

DUE DILIGENCE MATTERS

DUE DILIGENCE PACK

NAME OF PREMISES

PREMISES LICENCE HOLDER

PREMISES LICENCE NUMBER

NAME OF DPS

**KEEP IN ACCESSIBLE LOCATION IN THE
BAR/STORE/ OR RESTAURANT AND
PRESENT TO AUTHORISED PERSON ON
REQUEST**

Due Diligence Matters

Your Licensing Health Check

Name of Person Conducting the Health Check

.....

Can you answer YES to the following questions?

- | | |
|--|----------|
| 1. Are you the designated premises supervisor | Yes / No |
| 2. If you are, is your name on the premises licence. | Yes / No |
| 3. Can you produce your personal licence card or paper licence If requested when you are working at your premises. | Yes / No |
| 4. Have you a notice available on your premises that you or your DPS have signed, authorising named staff to sell alcohol. | Yes / No |
| 5. When you are away do you have procedures in place authorising sale of alcohol | Yes / No |
| 6. Are the procedures in writing and available on request | Yes/ No |
| 7. Is your premises licences displayed | Yes / No |
| 8. Can it be read by your customers and as importantly when Trading Standards or the police visit | Yes / No |
| 9. Have you a procedure in place to check you are complying with the 4 licensing objectives | Yes / No |
| 10. Have you an individual record for each member of staff | Yes / No |
| 11. If you do does it include records of training/ qualifications undertaken | Yes / No |
| 12. Do you have an age verification policy 'Challenge 25' IN PLACE | Yes / No |
| 13. Can you produce it? | Yes / No |
| 14. Do you have Challenge 25 posters displayed in a prominent position | Yes/ No |
| 15. Do you have a refusal register | Yes / No |
| 16. If yes is it up to date in good condition and available to produce to Training Standards or a police officer on routine visits | Yes / No |
| 21 Do you have a signed Drugs Policy | Yes/No |
| 22 Do you have posters regarding drugs policy on display | Yes/No |
| 23 have you identified who will conduct the quarterly compliance checks | Yes/No |

If you have any questions of a licensing nature or require training please ring Tony Dales on the number below

07875284030

Email duediligenmcematters@outlook.com

Due Diligence Matters

IMPORTANT

Checks to be undertaken every 3 months to reinforce Due Diligence process.

Retain this document in your Due Diligence file

Designated premises supervisor checklist

Completed by.....

Date /Time	
Premises licence on display in main area of shop	YES / NO
DPS contact details in Due Diligence folder	YES / NO
Procedure in place authorising sales of alcohol when DPS absent	YES / NO
Copies of all Personal Licence (paper version) in Due Diligence pack Credit card personal licence on your person.	YES / NO YES / NO
Due Diligence Matters refusal register on premises Is in good condition	YES / NO
Refusals register checked monthly and signed by DPS	YES / NO
Refusal register has up to date entries	YES / NO
training recorded in staffs portfolio UP TO DATE	YES / NO
CCTV CHECKS up to date	YES / NO
Challenge 25 policy in Due Diligence folder	YES / NO
Challenge 25 posters in good condition and on show	YES / NO
Incident register entries up to date	YES / NO

If you have any concerns with regard to Licensing Law or need advice or training for you or your staff then ring:

Tony Dales 07875284030

Email duediligencematters@outlook.com

DUE DILIGENCE MATTERS

The 4 licensing objectives and what they mean to you

Public safety

1. Safe electrics
2. clear up rubbish inside and outside
3. Safe shop floors

Prevention of Crime and Disorder

- Don't sell to Drunks
- Don't allow drugs on the premises
- Don't allow disorderly conduct

Protection of Children from Harm

- Don't sell alcohol to persons under 18
- Don't sell cigarettes to persons under 18

Prevention of Public Nuisance

- Don't allow children to make a nuisance both inside and outside your premises

DUE DILIGENCE MATTERS

There can only be on DPS who must be a personal licence holder

Designated premises Supervisor	Telephone Nos	Email	Personal licence holder	Any other details

DUE DILIGENCE MATTERS

Authority to sell alcohol

I, being a Designated Premises Supervisor and Personal Licence holder, hereby certify that,

.....

has received training in licensing law, company policy and their responsibilities when selling alcohol.

I therefore authorise..... to sell alcohol by retail for consumption on/off the premises at

.....

.....

Signed

Print Name

Dated

I, am aware of my responsibilities with regard to licensing law. I understand that I am authorised to sell alcohol.

Signed

Print Name

Dated

DUE DILIGENCE MATTERS

PREMISES:

DESIGNATED PREMISES SUPERVISOR

STAFF AUTHORISED TO SELL ALCOHOL

NAME	QUALIFICATION	DATE AUTHORISED

In my absence I authorise
supervisor

to act as

SignedDated.....

