**A guide to using the assessment templates**

The forms encourage the user to record the outcome of each question as Yes, No, N/A (Not applicable) or ‘Improvement needed’.  You will also see a value of 10, 5 or 0 next to a tick box within each section.  As a rule a score of 0 will indicate compliance, a score of 5 will indicate partial compliance (where appropriate) and a score of 10 will indicate non-compliance.

**Abbreviations**

Within each question box you will see an indicator of the type of requirement the question relates to.  We have abbreviated the full titles of the requirements using the following key:

**MC** = Mandatory Condition

**SRCP** = Social Responsibility Code Provision

**SI** = Statutory Instrument

**DC** = Default Condition

**Information boxes and links**

Where further information may be useful for authorised officers when establishing compliance, this information is provided within grey boxes directly underneath the corresponding question.

 This icon is used to provide further information about the requirements.

 This icon is used where there is a link to further information.

The assessment is split into the following sections:

**Pre-assessment checks**

This section outlines any information that it will be necessary/ useful to have sight of before carrying out the assessment including:

* The current plan attached to the premises licence
* Whether there is a Primary Authority Partnership in place
* The operator’s Local Risk Assessment
* Specific requirements as set out within the Local Authority’s Gambling Statement of Policy

**Visual Assessment**

This section will allow you to focus on requirements which can mostly be evidenced by looking at the information provided to customers and the premises layout.  This will include the assessment of information available on entrance to the premises and within the licensed premises area as detailed in the plan attached to the premises licence.

**Operator Policies – Protection of Children**

This section asks questions based on the policies and procedures in place to protect children from harm.

**Operator Policies – Protection of vulnerable adults**

This section asks questions based on the policies and procedures in place to protect vulnerable adults.

**Additional questions**

These questions will vary by premises type.

**Action Points**

A place to record further information about your assessment findings.