

## Pre-Opening Checks

Premise Name:	
Premise Address:	
Date and Time:	
Name and signature:	

		Yes	No
1.	Premise Licence Summary displayed?		
2.	Is a copy of the full Premise Licence available on site?		
3.	Are the conditions of the Premise Licence being complied with? (see sheet 2)		
4.	Challenge 25 posters displayed?		
5.	Has the till prompt system been checked in the last week (if applicable)?		
6.	Has the refusals log been checked in the last week (if applicable)?		
7.	Is the CCTV recording system working?		
8.	Is the Drugs Policy being adhered to? (see sheet 3)		
9.	Is the DPS Authorisation sheet up to date?		

Actions required:

## Sheet 2

	Premise Licence Conditions	Yes	No
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Actions required:

## Sheet 3

	Drugs Policy	Yes	No
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Actions required: