

**Licensed Premises Pre-Opening Questionnaire**

Premises Licence (PL) or Club Premises Certificate (CPC) Number: ……………………………………………………………………………………………………………………………………………………………………………………..............................................................................................................................................................................................

Trading name and address of premises: …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

PL/CPC holders name and address: ……………………………………………………………………………………………………………………………………………………………………………………..............................................................................................................................................................................................

Do you intending to reopen your premises on or after 4th July 2020?

[ ] **No** - If this is a permanent closure please notify the licensing team in writing enclosing the PL/CPC.

[ ] **Yes** - Please provide the following information:

1. Is the PL/CPC summary on display at the premises and is the full PL/CPC available for inspection?

[ ] **Yes**

 [ ] **No**

1. Are the PL/CPC holder and DPS details and addresses on the PL/CPC up to date?

[ ] **Yes**

[ ] **No -** You will not be able to trade until a variation or transfer has been submitted to the licensing team and the new PL/CPC has been issued. The forms are available here: <https://www.bolton.gov.uk/downloads/download/122/alcohol_entertainment_and_late_night_refreshments>

1. Is the PL/CPC plan up to date following any internal or external alterations?

[ ] **Yes**

[ ] **No -** Please provide an update plan when replying. Following receipt of the plan the licensing team will confirm if an application to vary is required.

1. What date do you intend to reopen?.........................................................................................................................
2. What days and hours do you intend to be open to the public? .......................................................................................................................................
3. What activities are you hoping to provide (please check your PL/CPC permits this activity):

[ ] Sale of alcohol [ ] Live or recorded music

[ ] Sale of food [ ] Sports e.g. screening football matches

[ ] Any other (please specify) [ ] Regulated Entertainment (please specify)

………………………………………………………………………………………………………………………………………………………………………………

1. If the PL/CPC permits are you planning to use an outside space?

[ ] **No**

[ ] **Yes –** Please provide the following information:

1. Type of outside space:

[ ] Garden [ ] Car park [ ] Highway [ ] Other (please specify)

………………………………………………………………………………………………………………………………………………………………….

1. Have you requested permission to use the outside space from any of the following departments Highways, Planning, Licensing, etc.

[ ] **No**

[ ] **Yes –** Please specify:

………………………………………………………………………………………………………………………………………………………………….

1. What days and hours are you planning to use the outside space? ....................................................................
2. What activities are you planning in the outside space?
3. If the PL/CPC permits, and you’re planning to use an outside and/or inside space, please provide the following information:
4. Does your PL/CPC permit OFF sales?

[ ] **Yes**

[ ] **No**

1. Provide details of social distancing measures in place including managing the space, use of screening, signage, floor markings, handwashing, sanitising, use of masks and gloves, one way system, queuing, table service, gambling machines, use of Apps, reservations only, etc.:
2. What measures are you proposing for toilets?
3. Approximate number of patrons permitted with measures in place? …………………………………………………………..
4. Does CCTV cover all the proposed areas?

[ ] **Yes**

[ ] **No**

1. What measures are you proposing for staff including security staff and other contractors in relation to taking names and addresses, security, hygiene, PPE, briefing, training, payment, cleaning, sickness etc.
2. Please provide details on how you intend to record the names and addresses of customers, etc.?
3. If your PL/CPC permits are you planning any entertainment for example big screen shows, live or recorded music, any other entertainment, etc.?

[ ] **No**

[ ] **Yes –** Please specify:

1. Are the premises near to residential properties?

[ ] **No**

[ ] **Yes -** Please provide details of any consultation you’ve carried out with neighbouring properties and residents and the results?

1. Do you or any of the neighbouring properties, residents experience parking issues at the location?

[ ] **No**

[ ] **Yes -** Please provide details of any consultation you have carried out with neighbouring properties and residents and the results?

1. Please provide a rough plan of the site showing social distancing measures for example one way system around the space/table service/social distanced queues, etc. Please provided below or as a separate document:
2. Do you have a street café licence (table and chairs licence)?

[ ] **Yes**

[ ] **No -** Do you intend applying for one? [ ] **Yes** [ ] **No**

1. Do you require any support or guidance from the Council?

[ ] **No**

[ ] **Yes -** Please select how:

[ ] Highways to consider a road closure [ ] Licensing for a variation to the licence,

[ ] Planning for change of use of car park [ ] Other (please specify)

………………………………………………………………………………………………………………………………………………………………

1. Have you completed a risk assessment?

[ ] **No**

[ ] **Yes -** Please include a copy when you respond

***Please note*** - if you intend to sell food or drink from a mobile unit (including on private land) you will need to obtain street trading consent and have a food registration. Further details can be found on Bolton Council’s website.

**Please ensure this questionnaire is completed by the PL/CPC or DPS of the premises.**

**Thank you very much for responding to this survey – we will be in touch if we need any further information.**