

## Premises Licence Inspections

If you have a Premises Licence issued by Manchester City Council, then you will probably have received a letter regarding a possible inspection. What will they be looking for?



When the Council conduct an inspection of your premises, they will be looking for a number of things – mainly that you are compliant with the requirements of the Licensing Act 2003.

It is important that you ensure that all documents and Notices are up-to-date – these should include the following:

- a certified copy of the Premises Licence summary – this should be displayed at the premises.
- a certified copy of the Premises Licence – which should be kept somewhere safe and produced upon demand. This part of the document contains all the Conditions with which you must be compliant.
- a form signed by the current Designated Premises Supervisor authorizing the sale of alcohol by those named on the form (i.e. other members of staff).

As stated in the Mandatory Conditions, a Notice should also be displayed making customers aware of the measures of alcohol which are available.

There are a number of other things that the Licensing Officer will want to check when visiting the premises: in particular that you understand and are compliant with all the Conditions. Some Premises Licences contain a Condition which relates to the retention

of training documents and refusals registers – these should be up-to-date and produced upon request. Each Premises Licence will have different Conditions, so it is not possible to cover them all in this newsletter – however if you would like to discuss any of the Conditions attached to your Premises Licence, then please contact Stephanie Williams on 0161 237 9961.

The correspondence from Manchester City Council mentions the Personal Licence holder's responsibility for ensuring that the layout of the premises reflects the plan attached to the Premises Licence. If you have made any relevant changes, then please contact Licensing Legal to discuss ahead of the inspection. You should remember that the plan forms part of the Premises Licence and therefore it is an offence for the Licensing Authority not to be notified of any changes.

**Failure to comply with the Conditions on your Premises Licence is an offence under the Licensing Act 2003, and is punishable by a fine of up to £20,000 and/or up to 6 months imprisonment.**

Some Councils will not notify the Premises Licence holders in their area of an impending visit – therefore it is important to ensure that everything is in place at all times.

There are a number of other Notices which should be displayed on a premises – although not all items are licensing-related. A checklist and examples of other requirements will be available from Licensing Legal in due course – to register your interest please e-mail [sw@licensinglegal.co.uk](mailto:sw@licensinglegal.co.uk).

To discuss your current Conditions, or any other licensing matter, please contact either Anthony Horne or Stephanie Williams on 0161 237 9961.