**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.