[illegible]

DUE DILIGENCE MATTERS

OUR DRUGS POLICY

Will adopt a **zero tolerance** to drugs possession both inside and directly outside of the premises

The policy will be owned and delivered by the premises designated premises supervisor

The policy will ensure that drug possession/ supplying and consumption does not take place both inside and directly outside of the premises.

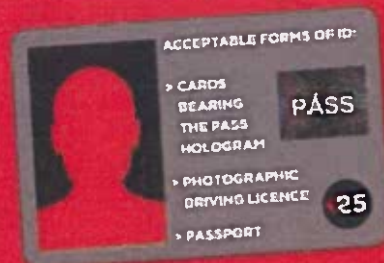
The policy will be delivered by

1. The appropriate training of all staff
2. Appropriate signage to be displayed on the premises
3. Regular liaison with local police community officers.

Signed.....
Designated Premises Supervisor

**DRUGS NOTICE
THE POSSESSION
OR TAKING OF
DRUGS WILL NOT
BE TOLERATED
ANYONE CAUGHT
IN POSSESSION
WILL BE BARRED
AND THE POLICE
INFORMED**

UNDER 25?



**IF YOU ARE LUCKY
ENOUGH TO LOOK UNDER
25 YOU WILL BE ASKED
TO PROVE THAT YOU ARE
AGED 18 OR OVER WHEN
YOU BUY ALCOHOL**

**IF YOU ARE UNDER 18
YOU ARE COMMITTING
AN OFFENCE IF YOU
ATTEMPT TO BUY
ALCOHOL**



drinkaware.co.uk
for the facts about alcohol

WWW.CHALLENGE25.ORG



DUE DILIGENCE MATTERS

OUR AGE VERIFICATION POLICY

--

will adopt the challenge 25 age verification initiative.

The policy will be owned and delivered by the premises designated premises supervisor

The policy will ensure that the sale of alcohol to persons under 18 does not take place.

The policy will be delivered by

4. The appropriate training of all staff in the challenge 25 procedure.
5. The use and maintaining of a refusals register.
6. Appropriate signage to be displayed in the entrance and location where alcohol is offered for sale.

Signed.....
Designated Premises Supervisor

DUE DILIGENCE MATTERS

LITTER POLICY

NAME OF
PREMISES.....
.....

The
.....
.....

Has a litter policy that during opening times regular checks will be made to the outside of the premises and will ensure that the area will be free of litter.

Litter checks will be recorded and made available for inspection in The Due Diligence Folder

Signed
Designated Premises Supervisor

LITTER DAILY CHECKS

[illegible]

DUE DILIGENCE MATTERS

NAME OF PREMISES.....

PURCHASING POLICY

Alcohol to be sold at the premises will only be from reputable suppliers

All purchase records will be retained in date order and will be made available for inspection on request by the police or authorised licensing officer

Signed.....

Designated Premises Supervisor

DUE DILIGENCE

CCTV EQUIPMENT REGISTER

NAME OF PREMISES.....

1. Check images recording 31 days
2. Check cameras are working
3. Ensure staff are able to download images

CCTV REGISTER

CHECK OF CCTV TO BE CONDUCTED WEEKLY

[illegible]

DUE DILIGENCE MATTERS

INCIDENT LOG

All adverse incidents where police
are called to be logged
Where medical assistance is
required
Refusals to serve drunks

NAME OF
PREMISES.....

DATE	INCIDENT	POLICE CALLED Y/N	PERSON MAKING ENTRY

DUE DILIGENCE MATTERS

Staff Portfolio

Name.....

Staffs address

All ID documentation right to reside and work in the UK must be checked and verified

Date Checked

Personal licence holder

yes / no (circle)

If yes		Number
1	2	3
4	5	6
7	8	9
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367	3	

QUALIFICATIONS OBTAINED

BILAB qualification

Yes / no (circle)

If yes DATE OBTAINED

Training/ knowledge check records

Subject

Date _____

Initials

Date _____

Initials

Date _____

Initials

Date _____

Initials

Date _____

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Date	Initials	
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If you have any concerns with regard to the Licensing Law or
 need advice or training for you or your staff then ring Tony
 Dales Licensing Consultant
 Due Diligence Matters
 47 Manchester Road Chapel en le frith
 Tel 07875284030
 E Mail duediligencematters@outlook.com

Under the provisions of the Licensing Act 2003, it is an offence for the persons under 18 years to purchase or attempt to purchase alcohol. It is also an offence for anyone to purchase or attempt to purchase alcohol for someone who is under 18 years.

