

Self-supervision plan for serving of alcoholic beverages on licensed premises

A self-supervision plan and the permit or approval for the business location, as defined in the Alcohol Act, must be made available to the personnel implementing the plan and to the supervisory authorities.

The self-supervision plan does not have to be drafted by filling out this form.

1. The licence holder and persons responsible for the self-supervision plan

Name of the licence holder (full name of the entrepreneur, corporate name as stated in the registration certificate)	
Business ID	Number of the serving licence for alcoholic beverages
Licence holder has a licence for retail sales of the alcoholic beverages that are also served on the licensed premises (fill parts marked by *)	
The self-supervision plan was created on	The self-supervision plan was last updated on
Person responsible for the self-supervision plan and updating it	
Telephone number of the person responsible	
Email for responsible person	
Persons responsible for reporting and notifying about changes in operations (if different than above-mentioned person responsible for the self-supervision plan) Person responsible for providing biannual reports to the Regional State Administrative Agency. Name Telephone number Email address	
Person responsible for changes in the operations of serving of alcoholic beverages on licensed premises and other matters subject to reporting (including personal imports) Name Telephone number Email address	

2. Licensed premises and nature of operations

Name of licensed premises

Operating principle of the licensed premises

Provide the following information on the licensed premises

- location (e.g. own space/building, commercial premises ground floor of an apartment building)
- operating concept (e.g. pub, restaurant, nightclub)
- scope (size of licensed premises, serving areas and permitted opening hours)
- nature of the activities (e.g. service to tables, programme offered)
- target group.

Supervision of licensed areas

Explain how the supervision of the licensed areas has been arranged, do staff walk around separate areas, such as terraces or cabinets, and are devices used for supervision. If the licensed premises include shared serving areas, explain how the supervision of the shared serving area is organised, for example, who is responsible for the supervision.

Transport of alcoholic beverages from one licensed area to another

The transport of alcoholic beverages from one licensed area to another e.g. a terrace is located on the other side of the pavement and customers transport their alcoholic beverages over the pavement to the terrace. When making a decision on an application, the Regional State Administrative Agency may allow customers to transport alcoholic beverages from one serving area to another in the manner presented in the licence holder's self-monitoring plan. Explain how transport and consumption are monitored and the arrangements for transport.

3. Retail sale at the licensed premises

If the licensed premises have a retail sale permit, fill in the sections market with a star *

*** Information on checkout and sales arrangements in the retail sale of alcohol**

Checkout of retail sales must be arranged so the checkout system provides a separate report on the retail sale of alcoholic beverages. The data to be reported include value of the retail sales of alcohol in full litres and euros, including VAT. The report is required for the half-year notification submitted to the Regional State Administrative Agency.

*** Placement of alcoholic beverages intended for retail sale in the licensed premises**

Alcoholic beverages up to 5.5% in alcohol content intended for retail sale may be placed in the same place as alcoholic beverages served in the premises, if the retail licence has been granted in connection with the serving licence.

*** Compliance with times indicated for retail sale**

Explain how you ensure that the specified times for retail sale of alcoholic beverages (09.00-21.00) are observed at the licensed premises, for example how the functions of the checkout system are used.

*** Prohibition on the consumption of alcoholic beverages sold as retail sales at the place of serving**

Explain the measures taken to prevent consumption of alcoholic beverages bought from retail sales in the licensed premises. For example, alcoholic beverages sold via retail sales can be kept in the cloak room while a customer is at the licensed premises.

4. Procuring, book-keeping and reporting of alcoholic beverages

Procurement and storage of alcoholic beverages

Explain where to buy alcoholic beverages sold at the licensed premises are procured from. Are they procured from wholesalers, manufacturers or retail outlets, or do you import products? Also describe how the alcoholic beverages are stored and how the warehouse is supervised (e.g. location of the warehouse and more detailed information on the space).

Book-keeping and reporting of alcoholic beverages

Explain how the bookkeeping on alcoholic beverages is arranged at the licensed premises and how the reporting of alcoholic beverage sales and personnel to the Regional State Administrative Agency is handled. The reporting must take into account any retail sale of alcoholic beverages from the licensed premises and alcoholic beverages purchased for serving from retail.

