**Licensed Premises Checklist**

1. Do I have Part A of the premises licence? Where is it kept? [ ]
2. Is the summary of the licence on display? [ ]
3. Do I have a Section 57 notice telling officers where Part A of the licence is kept? [ ]
4. Have all my staff been authorised in writing to sell alcohol? [ ]
5. What is my age verification policy? (Challenge 25) Are posters displayed? [ ]
6. Do I have my gaming machine permit or notification on site? [ ]
7. Am I compliant with the conditions on my licence? [ ]
8. Am I using a refusal book to log all alcohol sales that are refused? Do staff know how to complete it? [ ]
9. Have I completed all of my staff’s written training records? [ ]
10. Am I using an incident book to log any incidents? Do staff know how to complete this? [ ]
11. Is my CCTV working? Is it recording for 31 days? Is there signage displayed to tell customers that CCTV is in use? [ ]
12. Am I using door supervisors? Is the door book being used and completed correctly? [ ]
13. What is my closing down policy at the end of the evening? Is it documented? [ ]
14. What measures are in place to prevent drug use in the premises? [ ]
15. Do I have a written search policy? [ ]
16. What measures are in place to prevent noise nuisance? Are they documented? [ ]
17. Is my fire risk assessment up to date? What is my capacity? [ ]
18. Is the premises, including fire doors, clear of obstructions? [ ]
19. Is the premises licence holder address and DPS information correct on my licence? [ ]

If you have checked all of the above and everything is in place, then you are on the way to having a compliant premises. Well done.