

CPTED checklist for off-licensed premises

This checklist is a tool to help you with the safe management of your premises and is a guide only. It may be used in discussion with a licensing inspector. For more information about CPTED visit the Council website for information about the CPTED Advisor Service and Resources (www.ccc.govt.nz/cityleisure/communityservices/designoutcrime/index.aspx).

A "Licensed Premises CPTED Guide" can also be found on the Health Promotion Agency website (www.alcohol.org.nz/research-resources/latest-resources).

Windows

There is at least 50% transparency in the front of the premises	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
There is good visibility to and from the premises and the street	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Lighting

Internal lighting inside the premises is suitable	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Lighting allows customers to be seen as they enter the premises	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Lighting allows staff to check IDs, etc	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Lighting outside the premises is suitable	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Lighting outside the premises discourages loitering	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Car parks and loading bays are well lit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Street lighting is outside the premises and is working properly	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Internal layout

The cash register is positioned near the main entrance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
The cash register area is raised to improve visibility	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Safe is out of public view	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
No stock displays are greater than 1.3 metres	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
The entire premises can be seen by the cashier	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
There is good visibility into cold stores	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Where there may be blind spots, mirrors or CCTV are installed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Security

Doors and windows are reinforced	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Nothing encourages loitering outside the premises (e.g. notice boards, etc)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
There are no recessed entrances to the premises	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Intruder alarm is installed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Alarm is monitored by monitoring centre	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Panic buttons are linked to intruder alarm	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

CCTV

CCTV is installed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
CCTV is positioned to monitor vulnerable areas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Patrons are aware of the CCTV system	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Staff understand its operation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Security

There are sufficient numbers of staff to ensure control of the premises	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Two or more workers are on duty after dark	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Staff are visible to customers upon entering the store	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Staff greet/acknowledge customers entering the store	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
A door buzzer notifies staff of customers entering the store	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A