



Coronavirus – Licensing Pre-reopening Checklist

- Is the DPS named on the premises licence operational at the premises? If not a DPS variation application will be required.
- Has there been a change to the premises licence holder or their registered address?
- Is the Part B Licence summary and Section 57 Notice on display? Is Part A available for inspection along with the plans of the premise?
- Have bar staff been authorised in writing to conduct alcohol sales? Are training records up to date?
- Has the Premises Licence annual fee been paid or is the premises licence suspended?
- Are any gaming permits and/or notifications paid up to date? If not, permission may have lapsed
- Is your premises licence up to date and fit for purpose? Consider if you need; earlier or later hours, to modify conditions. Consider if time limited licence applications or Temporary Event Notices (TENS) would help you if permanent changes not needed or not possible.
- Review licence conditions (now and in light of subsequent COVID 19 regulations) and ensure the premises is compliant. Consider any amendments needed, for example use of any existing or new outside spaces, use of external dispense bars, door staff to manage SD etc.
- Consider scheduling delivery and collections to reduce mixing customers and staff with visitors? Do you plan to use new access points and regulate entry and flow of customers? Consider keeping windows and doors open (except fire doors) to assist ventilation?
- Check with us regarding these matters to establish if applications are required to make changes. Variations applications may be required, possibly to add time limited changes. Planning restrictions might also be needed if you wish to change use of areas, trading hours or operational conditions. [Guidance on Minor Variation](#).
- If you wish to use external spaces, ensure you have the land owner's permission. If the land falls on a highway such as a footpath, ensure you have a café licence if you want to place any tables or chairs for customers to use.*
- Do you have the correct permissions for alcohol sales? Eg. Off Site Sales. Do your conditions limit any of these sales*
- Have building works or plan layouts been undertaken during the closure period? If so, is licensing consent required? If so you may need to amend the plan of your premise [Guidance on Minor Variation](#).
- Is your fire risk assessment is up to date? Do you need to review capacity levels within the assessment and/or any premises licence conditions in light of COVID-19 controls?
- Consider existing operating policies in light of COVID 19 regulations and whether these updating. For example, admission and dispersal procedures, searching, drugs, toilet checks, underage, vulnerable persons, cleaning protocols, security, avoiding overcrowding of confined spaces, controlling queues and ensuring markers are in place or other measures to comply with social distancing



- Consider website and social media messaging to advance notify customers how you will operate in regarding licensing issues so they know what to expect about queuing, SD, admission rules etc.
- What operational changes do staff need training about which are impacted on reopening.
- Consider liaising with neighbours, resident associations and local representation groups. Is it likely that the ambient noise levels will increase and residents may become sensitive to noise issues?
- If you are a landlord and your tenant has left, then carry out the necessary checks to ensure that the premises licence has not been surrendered or has lapsed.
- Undertake pre-opening licence health check and risk assessment to comply with COVID-19 regulations and signage requirements. This will include social distancing guidelines; hygiene information; entry and exit routes; pick up and drop off point instructions; customer instructions upon service and payment process.

*There are currently proposals under the Business & Planning Bill 2020 to make the following amendments to assist licensed premises, however these changes have not yet become effective;

- ***All premises licences with alcohol on-sales will be deemed to have off-sales too over same hours and can provide delivery service. Any conditions "inconsistent with" off-sales (including sealed containers) suspended. This right to provide off sales doesn't apply to premises who within last 3 years LA have refused to grant off-sales at a new licence or variation application or licence has been varied or modified so as to exclude off-sales (eg at review or by minor variation). Summary review procedure (inc. interim steps and hearing within 28 days) to remove this new privilege if problems arise.***
- ***A simplified and more efficient street café licence regime will be introduced.***

To date the above proposals have not received Royal Assent yet and you must ensure you adhere to any current permissions and conditions on your licence. It is anticipated these changes will come in to force around the back end of July.