



## Amenity and Good Order Questionnaire

All applications require the Agency to take into account the criteria of the Sale and Supply of Alcohol Act 2012 (Section 105).

To support your application please supply the information required and answer the questions listed in this form.

### Scale Floor Plan

Provide a scale floor plan which also shows the design and layout of the premises

This should include:

- Seating and tables
- A list of facilities
- CCTV placement
- Security lighting

Also, for Off Licences:

- A description of your product types, where they are displayed and stored.

**1 The reporting agencies must consider the effects the issue of the licence will have on amenity and good order – please answer the following:**

a) Advise proximity to all childcare centres, schools and churches within 500 metres – a site plan would assist:

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b) How many residential neighbours would you have within 50 metres?

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c) Security – what security systems do you have and state location (outdoor lighting, indoor/outdoor CCTV, other?)

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d) Internal layout – can the entire premises be seen by the cashier? Is there good visibility in the cool store areas (off-licence)? Where there are blind spots, are mirrors or CCTV installed? Is the internal lighting inside the premises suitable?

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e) Windows – is there good visibility into and from the premises and the street?

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f) Lighting – does the lighting outside the premises discourage loitering? Does the lighting allow staff to check IDs etc?

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g) Security – will you employ security staff and when will they be used?

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h) Security staff – how many security staff hold a Certificate of Approval and formal registration or qualification? If so what?

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***Additional information required for On-Licence and Club Licences***

***Noise***

i) Explain clearly all types (amplified music or large crowd noise related) of entertainment you will be providing and when

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j) Noise management – do you have a noise management plan or acoustic report?

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k) Soundproofing – what soundproofing has been undertaken?

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**Systems and Staff Training**

l) Are you involved in any mystery shopper/pseudo CPO programmes?

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m) What till prompt systems do you have regarding age checks?

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n) What staff training is provided with regard to Sale of Alcohol compliance and Host Responsibility practices – explain content, duration and how often this training is provided.

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o) Please provide copies of any written material you supply to staff regarding staff training (attach to this form).

**2 Is this your first licensed premises?      Yes / No**

a) What percentage of the front windows will be clear and transparent (*Off Licence Only*)

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b) What is the target market for the business

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c) What is your policy regarding pricing and promotions

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d) Will there be single sales (*Off-Licence Only*)?

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**Renewals Only**

e) Have you had any complaints from neighbours (including confirmed noise complaints) that you are aware of?

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f) Has your business been subject to a Police Controlled Purchase Operation (CPO)? If so, what were the results

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g) Have you or your business ever appeared before the Alcohol Regulatory and Licensing Authority? If so, for what reason.

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**3 The granting of this application will contribute to the Object of the Act by:**

- Steps taken to ensure the sale, supply and consumption of alcohol will be undertaken safely and responsibly

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- The reduction of harm caused by the excessive or inappropriate consumption of alcohol by:

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