

## **Example of Local Authority Information Gathering**

Many local authorities are contacting businesses and asking them to confirm some information. We have a copy of the Leicester communication and the questions it asks are useful to think about, especially if you haven't yet had any requests from your local authority.

*Example from Leicester:*

Dear All

Leicester has a large, multi-agency team in place to coordinate and support the COVID-19 reopening of the city plan. A copy of the reopening of the city plan is available via this link <https://www.leicester.gov.uk/your-council/coronavirus/leicester-reopening-guidance-and-plan/>. You will also find guidance and advice on reopening and queue management here. We will update the Government guidance for licensed businesses when this has been published.

We appreciate that you will be unable to confirm all your plans for the reopening of your business at this stage because the Government has only indicated its ambition for hospitality businesses to start to reopen from 4 July and the Government's further guidance has not yet been published.

The city is keen to support you with your reopening plans and to help advise and give guidance on what you need to put in place to be COVID-19 safe for both your staff and customers. In addition we are asking you to engage with us early in relation to your queue management plans on the public realm. We are happy to help you put in place effective queuing management and are mindful that the Government is currently reviewing the 2m social distancing rule.

It is essential that any plans that are being considered for your premises are in line with any licensing, planning or other regulatory legal requirements. Please fully check that planned activities, promotions, timings, capacities etc must be in line within your permitted licenses, permits or permissions for your premises. If you are unsure, please check with the relevant regulatory service.

Having consideration of the above, please could you provide as many answers to the questions below that you are able at this point in time and keep us updated as your plans develop.

Venue:

Location:

Name:

Position:

Contact email

Contact mobile

Alternative contact person:

Position:

Contact email

Contact mobile

1. When do you intend to reopen?
2. What are your intended opening hours?

3. Do you have a current Street Cafe licence?
4. Do you show sports coverage in your venue?
  - a. If so, do you intend to screen Premier League and other football matches?
5. Do you have plans in place to make the venue COVID-19 secure for staff and customers?
6. What plans have you in place for service inside the venue (e.g. internal queues, table service, toilet management, contactless payment, etc)
7. Have you calculated the capacity inside the venue in line with Govt 2m social distancing rules?
8. What is the capacity (as detailed within your Fire Risk Assessment or Licence) for your venue?
9. Have you completed a COVID19 risk assessment?
10. What plans have you put in place inside the venue (internal queue management, table service for bars, toilet management, contactless payment, etc) ?
11. Do you have an external queue management system planned?
  - a. If so, please provide details of your plans including signage
12. Will you be bringing in additional personnel (SIA licensed dependent on their role) to manage numbers into the venue and queues?
  - a. If so, please can you provide details of your plans
13. Do you have any plans or are you thinking of having a “reopening” event?
  - a. If so, please provide details
14. Do you have clear messaging around queuing outside of your establishment?
15. Do you need specific advice on what measures are required to be put in place to reopen?
16. Do you have any concerns or comments or ideas you wish to raise?

Thank you for helping us by providing the information above. We will keep you informed on guidance, plans and advice as these develop. If you would like to speak with someone directly please let us know. We understand the challenging and worrying times for you all and want to assure you that we are here to provide support in getting the city’s night time economy reopened safely and responsibly.