

Licensed Premises Reopening Checklist

If you are planning to reopen your licensed premises on or after 12th April 2021, you must give careful consideration to that matters included in this checklist to ensure that your premises is compliant and safe for both staff and customers.

Premises Licences



Do you have a copy of your Premises Licence, and is your Premises Licence Summary displayed in a prominent location at the premises?

If you require a new copy of your premises licence, please email licensing@winchester.gov.uk



Have you checked whether the conditions on your premises licence remain appropriate for the way you're operating?

You must comply with ALL conditions. If you need to change the conditions on your licence, please visit our website.



Are your CCTV cameras working and fully functional?

Remember to check any licence conditions specific to CCTV at your premises to ensure that they can be complied with.



Can you fulfil your licence conditions with regards to provision of SIA licensed door supervisors?

Have a discussion with your door supervision provider prior to re-opening.



Are your designated premises supervisor (DPS) details still correct?

You can't lawfully sell alcohol without a DPS. You can apply to specify a new designated premises supervisor on our website.



Are your premises licence holder details still correct?

Is the same individual/company running the premises? Has their address changed? You can apply to transfer the premises licence on our website.



Has the annual fee for the premises licence been paid?

Non-payment of the annual fee will result in the premises licence being suspended. Please contact the Licensing Department if you are unsure whether payment has been made.



Do you have enough Personal Licence Holders to authorise the sale of alcohol at the premises?

Some of your staff may have left the business during the periods of closure. You can apply for a new personal licence on our website.



Is your Pubwatch / Shopwatch radio working? Do you still have access to the DISC database?

You should email Jane Bastock (Business Crime Reduction Manager) at Winchester BID if you have any issues: jane.bastock@winchesterbid.co.uk

COVID-19 Safety



Review your COVID-19 Secure risk assessment to ensure that it continues to be relevant and fit for purpose

Refer to Government Guidance and utilise the HSE risk assessment template if you don't have a risk assessment already.



Review your procedures

Ensure to review your operational procedures in relation to social distancing, safe use of toilet facilities, wearing of face coverings and table service.



Communicate with your customers

Consider giving your customers advance notice of operational and safety issues such as wearing of face coverings, hand washing, how to make reservations and table/booking sizes.



NHS Test and Trace QR code

Ensure that you have an NHS QR code displayed at your premises, or another system in place to collect data for the purposes of NHS Test and Trace.



Staff testing

Consider introducing COVID-19 testing for your staff, and ensure that you have procedures in place in the event of a positive test. Free rapid tests are not available for all businesses; register via GOV.UK.

Health and Safety



Kitchens and food preparation

Please refer to the Food Standards Agency's [Reopening checklist for food businesses during COVID-19](#).



Water system management and Legionella

The Chartered Institute for Environmental Health has produced useful guidance on ensuring the safety of your water system prior to reopening, which can be found [here](#).



Fire safety systems

Ensure that you complete checks of your fire extinguishers, emergency lighting, alarm and detection system and all fire exits prior to re-opening. Check your fire risk assessment also; is it due for a review?



Marquees and other temporary structures

Remember to check whether these are considered 'indoors' or 'outdoors' in accordance with the Smoke Free Regulations. These structures must also be included in fire risk assessments and COVID-19 secure risk assessments.



Evidence of pests

Check your premises for evidence of pests, and contact a pest control specialist where necessary.



Ventilation

Good ventilation (including air conditioning) can help to reduce the risk of spreading coronavirus. See the [HSE website](#) for guidance. Remember not to wedge open any fire doors, as this could present a fire safety issue.



Review and refresh your staff training

Assess your staff training requirements prior to reopening to ensure that your staff are suitably trained on food hygiene, alcohol sales, COVID-19 secure measures and other safety considerations.



The impact of trading outdoors

As customers can only sit outdoors to consume food and drink, you must consider the additional noise that this will create and the impact on nearby residents. Create a noise management plan where appropriate.



Outdoor furniture

If you're putting furniture on the pavement or the road for customers to use, you need to ensure that you have the necessary licence/permit in place. Visit our website for information on how to obtain permission.

Any questions?

If you have any questions about reopening your business safely, please refer to the guidance links below.

[GOV.UK COVID-19 Response \(Step 2 – not before 12 April\)](#)

[GOV.UK Reopening businesses and venues in England](#)

[Guidance for people who work in or run restaurants, pubs, bars, cafes or takeaways](#)

[Food Standards Agency: Reopening and adapting your food business](#)

Environmental Protection

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Health Protection

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Licensing

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