

Licensing (Scotland) Act 2005
Occasional Licence Inspection Sheet

Officer:

Date:

Occasional Licence No:	
Premises Address:	
Licence Holder: (premises/ personal licence no. if applicable)	
Contact Details:	

OCCASIONAL LICENCE		YES	NO	
Occasional licence available and valid? (Check licence holder details e.g. valid personal licence, premises licence and dates)				
COMPLIANCE WITH MANDATORY CONDITIONS		YES	NO	N/A
Accurate description of activities to be carried on in the premises?				
Accurate description of premises?				
Are the premises compliant with MUP?				
Are the premises operating an "Age Verification Policy"? (challenge 25)				
Are the premises complying with 72-hour rule for price variations?				
Are there non-alcoholic drinks available? (inc. free tap water)				
COMPLIANCE WITH POOL CONDITIONS	POOL CONDITION (select applicable from licence)	YES	NO	N/A
Management / Supervision	<u>1</u> , <u>2</u>			
Inspection	<u>3</u>			
Children & Young People	<u>4</u> , <u>5</u> , <u>6</u> , <u>7</u>			
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Voluntary Organisations	<u>30</u>			
Events	<u>31</u> , <u>32</u> , <u>33</u> , <u>34</u> , <u>35</u> , <u>36</u> , <u>37</u> , <u>38</u> , <u>39</u>			
COMPLIANCE WITH ADDITIONAL CONDITIONS		YES	NO	N/A
Is the premises complying with additional conditions? (LSO or Police)				
No Smoking Sign Displayed?				
Notes:				

POOL CONDITIONS – OCCASIONAL LICENCES

Management / Supervision

1. The applicant or another suitably trained person with managerial responsibility is present throughout the event and when alcohol is served. A contact phone number will be readily available at all times.
2. The applicant will ensure that their contact details including a contact phone number, or those of a personal licence holder if application is made in their name, will be readily available at all times for Police, Licensing Standards Officers or other Authorised Officers.

Inspection

3. The occasional licence and / or public entertainment licence if applicable is to be kept on the premises and made available for inspection when requested by a Licensing Standards Officer, Police Officer or other Authorised Officer, and any reasonable request by them is complied with.

Children & Young People

4. Children will be prevented from gaining immediate access to any bar area.
5. Children will not be permitted access to the premises after 23:00 hours. Young persons will not be permitted access to the premises after 01:00 hours.
6. Children permitted within the venue must be accompanied by a responsible adult at all times.
7. If not already provided, baby-changing facilities will be made available for children under the age of 5 years, in accordance Licensing Board's Policy concerning the Protecting Children from Harm objective.

Training

8. All staff employed in a position involving the sale or service of alcohol to undergo a minimum of two hours training prior to commencing duty (as defined in the Licensing (Training of Staff)(Scotland) Regulations 2007) with a record of this training being kept at the location and available for inspection by Police or Licensing Standards Officers.

Signage

9. A notice advising whether children and young persons are admitted, and the terms of admission is displayed at each point of entry.
10. Signage must be displayed at the entrance to each designated area listing the conditions of entry.
11. Appropriate signage must be clearly displayed, at every point of sale of alcohol, relative to age restrictions, alcohol provision and the relevant conditions of the licence. Signage should clearly identify:
 - No under 18s served alcohol
 - A Challenge 25 policy
 - The closing time of individual bars
 - Responsible drinking message
 - Be clearly legible

Stewards

12. Appropriate stewarding to be provided to supervise admission, monitor occupant capacity and ensuring control of all patrons on the premises. All those persons engaged in such duties to be registered as door stewards with the Security Industry Authority, and authorisation must be clearly displayed.
13. Appropriate steps are taken to supervise admissions to the event and to objectively monitor the occupant capacity.
14. There is a written policy in respect of the management of dispersal.

Music and Vocals

15. All amplified music and vocals to be controlled to the satisfaction of the Director of Place.
16. All amplified music and vocals shall be controlled as to be inaudible in the nearest noise sensitive premises after 23.00 hours.
17. All amplified music and vocals shall be controlled as to be inaudible in the nearest noise sensitive premises.
18. Amplified music and vocals are not permitted.
19. Music and vocals performances are not permitted.

Outside areas

20. The licensed area complies with the area permitted by the relevant tables and chairs permit and it is clearly defined and enclosed by suitable barriers and controlled so that no drinks are allowed to be taken from it. All tables and chairs are removed from the street in accordance with the relevant Tables and Chairs Permit's approved hours of operation.
21. The use of the tables and chairs area shall cease at [TIME TO BE ADDED AS APPROPRIATE] hours each evening.
22. All street furniture including tables and chairs, barriers, etc. must be off the street and in storage by [TIME TO BE ADDED AS APPROPRIATE] hours.
23. At least one designated member of staff to be present within the area at all times to supervise admissions and to objectively monitor the occupant capacity, and to have an effective means of communication with the premises.
24. The designated area will be regularly serviced and must be kept clear of empty receptacles, unattended glassware and all refuse removed.
25. The licensed area is fully monitored and recorded by CCTV.
26. All drinks will be supplied or decanted into plastic or paper containers.
27. Supply of alcohol will only be permitted to persons seated at tables and as an ancillary to a substantial meal.
28. No alcohol should be removed from the delineated licensed area or taken between two licensed areas with the exception of staff carrying out their duties.
29. Staff to be trained in conflict resolution in order to deal with drunks, under-age sales, beggars and problematic customers attempting to use tables, beg or steal from customers or alternatively appropriate SIA registered stewards to be employed.

Voluntary Organisations (No personal licence holder)

30. The serving of alcohol by all staff must be undertaken in a responsible and safe manner.

Events

31. A personal licence holder is present for supervision at all times when open for trade.

32. A site plan (specific to name of event) showing the proposed licensed area is provided to the City of Edinburgh Council Licensing Board and there are no changes to this prior to, or during, the event.

33. Appropriate steps must be taken to ensure that the number of patrons within the public area does not exceed the agreed capacity of the premises.

34. The Alcohol Management Plan, Drug Awareness Policy, Medical Plan, Event Plan and Stewarding Plan submitted prior to the event will be adhered to for the duration of the event.

35. Appropriate stewarding will be in place to provide adequate control of the premises and is to be in accordance with the Stewarding Plan submitted to the EPOG for the event. The said Stewarding Plan will be adhered to for the duration of the event.

36. Appropriate provision is to be made in order to care for persons refused entry to the event

due to intoxication or being under the influence of other substances – such persons are not to be left unattended.

37. The applicant will comply with all reasonable / lawful requests made by authorised officers of the Council and/or Police Officers.

38. All reasonable requests, which do not have an operational impact, made by the Police or other council official should be complied with. All requests of an operational nature must be directed through the MACC.

39. A daily written record to be maintained by security staff/ bar staff, to detail refusals and incidents and state circumstances.