

Reopening of Licensed premises – revised guidance:

- **Read your licence:**
 - Check what it permits and what it prohibits
(For example – does it permit off sales? Is there a condition preventing patrons leaving the licensed area with open drinks containers?)
 - Does it contain any licence condition that would prevent you from opening in the way you had envisaged?
- **Do you have sufficient arrangements in place** for cleaning, hand-washing and toilet facilities?
- How will you securely **record the personal details of customers** to assist with the NHS 'Test and Trace' service? - You should assist this service by keeping a temporary record of your customers and visitors for 21 days, in a way that is manageable for your business, and assist NHS Test and Trace with requests for that data if needed.
- **What will you do if it rains?** (Government guidance now suggests you should make it clear to customers, they will not be permitted inside in inclement weather)
- **Will your plans impact on neighbouring businesses and residents?**
(For example, socially-distanced queuing on public highway)
- Do you need to make any changes to your licence or submit a **Temporary Event Notice**?
- Have you carried out a **COVID-19 Risk Assessment**?
- **Can you accommodate social distancing of 2m?** If 2m is not viable, what risk mitigations will you put in place? This needs to be in your risk assessment. (You still must ensure a minimum of 1m even with risk mitigation.)

Links to useful websites

Apply for a Temporary Event Notice

<https://www.gov.uk/apply-for-a-licence/temporary-event-notice/tonbridge-and-malling/apply-1>

Information on completing your COVID-19 Risk Assessment

<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

Information on working safely during coronavirus

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Examples of what different measures premises are putting in place

- Tonbridge & Malling is awaiting details of the legislation to reinforce the guidance.
- This information is not a comprehensive list and does not constitute legal advice. If in doubt, please seek your own legal advice.
- Businesses should monitor their own measures as they go along

Area of concern	Comment	Please note
Communication	<ul style="list-style-type: none"> • Ensure people understand your business model • Clear communication on your website and social media with accurate data 	
Risk assessment	<ul style="list-style-type: none"> • Each premises must carry out a COVID-19 risk assessment • Calculate the number of people you can have safely on your premises • Plan for bad weather • Review incident and emergency procedures 	<p>Ensure all staff have read and are aware of the Risk Assessment</p> <p>Beaware of how many people you have on your premises.</p>
Quality air	<ul style="list-style-type: none"> • Keep well ventilated 	
Tables	<ul style="list-style-type: none"> • Ensure tables are placed to ensure social distancing is maintained. • Tables with no time limits • 2 hour time limit • Use of screens to separate tables • Use outdoor areas where possible 	<p>No standing at the Bar</p> <p>Ensure social distancing between tables</p>
Signage	<ul style="list-style-type: none"> • Display government COVID-19 secure poster 	
Staff	<ul style="list-style-type: none"> • Staff clearly visible in uniform / printed t shirts • Make appropriate PPE available to staff • Back-to-back or side-to-side working (rather than face-to-face) • Using fixed teams 	
Cleaning	<ul style="list-style-type: none"> • Have designated hygiene ambassadors / cleaners frequently moving around the premises. 	Clean down tables as occupancy changes
On arrival	<ul style="list-style-type: none"> • Hand sanitizer on arrival • Consider one way customer flow • Different door to exit if possible 	
Details of who is visiting your premises	<ul style="list-style-type: none"> • You should assist track and trace by keeping a temporary record (21 days) of customers and visitors (i.e. email and phone number) 	<p> Supervise details - Please be careful other people cannot read other people's private details</p>

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Keeping selected tables free (holding/wait area)	<ul style="list-style-type: none"> • Reduce the need for queues/manage queues • Keep some tables free for people waiting for table to become free • Designate a waiting area before being seated 	Be careful of social distancing
Hand Sanitisers	<ul style="list-style-type: none"> • Install hand sanitisers in locked unit 	People can take hand sanitisers if not secured / in view of staff
Food	<ul style="list-style-type: none"> • Minimise self-service of food, disposable condiments • Where bar service unavoidable - prevent customers from remaining at the bar • Staff only to collect and return glasses 	
Payments	<ul style="list-style-type: none"> • Encourage contactless payment where possible 	
Security	<p>CCTV</p> <ul style="list-style-type: none"> • Ensure CCTV system is prepped and ready • Ensure Door staff coverage is sufficient 	These can be premises licence conditions
Noise	<ul style="list-style-type: none"> • Premises should develop a Noise Management Plan (NMP) • Just background music • Use of signage outside • Communication with residents 	<p>▲ Should not permit live performances including drama, comedy and music to take place in front of a live audience</p>
Toilets	<ul style="list-style-type: none"> • One in one out (dependent on space) • Monitor to ensure no overcrowding • Signs and posters in toilets • Display cleaning schedule 	

Business and Planning Bill – going through parliament (Second Reading in House of Lords on Monday 6 July 2020)

Draft guidance is shown at <https://www.gov.uk/government/collections/draft-planning-guidance-to-support-the-business-and-planning-bill>

Area of concern	Comment	Please note
<p>Outdoor seating on the pavement</p>	<ul style="list-style-type: none"> • Businesses selling food and drink such as cafes, pubs and restaurants can apply to the local council for a “pavement licence” allowing them to put furniture such as tables and chairs outside on the highway for their customers to consume their food and drink. • The Bill would reduce the consultation period for applications for pavement licences to from 28 calendar days to 5 working days. Consent would be granted automatically after 10 working days if a council does not issue a decision. The Bill would also set a lower application fee for a pavement and street cafe licence of up to £100. 	<p>This is not in force yet</p>
<p>Alcohol Licensing</p>	<ul style="list-style-type: none"> • The Bill makes it easier for premises in England serving food and drink such as bars, restaurants and pubs to seat and serve customers outdoors, through temporary changes to alcohol licensing. This would include being able to sell alcohol for consumption elsewhere (‘off-sales’), with the aim of making social distancing easier. • The Bill modifies the Licensing Act 2003 to allow eligible holders of an on-sales licence an automatic grant of the off-sales permission for a limited period. This would a temporary measure, with provisions lasting until the end of September 2021. • The default hours in which off-sales will be permitted will be the same as those in which on sales are permitted. 	<p>This is not in force yet</p> <p>The Government has suggested that the combined changes to outdoor seating and alcohol licencing would enable pubs and restaurants to use car parks and terraces as dining and drinking areas.</p>