



PUBLIC ENTERTAINMENTS LICENCE RENEWAL SAFETY AUDIT

In order to process your application for the renewal of your Public Entertainments Licence this form must be completed and returned to the Licensing Office, Norwich City Council together with your renewal application. Failure to complete this form will result in your application being delayed. All sections must be completed.

NAME OF PREMISES _____

		YES	NO	N/A
1.	Are the escape routes clear of obstruction? Internal	<input type="checkbox"/>	<input type="checkbox"/>	
	External	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Are the exit doors easily openable without the use of a key and available when the premises are in use?	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Are the panic bolts to exit doors (where fitted) in a good state of repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Are the doors fitted with panic bolts conspicuously marked 'PUSH BAR TO OPEN'?	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Are illuminated exit notices in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Are all exits indicated by signs complying with the Health & Safety(Safety Signs & Signals) Regulations 1996?	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Are printed notices displayed in suitable positions clearly stating the action to be taken upon discovering a fire and on hearing the fire alarm?	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Has a record been kept of routine emergency lighting testing?	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Have there been any structural alterations or additions to the licensed premises?(except those authorised & approved by the Council).	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Are the fire extinguishers placed in suitable positions ready for immediate use?	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Are all lamps, lanterns, lighting appliances and other apparatus on the premises which are liable to become heated, adequately guarded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Is the void under any stage kept free of combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		YES	NO	N/A
13.	Are the staff/stewards instructed in the safety precautions to be observed and the action to be taken in the case of fire or other emergency?	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Has a record been kept of staff training in respect of fire routines & evacuation procedures including names of the staff attending each practice drill & details of the training & instruction given.	<input type="checkbox"/>	<input type="checkbox"/>	
15.	Has the complete electrical installation, which serves those parts of the premises to which the public and performers have access, Residual Current Protection.	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Has the electrical installation been damaged, altered or extended since the last renewal? (If YES refer to the renewal letter).	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Does all upholstered or re-upholstered furniture installed in the premises within the last 12 months conform to BS7176:1995?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Provide either a current satisfactory certificate of test or the last date of satisfactory test for the following.	Certificate or tested on		
	(a) Secondary lighting in accordance with BS5266	<input type="checkbox"/>	_____	
	(b) Fire warning system in accordance with BS5839	<input type="checkbox"/>	_____	
	(c) Fire fighting equipment in accordance with BS5306	<input type="checkbox"/>	_____	
	(d) Curtain, drapes & textile hangings in accordance with BS5867.	<input type="checkbox"/>	_____	<input type="checkbox"/>

DECLARATION I/We declare that the information contained in this form is correct. I am/we are aware that the questions in this safety audit are based on my/our Public Entertainments Licence Entertainments Licence Conditions and I am/we are aware that a breach of the Licence Conditions may lead to prosecution.

Signature of applicant(s) _____
Not to be signed by a third party

Print Name(s) _____

DATE _____