

## Safe and Legal Premises

Items that must be displayed in the premises are:

- **The Licence summary.** This is issued by the local authorities or licensing board for the area and summarises the hours, activities and conditions stated on the comprehensive premises licence
- **A5 DPS Poster.** A small sheet stating the DPS for the premises in question
- **Current price list.** An up-to-date listing of all products on sale with correct prices. This must be altered as soon as a price increase is implemented. All prices must be VAT inclusive and any extra charges must be indicated either as an amount or a percentage of the price.
- **Weights and Measures notice**
- **Visible smoking signage.** Clearly visible no smoking signs must be displayed with a designated smoking area with signage clearly defined.

Items that must be on the premises:

- **Full premises licence.** Issued by the local authority/licensing board for the area in which the premises is located, containing hours the premises can trade, the hours licensable activities can be conducted, the types of licensable activities permitted and the terms and conditions under which the premises can operate.
- **Completed fire risk assesment**
- **Accident/incident book.** A record book that must have detachable pages that is kept in a secure place
- **DPS authorisation sheet.** This is a list of all staff authorised to sell alcohol in the presence or absence of the DPS