

RISK OF CAUSING NUISANCE

Self assessment form

If you are operating licensed premises, you should from time to time consider what risk there is of your business causing public nuisance and take action to control that nuisance as a good neighbour. We recommend doing this every 3 months as a minimum.

This self-assessment form will assist you do that and help you in writing an operating schedule to accompany a licensing application.

Complete Licensing can help you, please contact us for further help.

This is intended to be a simple process and by ticking the box for each question identify if the risk is low, medium, or high. It is likely that a combination of low, medium, and high risks will be identified for different parts of the assessment. Having carried out the risk assessment and identified possible sources of public nuisance you need to decide how you will control them.

You should then focus your attention as a priority in controlling those issues identified as a high risk. You may find it helpful to refer to the information in the guidance.



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1. Activities at the premises

Identify if activities at the premises have changed from what took place previously. For example are you having live entertainment / discos where you have not done so previously, or remaining open later into the night?

☐ **NO CHANGE IN ACTIVITY**
☐ **SLIGHT CHANGE IN ACTIVITY**
☐ **SIGNIFICANT CHANGE IN ACTIVITY**

2. Noise check

Carry out a "Noise Check" to find out how well your premise contains noise.

Go the nearby "noise sensitive" premises (dwellings, office etc) while noise sources are operating – such as when entertainment is ongoing. You may reproduce normal entertainment for this exercise by playing jukebox music at a noise level that your entertainment is played at.

- Open windows if these are necessary for ventilation.
- Open entrance doors to replicate a customer entering the premises.
- Carry out this exercise at the latest time when the noise will be ongoing – ie near the end of the night/evening when it generally quieter outside.
- How much noise can you hear?

NUMBER OF NEARBY BY PROPERTIES CHECKED AT

☐ **1**
☐ **2**
☐ **3**
☐ **4**
☐ **5**

LOCATION NR1

DATE

TIME

NOISE LEVEL

LOCATION NR2

DATE

TIME

NOISE LEVEL

LOCATION NR3

DATE

TIME

NOISE LEVEL

LOCATION NR4

DATE

TIME

NOISE LEVEL

LOCATION NR5

DATE

TIME

NOISE LEVEL

PHOTOS & VIDEOS

We recommend taking photos and videos of this location and attaching them to this report.

Please label this with the location and date e.g. NR5-31-01-24.jpg

3. Odour Check

Carry out an “Outdoor Check” to find out how much odour your premises makes.

- Take the role of someone passing by your premises. What odour cn you detect from your waste and bottle storage areas and drainage system?
- If you cook food, check the odour coming from your extraction system.
- Do this by going down-wind from the extraction point (you may have to go some distance away) to the nearest dwelling or other premises that may be affected.
- Ensure the person making the assessment has not just come from the cooking area as their sense of smell will be affected.
- How much odour can you detect?

NUMBER OF NEARBY BY PROPERTIES CHECKED AT

1

2

3

4

5

LOCATION OC1

DATE

TIME

ODOUR LEVEL

Choose...

LOCATION OC2

DATE

TIME

ODOUR LEVEL

Choose...

LOCATION OC3

DATE

TIME

ODOUR LEVEL

Choose...

LOCATION OC4

DATE

TIME

ODOUR LEVEL

Choose...

LOCATION OC5

DATE

TIME

ODOUR LEVEL

Choose...

PHOTOS & VIDEOS

We recommend taking photos and videos of this location and attaching them to this report.

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4. Litter Check

- Carry out a litter check to find out how much litter and street-fouling comes from your premises or ends up near it.
- At times during, and always at the end of business survey the area around your premises and assess the amount of litter, waste, and street fouling that is present.

Be sure to check the rear and sides of the premises as well as the frontage.

Carry out the checks on a number of occasions that represent your typical business operation.

If you hand out flyers – check the area around where they are handed out.

How much litter/street fouling is present?

NUMBER OF NEARBY BY PROPERTIES CHECKED AT

1

2

3

4

5

LOCATION LC1

DATE

TIME

LITTER LEVEL

Choose...

LOCATION LC2

DATE

TIME

LITTER LEVEL

Choose...

LOCATION LC3

DATE

TIME

LITTER LEVEL

Choose...

LOCATION LC4

DATE

TIME

LITTER LEVEL

Choose...

LOCATION LC5

DATE

TIME

LITTER LEVEL

Choose...

PHOTOS & VIDEOS

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4. Light Pollution Check

Carry out a check to find out how much light pollution is coming from your premises.

- When it is dark, assess what artificial light s coming from your premises, paying particular attention to external security lighting etc.
- How much light is spilling over your boundary onto other premises or is affecting traffic?

NUMBER OF NEARBY BY PROPERTIES CHECKED AT

1

2

3

4

5

LOCATION LI1

DATE

TIME

LIGHT POLUTION LEVEL

Choose...

LOCATION LI2

DATE

TIME

LIGHT POLUTION LEVEL

Choose...

LOCATION LI3

DATE

TIME

LIGHT POLUTION LEVEL

Choose...

LOCATION LI4

DATE

TIME

LIGHT POLUTION LEVEL

Choose...

LOCATION LI5

DATE

TIME

LIGHT POLUTION LEVEL

Choose...

PHOTOS & VIDEOS

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VISIT [COMPLETELICENSING.UK](https://www.completelicensing.uk)
OR CALL 0207 222 2345