

## Coronavirus (COVID-19)

# Licensing Pre-opening Checklist

- Check the current DPS is still working at the premises and how many personal licence holders you have working on site.
- Has there been a change to the premises licence holder or their registered address?
- Is the Premises Licence Summary and Section 57 Notice on display? Is the full licence available for inspection?
- Is your licence fit for purpose – might you need extended hours – consider time limited licence applications.
- Review conditions – ensure compliant and consider whether any need amending – e.g. use of outside space, licensing of external dispense bars, off sales, last entry, door staff, relaxation of delivery and collections to reduce interaction between customers/staff and visitors; opening new access points to regulate entry/flow of visitors and customers; ability to keep windows and doors open (except fire doors) to assist ventilation – check if the Local Authority will accept minors, possibly time limited. Or check the local approach to enforcement. Check also for any planning restrictions.
- Has the Premises Licence annual fee (and late night levy) been paid. Check for suspension notices and remove if applicable.
- Has the gaming permit annual fee been paid? If it hasn't then the permit will have lapsed and need to apply for a new one.
- Notifications (automatic entitlements to 2 gaming machines) – if the premises licence has been transferred then you need to apply for a new notification.
- 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.
- Pavement Licence, A Boards, Marriage Licence and Special Treatment Licence – have they been renewed and, if they have been renewed, were fees paid or have they been deferred? Is there an opportunity to amend the licence?
- Have building works been undertaken during the closure? If so, is licensing consent required?
- Consider what works you wish to undertake before opening and consider whether they need permission – such as installation of barriers and screens.
- Is the bar authorisation form in place and all training records up to date?
- Check fire risk assessment is up to date and review capacity levels within the assessment and/or premises licence conditions in light of COVID-19 regulations.
- Consider liaising with neighbours and resident associations before the premises reopen; it is likely that the ambient noise levels will increase and residents may become sensitive to noise issues.
- Pubwatch/BIDs and other local initiatives – check for local advice and support.
- Look at policies in light of COVID 19 – such as admission and dispersal, drugs, toilet checks and cleaning protocols, security, avoiding overcrowding of areas used regularly like corridors and toilets and other confined spaces, controlling queues and ensuring 2 metre markers are in place. Encourage customers to email, use website or apps when ordering or calling ahead to reserve seating.
- Consider use of external spaces which may be owned by your landlord or Local Authority and speak to them.
- Pre-opening licence health check and risk assessment to comply with COVID-19 regulations (when released) and signage requirements – including social distancing guidelines; hygiene information; entry and exit routes; pick up and drop off point instructions; customer instructions upon service and payment process.
- Consider any plans for the local area. There could be a gradual reopening and therefore certain conditions could be problematic initially, for example door staff.
- Contact the local Police and Local Authority Licensing Officers to find out their views on premises reopening, and any particular challenges or local initiatives they wish to consider.

For further information visit: [lewes-eastbourne.gov.uk](https://www.lewes-eastbourne.gov.uk)

