

**Swale House, East Street,  
Sittingbourne, Kent ME10 3HT**  
DX59990 Sittingbourne 2  
Phone: 01795 417850  
Fax: 01795 417141  
www.swale.gov.uk



Dear Licensee,

There isn't an individual or a business that hasn't been touched by the present Coronavirus pandemic and as you will know to your cost, licensed premises have been particularly hit by the present lockdown, although some of you have been quite entrepreneurial in thinking of ways and means to try to at least keep part of your business going in the current crisis.

Now, as we all wait for information from central Government as to when and how the lockdown measures for licensed premises will be eased, the licensing team thought that it was the ideal time to provide you with a checklist of issues that you may want to consider in making your plans for the way ahead. This not only covers potential changes to your premises licence but also provides you with an audit of things that you should ensure are in place.

Whilst the licensing team, like many others, are now working from home, we are still available during normal office hours to respond to emails, answer phone calls and process licence applications and overall we hope that you will find the service we provide is not that much impeded by the current national crisis.

Email: [licensing@swale.gov.uk](mailto:licensing@swale.gov.uk)  
Phone: 01795 417286

**Checklist:**

- Does your existing licence give you the capability to trade as you want to after lockdown eases? You may want to:
  - extend your hours
  - change your licensable area so that you can have an outside bar
  - have off sales to permit takeaway alcohol or delivery if your existing licence is only for on-sales
  - change the time for last entry
  - amend the number of door staff
  - open new access points to regulate entry/flow of customers

If you feel that you will need to make changes then please contact us so that we can discuss the best way forward which could be by way of a minor variation, a full variation or a time limited licence. You may also wish to contact Kent police licensing: [licensing.north.division@kent.police.uk](mailto:licensing.north.division@kent.police.uk)

- Have any details on your premises licence changed? This could be a change to the premises licence holder or their address or a change in DPS. If they have you need to amend your premises licence at the earliest opportunity.
- If you are a landlord and your tenant has left, you should check with the licensing team to ensure that the premises licence has not been surrendered or lapsed.

- Make sure that the Premises Licence Summary is displayed and that the full licence is available for inspection. If the premises licence holder is a company, make sure that you have a Section 57 Notice on display (this authorises a person working at the premises to be the keeper of the premises licence and to make it available upon request).
- Is the bar authorisation form in place? If not, then compile a list of all staff authorised to sell alcohol and keep it next to the till so that it can be produced if required.
- Make sure all fees have been paid. This will apply to the annual retainer fee for the premises licence but also to any Licensed Premises Gaming Permit granted for the premises (this is for 3 gaming machines or more). If the fee has not been paid the licence has actually lapsed and you will need to apply for a new one.
- If the premises had gaming machine notification that allows automatic entitlement to 2 gaming machines but the premises licence has been transferred, then a new notification needs to be obtained.
- If you have used the period of lockdown to carry out works at the premises you should check with the licensing team to see if you need to amend your licence to reflect those changes.
- Consider what works you may need to undertake before opening – such as the installation of barriers and screens and check whether these would need licensing consent (as well as building regulations or planning consent).
- Look at policies in the light of Covid-19 – such as admission and dispersal of customers, drugs, toilet checks and cleaning protocols, security, avoiding overcrowding of areas used regularly like corridors and toilets and other confined spaces, controlling queues and ensuring 2 metre markers are in place. Encourage customers to email, use website or apps when ordering or calling ahead to reserve seating.
- Conduct pre-opening licence health checks and risk assessments to comply with Covid-19 regulations (when released) and signage requirements – including social distancing guidelines, hygiene information, entry and exit routes, pick up and drop off point instructions, customer instruction upon service and payment process.
- Check your fire risk assessment is up to date and review capacity levels within the assessment and/or premises licence conditions in light of Covid-19 regulations.
- Be aware of potential noise problems and where possible liaise with neighbours and residents associations before re-opening as ambient noise levels will increase and residents may become sensitive to noise issues.

As and when we receive more information and guidelines from central Government, we will let you know the details and how you will be able to comply with them.

In the meantime, we wish you all well, stay well and keep safe.

Kind regards, Licensing Team  
[taxis@swale.gov.uk](mailto:taxis@swale.gov.uk)

