

Licensing (Scotland) Act 2005
On 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
Certified copy of premises licence available?				
Certified copy of operating plan available?				
Certified copy of layout plan available?				
Are there any inconsistencies with the Op. Plan and operation of the premises? Or the layout plan.				
Are the details of the Premises Manager correct in both Premises Licence & Operating Plan?				
DPM Licence Available				
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):				
Staff training records available in correct format				
Summary premises licence prominently displayed				
Section 110 notice on display at point of sale(s)				
Schedule 3(11) Children and YP notice on display				
No smoking signs displayed				
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?				
Age Verification Policy.				
Written/ Verbal/ Posters/ Other:				

Equalities Act 2010	Yes	No	N/A
Do the premises have flat access			N/A
Do the premises have a disabled toilet			N/A
Appropriate signage for car parking (if available)			N/A

Public Nuisance Objective	Yes	No	N/A	COV
Premises have a policy on reducing nuisance and disturbance to nearby residents caused by patrons smoking or by leaving the premises				
Litter bins are provided for cigarette ends				
Staff aware of the premises licence noise condition				
External drinking area regularly monitored				
Glass disposed of at reasonable times of day 7am-11pm				

Public Safety Objective	Yes	No	N/A	COV
Staff aware of premises capacity				
How is capacity monitored e.g., clickers, door staff etc.				
How often are fire escapes checked for accessibility and in working condition?				
CCTV installed, sited appropriately and in working order. How long is footage kept?				
If premises use door stewards, are they SIA registered? If so, check register.				

Protecting Children From Harm	Yes	No	N/A	COV
Premises aware of Licensing Board Policy on subject?				
Baby changing facilities accessible by all genders				

Home Delivery of Alcohol	YES	NO	N/A	COV
Do the premises make external deliveries of alcohol?				
If yes, Is the delivery of alcohol listed as an activity in the Operating plan?				
Staff training records of Delivery Driver(s) available?				
Section 108: Staff aware of regulations ref delivery of alcohol by or to C & YP				
Section 119: Staff aware of requirement ref, relevant records to be kept on premises & Delivery Vehicle?				
Section 120: Staff Aware of prohibition of late-night deliveries of alcohol?				
Staff aware of Sec. 119 (5) Powers of LSO/Police?				
Sample check of required documentation carried out.				
Copy of relevant legislation provided?				N/A

Off-sales (takeaway drinks)	Yes	No	N/A	COV
Do the premises have off-sales?				
How do the premises operate off-sales? (Outside areas, takeaway etc.)				

