

Licensing induction checklist for new licensees / management.

Premises Name: .....UBREW

Address: Arches 29-30, 24 Old Jamaica Road, London, SE16 4AW

Licensee: ..UBREW

DPS: .....Matt Denham

### 1. INTRODUCTION

- Who staff are.
- Why meeting is being held – to ensure every licensee is fully aware of his / her responsibilities from the onset

### 2. THE LICENCE

- Introduce the licence document & the Annexes.
- Explain the mandatory conditions in Annex 1.
- Explain the special conditions in Annex 2 and 3.
- Give details of what happens if the conditions are breached.
- Explain about responsible authorities or interested parties, what their role is and how they can call a review. Give full details of what is involved with a review and what the outcomes can be.
- Explain that there is an annual maintenance fee to be paid for the licence.
- What must be done if the licensee decides to alter the premises
- Other circumstances in which a variation application may be necessary
- Explain in detail about when you need to apply for a variation, what is involved and what the procedure is. Also about varying the dps.
- Advise them that if they leave about surrendered the licence and the consequences for the licensee and the dps if they leave without surrendered the licence.
- Door Supervisors requirements that must be SIA registered.
- Drugs Misuse, drug policy.
- Challenge 21, suitable identification.
- Covert inspections by police, licensing and trading standards.
- Noise nuisance.

### 3. INSPECTIONS

- Reason for inspections and why conducted without warning and during performance
- Early inspection(s) conducted and thereafter risk-assessed. Give details of what we look for and what documents we will need to see. Also the outcome if we find things wrong – what happens next?
- Will conduct additional inspections where problems found and complaints made.

- Will listen to proposals for putting right. Will give timescale for matters that cannot be rectified easily.
- Explain inspections aim to help but that continually to operate outside of the terms of the licence will result in action
- The potential consequences of licence contravention – formal caution / legal proceedings / licence revocation
- Make sure any special arrangements at premises are understood (i.e. lobby door arrangements / removal of bolts / numbers control etc)

4. ASSISTANCE

- Emphasise that if the licensee has any problems he should contact the office and discuss

Leave calling cards:

Officer(s) Attending: (Sign)..... 

(Print)..... M. R. ORTON

Persons Present: (Sign)..... 

(Print)..... Matthew Denham

Date of Meeting: ..... 27 / 3 / 15

Licensing induction checklist for new licensees / management.

Premises Name: VRREW

Address: 29-30 Old Jamaica Rd IND EST SE16

Licensee: VRREW CE LTD

DPS: CARRIE FLEETWOOD

1. INTRODUCTION

- Who staff are.
- Why this meeting is being held – to ensure every licensee is fully aware of his / her responsibilities from the onset

2. THE LICENCE

- Introduce the licence document & the Annexes.
- Explain the mandatory conditions in Annex 1.
- Explain the special conditions in Annex 2 and 3.
- Give details of what happens if the conditions are breached.
- Explain about responsible authorities and interested parties, what their role is and how they can call a review. Give full details of what is involved with a review and what the outcome can be.
- Explain that there is an annual maintenance fee to be paid for the licence.
- What must be done if the licensee decides to alter the premises.
- Other circumstances in which a variation application may be necessary.
- Explain about when you need to apply for a variation, what is involved and what the procedure is. Also about varying the DPS.
- Advise them that if they leave with regard to surrendering the licence and the consequences for the licensee and the DPS if they leave without surrendering the licence.
- Door Supervisors requirements that must be SIA registered.
- Drugs Misuse, drug policy.
- Challenge 21, 25, suitable identification.
- Covert inspections by police, licensing and trading standards.
- Noise nuisance.

3. INSPECTIONS


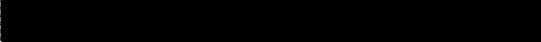
- Reason for inspections and why they would be conducted without warning and during performance.
- Early inspection(s) conducted and thereafter risk-assessed. Give details of what we look for and what documents we will need to see. Also the outcome if we find things wrong – what happens next?

- We will conduct additional inspections where problems are found and complaints made.
- We will listen to proposals for putting things right and give timescales for matters that cannot be rectified easily.
- Explain inspections aim is to help but that continuing to operate outside of the terms of the licence will result in action.
- The potential consequences of licence contravention – formal caution / legal proceedings / licence revocation.
- Make sure any special arrangements at premises are understood (i.e. lobby door arrangements / removal of bolts / numbers control etc).

4. ASSISTANCE

- Emphasise that if the licensee has any problems he should contact the office and discuss

Leave business cards:

Officer(s) Attending: (Sign) M. ORTON  
 (Print)   
 Persons Present: (Sign)   
 (Print) WIA HORSEALL  
 Date of Meeting: 23 - 5 - 2017