

# Licensed Premises Reopening Checklist

If you plan to reopen on 12<sup>th</sup> of April or after this date, you need to give careful consideration to the steps required to ensure your licensed business is compliant and safe for customers.

## Premises Licence

**Do you have a copy of your premises licence and summary, and is the summary displayed in a prominent location?** To get a copy of your premises licence, please email [licensing@cheltenham.gov.uk](mailto:licensing@cheltenham.gov.uk).

**Have you checked whether the licence conditions remain appropriate for your operation?** You must ensure you can comply with **ALL** the premises licence conditions. If you need to vary the conditions on your licence, [please visit our website](#).



**CCTV** – are your CCTV systems working and fully functional? It is important to check any specific premises licence conditions relating to CCTV at your premises.



**Door staff** – are you confident you can fulfil your premises licence requirements with regards to qualified door staff? Check with your contractor in good time before reopening.



**Polycarbonate glasses** – Are you required to switch from glass to polycarbonate as a licensing requirement? Check with your supplier in good time before reopening to avoid supply issues.



**Nightsafe radios** – Have you checked that all your radios are working and the subscription with the supplier is up to date? Contact [info@cheltenham-safe.org](mailto:info@cheltenham-safe.org) for any issues.

## Staff & People



**Are your designated premises supervisor (DPS) details up to date?**

To [change the DPS](#) and for [mandatory Level Two training](#) visit our website.



**Are the premises licence holder details still correct?**

To apply for a [transfer of your licence](#), visit our website.



**Do you have enough personal licence holders to supervise the sale of alcohol?**

For [mandatory Level Two training](#) visit our website.



**Have you checked your access to DISC and to the Nightsafe Banning Scheme?**

Contact [info@cheltenham-safe.org](mailto:info@cheltenham-safe.org) for any issues.



**Make sure you also refer to the general “[Reopening checklist](#)” for premises to check you have complied with other safety and Covid compliance requirements.**