

# Attachment to Form 3 for New Premises

Please complete the following forms and include with your application

## 1. CPTED Checklist for On-Licensed Premises

CPTED is Crime Prevention Through Environmental Design. This checklist is a tool to help you with the safe management of your premises. It may be used in discussion with a licensing inspector. A "Licensed Premises CPTED Guide" can also be found on the Health Promotion Agency website ([www.alcohol.org.nz/research-resources/latest-resources](http://www.alcohol.org.nz/research-resources/latest-resources)).

Bar Area				
• Bar staff have good visibility of entire premises	Yes	No	N/A	
• Area behind the bar is raised to improve visibility	Yes	No	N/A	
• Bar area is open with no obstructions affecting monitoring of premises	Yes	No	N/A	
• Cash registers are front facing	Yes	No	N/A	
• If cash registers are not front facing, mirrors are installed for monitoring customers	Yes	No	N/A	
• Safe is out of public view	Yes	No	N/A	
Internal Layout				
• Premises is laid out so staff can monitor patrons at all times	Yes	No	N/A	
• There are no obstructions within the bar causing blind spots	Yes	No	N/A	
• Where there may be blind spots, mirrors or CCTV are installed	Yes	No	N/A	
• Bar is easily approached by customers	Yes	No	N/A	
• Customers can easily move around the premises	Yes	No	N/A	
• Sufficient seating is provided	Yes	No	N/A	
• Customers cannot climb on structures or fittings	Yes	No	N/A	
Crowding				
• The premises are not overcrowded	Yes	No	N/A	
• The maximum number of patrons for the premises is displayed and complied with	Yes	No	N/A	
Lighting				
• Internal lighting is suitable	Yes	No	N/A	
• Lighting allows door staff to check IDs etc	Yes	No	N/A	
• Lighting allows staff to monitor patrons inside the premises	Yes	No	N/A	
• No areas are too dark inside the premises	Yes	No	N/A	

• Internal lighting can be raised in an emergency or incident and at closing time	Yes	No	N/A
• External lighting is suitable	Yes	No	N/A
• External security lighting is installed	Yes	No	N/A
<b>Ventilation</b>			
• A ventilation system is installed	Yes	No	N/A
• The premises are maintained at a suitable temperature	Yes	No	N/A
<b>Outdoor Drinking Areas</b>			
• Outdoor drinking areas are monitoring by bar and/or security staff	Yes	No	N/A
• Lighting allows staff to monitor patrons	Yes	No	N/A
• Customers can move easily around the outdoor drinking areas	Yes	No	N/A
• Outdoor drinking areas are well defined from surrounding external environments	Yes	No	N/A
• Pavement creep is not evident	Yes	No	N/A
• Outdoor drinking areas are not overcrowded	Yes	No	N/A
• A street trading licence or equivalent is held and is current	Yes	No	N/A
<b>CCTV</b>			
• CCTV is installed	Yes	No	N/A
• CCTV is positioned to monitor vulnerable areas	Yes	No	N/A
• Patrons are aware of the CCTV system	Yes	No	N/A
• Staff understand its operation	Yes	No	N/A
<b>Entrances and Exits</b>			
• Entrances and exits are visible from behind the bar area	Yes	No	N/A
• CCTV is installed to monitor blind entrances and exits	Yes	No	N/A
• Door staff monitor entrances and exits	Yes	No	N/A
• Where queuing occurs outside the premises, there is sufficient space	Yes	No	N/A
<b>Toilets</b>			
• Toilet facility entrances are visible from the bar area	Yes	No	N/A
• Toilets are inspected regularly	Yes	No	N/A
<b>Staff</b>			
• There are sufficient numbers of staff to ensure control of the premises	Yes	No	N/A
• Staff are visible to patrons	Yes	No	N/A
• Staff monitor the premises for conflict and crime	Yes	No	N/A
• Security staff are properly trained and certified	Yes	No	N/A

## 2. Amenity and Good Order Questionnaire

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

**The reporting agencies must consider the effects the issue of the licence will have on amenity and good order – please answer the following (for all licences):**

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

How many residential neighbours would you have within 50 metres?

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

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?

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

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

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

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

**Additional information required for on-licence / club licence:**

**Noise**

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

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

Soundproofing – what soundproofing has been undertaken?

**Systems and Staff Training**

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

What till prompt systems do you have regarding age checks?

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 (please provide copies of any written material you supply to staff regarding staff training).

### **Marketing and Promotions**

What percentage of the front windows will be clear and transparent?

What is the target market for the business

What is your policy regarding pricing and promotions

Will there be single sales (off licence only)?

**Is this your first licensed premises?**

**Yes**

**No**

**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

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