

BRIEF NOTES on PREMISES LICENCE COMPLIANCE

You must have :

1. The original or a certified copy of the **Summary** on permanent display where it can be read by customers. This should be protected. We recommend a certified copy so that the original can be kept safely either with us, or with your central papers. The certification must be by a Solicitor or Council licensing officer.
2. The original or a certified copy of the **Premises Licence**, which must be kept on site and produced on request to an authorised officer. You need not only to ensure that your bar staff are familiar with its contents, but where it is kept in case you are not on site when such a request is received. They should also be aware of the details of the approved plan.
3. A **s57 Nomination** if the DPS and Premises Licence holder are not one and the same. We recommend that you also have a DPS Authorisation available or on display. The s57 Nomination must be permanently displayed, and we would usually recommend next to the Summary and protected.

You should have :

4. **Authorisations.** Attached is an extract from Government Guidance on authorisation of staff. Having regard to the strong directions given, we recommend a general DPS Authorisation is on site, to which visiting officers may be referred should they ask about the DPS or authorisations. You can either keep a published list of all staff who have been formally authorised, or you can rely on the general authorisation in this notice, but that must be coupled with staff receiving Authorisations, which should be counter signed by them on induction (and prior to their being allowed to sell or supply alcohol). Management who may stand in for the DPS should be given the detailed Duties sheet (with the red heading/duplicate Staff Authorisation/Duties sheet kept with their file and training papers). You will note that there are different forms for management team and staff, and you should be careful to explain your expectations to the members of staff. We have prepared for you :
 - Both parts of the DPS nomination of stand ins
 - The Staff Authorisation to sell alcohol – we would recommend that the DPS is the Personal Licence holder authorising, but it can be a member of your management team in his or her absence, as long as they have the necessary Personal Licence, of course.Please feel free to copy these if you need more, or ask us for more and we shall arrange that.
5. Staff training records, incidents and refusals logs, all properly completed and kept up to date.
6. A printed Age Verification Policy to demonstrate compliance with the mandatory condition.
7. Fire Safety and Health & Safety Risk Assessments etc, kept up to date.

This list is far from exhaustive, but may be helpful as a starting point. Whilst we endeavour to ensure that the information given is accurate and up to date, we cannot guarantee that it is, and you should seek specific legal advice on particular issues that arise.