



Pub Takeover Checklist

admiral
T A V E R N S

If you're moving into a new pub there's a few things you need to do to get up and running. We've put together this handy checklist so that you don't miss a thing.

	Action	By When	By Whom	Completed?	Date
1	Copy of Premises Licence				
2	PRS / PPL Licences				
3	TV Licence applied for and paid				
4	Sky TV subscription arranged				
5	Cash & change for tills				
6	Cash management system in place				
7	Tenancy Agreement signed				
8	Brewery delivery day / order day				
9	Cleaning supplies for toilets / pub				
10	Line cleaning equipment available and understood				
11	PAT Tested electrical equipment if applicable				
12	Staff employment contracts if applicable				
13	Utilities suppliers confirmed and supply arranged				
14	EHO Registration & Food Hygiene Certs				
15	Till system in place and workings understood				
16	Fire risk assessment completed				
17	Fire safety equipment supplied				
18	First aid boxes supplied				
19	Fixtures & Fittings Inventory supplied				
20	Gaming machines provision and agreement				
21	Music provision system and agreement				
22	Public Liability Insurance				
23	Employers Liability Insurance				
24	PDQ machine if required				
25	Phone numbers of essential contacts				
26	Refuse collection contract arranged				
27	Inland Revenue registration for employing staff				
28	Service contracts in place (e.g. sanitary disposal)				
29	Weights & Measures signs and compliance notices				
30	Noise policy agreed				
31	DPS forms & approval sheet				
32	Health & safety policy				
33	Opening stock take completed and schedule agreed				
34	Cellar gas supplier set up				
35	Cellar equipment required				
36	Petty cash limits defined				
37	Any outstanding bookings in diary				
38	Advertising & marketing requirements				

