



Department for Environment and Community Services

To all South Gloucestershire premises licence or club premises certificate holders

Date: 26th June 2020
Our Ref: COVID-19 guidance
Enquiries to: Licensing Service
Tel: 01454 858001
E-mail: licensing@southglos.gov.uk

Dear Sir/Madam,

Government guidance - Keeping workers and customers safe during COVID-19 in restaurants, pubs, bars and takeaway services
Licensing Act 2003 (LA2003) – premises licences and club premises certificates

As a current premises licence or club premises certificate holder with this Licensing Authority, you will be aware of the Prime Minister's announcement in Parliament on Tuesday 23rd June, in reference to the reopening of businesses currently closed under Government regulation due to the public health emergency as a result of the COVID-19 pandemic, the intended date of reopening is from Saturday 4th July 2020.

Following this announcement Government has issued guidance, designed to be relevant for people who work in or run restaurants, pubs, bars and takeaway services, the link to the guidance as follows:

<https://assets.publishing.service.gov.uk/media/5eb96e8e86650c278b077616/Keeping-workers-and-customers-safe-during-covid-19-restaurants-pubs-bars-takeaways-230620.pdf>

This document sets out guidance on how to open workplaces safely while minimising the risk of spreading COVID-19. It gives practical considerations of how this can be applied in the workplace. Each business will need to translate this into the specific actions it needs to take, depending on the nature of their business, including the size and type of business, how it is organised, operated, managed and regulated.

This guidance does not supersede any legal obligations relating to health and safety, alcohol, entertainment and late night refreshment licensing and regulations, employment or equalities and it is important that as a business or an employer you continue to comply with your existing obligations.

To help you decide which actions to take, please be aware that before opening, businesses are required to complete an appropriate COVID-19 risk assessment, just as you would for other health and safety related hazards. Template risk assessments can be found in your business toolkit or online at www.southglos.gov.uk/making-public-places-safer,

COVID secure means that licensed premises will need to implement measures such as:

- Services will be limited to table service including in pubs
- Requirement to limit staff and customers on the premises site
- Requirements to collect contact details for all customers to assist with track and trace

Officers of this Licensing Authority and colleagues from the Police and other Council services including Environmental Health, Streetcare, Anti-Social Behaviour and Planning will work collaboratively with all businesses across the South Gloucestershire district. This is to ensure that public spaces are managed effectively and business operations take place safely, given the social distancing requirements and probable need for customers to consume food and/or drink outside of the premises.

If you now intend to have tables and chairs outside your premise on the highway then the application form is available at <https://www.southglos.gov.uk/transport-and-streets/streets/roads-maintenance/licences-for-work-on-the-highway/highway-licences/>, please contact TechSupportStreetcareBMR@southglos.gov.uk with any further queries.

The business operation of your premise will require greater due diligence than that before the commencement of the public health emergency, the licensing objectives set out in the LA2003 must be promoted at all times:

- **The prevention of crime and disorder**
- **The prevention of public nuisance**
- **Public safety**
- **The protection of children from harm**

The Government has been clear that it expects local authorities to work proactively with local businesses, this Licensing Authority is available, licensing@southglos.gov.uk, to discuss proposals to remove, amend or add conditions to licences or certificates through the (quicker) minor variation process, rather than a full variation process.

The extraordinary events of the last few months have led to many residents being uneasy about visible gatherings of people and to worry that this will lead to an increased spread of COVID-19. To prevent tension, and challenges to licences or certificates, this Licensing Authority asks you to take all possible steps to ensure responsible behaviour by your customers, especially those drinking outside in public areas.

As part of your management controls this Licensing Authority strongly suggests that you consider appropriate measures in promoting the licensing objectives:

- Door supervisors or additional staff to monitor outdoor areas, including public pavement spaces where customers will consume food and/or drink sold from your premises
- Polycarbonate glasses to be used throughout, although primarily for outdoor areas
- Limited hours for use of outdoor areas to reduce local residents concerns
- Toilets provision with social distancing and health protection measures in place
- Leaflets or business cards to be issued summarising what is expected of customers whilst consuming food and/or drink at the premise

Time is limited before the intended reopening date and this Licensing Authority will also be open to hear of the good practice that a lot of businesses will have already been putting into place, we are also keen to share that good practice in further building business and public confidence.

A copy of this letter and other relevant information for licensed premises will be published on the dedicated licensing webpage, www.southglos.gov.uk/licensing-services-and-coronavirus.

Yours faithfully

Robert Walsh
Head of Safe Strong Communities