.**

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Do you have a written Covid Risk Assessment?

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Is the Covid R A a standalone document or part of the overall R A for the business?

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How many employees do you have?

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Further guidance on covid risk assessments can be found at [www.allerdale.gov.uk/coronavirus/](http://www.allerdale.gov.uk/coronavirus/)

14. What policies/procedures do you have in place for checking proof of age?

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15. Do you employ staff under the age of 18? If yes what are their main roles and what policies/procedures do you have in place for them?

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16. Do you have a noise management policy in place and how do you actively monitor it? For example, walking round the locality

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17. Have you reviewed your existing operating policies in light of Covid-19

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18. Have staff been appropriately trained in respect of operational changes?

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**SECTION THREE – LICENSED PREMISES DETAILS**

19. Are your premises licensed to sell alcohol?

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20. Who is the premises licence holder?

Please state the full name of the individual or company name and number. Please also add the registered address.

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Do you wish the premises licence holder to be changed?

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If yes please name the proposed premises licence holder

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21. Who is the Designated Premises Supervisor?

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Do you wish the Designated Premises Supervisor to be changed?

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If yes please name the proposed Designated Premises Supervisor

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22. How many personal licence holders do you have working on site?

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23. Are you changing your licensable area (please include any indoor areas and beer gardens or outside areas that you are intending to or would like to expand to)?

Do you intend to add an external bar?

Will you be extending any licensable area into an existing designated smoking area?

Are you intending to move the designated smoking area?

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24. Have building works been undertaken or other changes made to the plan layout since the premises licence was granted for which licensing consent has not yet been obtained?

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If Yes please describe the changes

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25. Is the Premises Licence Summary and/or Section 57 Notice on display?

Is the full licence available for inspection?

(A Section 57 Notice states the name and position of the person who works at the premises who has been nominated by the licence holder to keep custody or control of the premises licence)

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26. Is the bar authorisation form in place and all training records up to date?

(The bar authorisation form is a list of all staff members authorised by the DPS to sell alcohol)

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27. Has the Premises Licence annual fee been paid?

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28. Having reviewed your premises licence, please advise whether you feel any of the conditions require amendment.

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29. Please confirm what your proposed SIA door supervisor arrangements will be.

Please note that if this is less than required by your current licence, a variation would need to be approved by the Authority in advance.

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