

**Licensing (Scotland) Act 2005**  
**Off Sales Compliance Inspection**

Officer Code	Date of visit	EVU code

Premises and lic. no: \_\_\_\_\_

Premises Address: \_\_\_\_\_

PLH and contact details: \_\_\_\_\_

DPM and lic. no: \_\_\_\_\_

Premises contact details: \_\_\_\_\_

Staff member on duty: \_\_\_\_\_

Notices and Conditions	YES	NO	N/A	COV
<b>Certified copy of premises licence available?</b>				
<b>Certified copy of operating plan available?</b>				
<b>Certified copy of layout plan available?</b>				
Are there any inconsistencies with the Op. Plan and operation of the premises?				
Are there any inconsistencies with the LP (display area)				
Are soft drinks and products packaged and sold with alcohol the only other items in the public alcohol display area.				
Are the details of the Premises Manager correct in both Premises Licence & Operating Plan?				
<b>DPM Licence Available</b>				
Current address of DPM as stated is correct				
Is DPM aware of requirement for refresher training?				
Has refresher training/ renewal been carried out?				
Other Personal Licences available (record name and licence numbers):				
<b>Staff training records available in correct format</b>				
<b>Summary premises licence prominently displayed</b>				
<b>Section 110 notice on display at point of sale(s)</b>				
<b>No smoking signs displayed</b>				
<b>CCTV installed and operating properly?</b>				
<b>Fire exits accessible and in working condition?</b>				
Refusals book/system operated & kept up to date				N/A
Do the premises have irresponsible drinks promotions?				N/A
Are the premises aware of the 72-hour rule for price variations?				
Are the premises aware of MUP? And compliant?				
<b>Age Verification Policy.</b> Written/ Verbal/ Posters/ Other:				

Home Delivery of Alcohol	YES	NO	N/A	COV