5. Personnel (Information regarding the representative and substitutes of the licence holder provided in an attachment)

Number of staff at the licenced establishment and their duties

Determine the number of staff and their duties How do you ensure that there is a sufficient number of managers, substitutes and other staff at the licensed premises? If persons under the age of 18 work at licensed premises, describe their duties and how they are guided and supervised. A representative of the license holder (responsible manager) or another person appointed by the license holder for this task must be present at licensed premises. Information on the representative of the license holder and their substitutes shall be provided at the end of this form.

Ensuring the competence of the responsible managers, substitutes and other staff at the licensed premises.

Describe how the orientation and training are implemented. Describe how you keep records on staff competence or training.

Monitoring of self-supervision plan and compliance with regulations

Explain how the license holder and the person responsible for implementing the self-supervision plan monitor compliance with the self-supervision plan and regulations issued to the personnel (e.g. meetings, disruption logs, etc.).

6. Age limits

Procedures for monitoring the licensed premises' age limits

Explain how you monitor age limits and how customers are asked to prove their age. Although security stewards may check the age of young people when they enter the licensed premises, the sales staff must also check the customer's age in case of purchase if there is reason to suspect that the customer is under the age of 18 (appearance or other reason). Certificates approved for age verification include a photo ID card issued by an authority, a driving licence, a passport or other reliable photo document issued by an authority.

Measures taken if age cannot be reliably verified

Explain what measures will be taken e.g. if a customer presents a forged identity card or one that belongs to another person or if the customer provides other unreliable proof of age.

Measures undertaken to prevent serving alcohol to minors

Explain the pre-emptive measures undertaken to reduce the risk of serving alcohol to persons under the age of 18. For example, how can it be ensured that a person under the age of 18 year, who is at the licensed premises is not able to drink alcoholic beverages served to another person?

7. Impacts and risks of operations and preparing for them

Impacts of the location of the licensed premises

Explain the risks and disruptions caused by the location and opening hours of the serving area. Does the operation of the licensed premises cause health hazards to the surrounding environment, such as noise, especially if serving of alcoholic beverages is to be extended to after 01.30? Are there disturbances in the licensed premises and their immediate vicinity e.g. at closing time? Are there e.g., facilities used by people under the age of 18 or by substance abuse rehabilitees in the vicinity of the licensed premises?

Measures undertaken by the licensed premises to prevent public disturbances and operating methods in the event of disturbances

Prevention of noise and other health hazards

Explain the measures undertaken to reduce the risk of potential health hazards in the licensed premises, such as noise hazards to the surrounding area.

8. Serving alcohol responsibly

Serving sizes

If one customer is served more than four standard servings at one time, what is the operating method of the serving location and the maximum serving size served at one time?

- o The standard serving for beverages with an alcohol content of 22% is 4 centilitres
- o The standard serving for beverages with an alcohol content of more than 15 % but not more than 22 % is 8 centilitres
- o The standard serving for beverages with an alcohol content of more than 8 % but not more than 15 % is 12 centilitres
- o The standard serving for beverages with an alcohol content of not more than 8 % is 33 centilitres

Monitoring of intoxication status and excess serving

Describe how a customer's intoxication and possible excess serving to customers are monitored at the licensed premises. How are separate serving areas such as terraces and cabinets and the serving of alcoholic beverages larger than usual to groups monitored? Does the restaurant have table service? Do members of staff go around the premises to inspect the situation or is equipment used for monitoring, e.g. camera surveillance?

Preventing entry of intoxicated customers and removing them from the licensed premises

Explain what measures are undertaken to prevent customers who are clearly intoxicated from entering the licensed premises. Explain what measures are undertaken in a situation where a customer whose intoxication is obvious is removed from the licensed premises.

Safe exit of customers from the restaurant

Describe how it is ensured that customers can safely exit the restaurant. What measures are undertaken for example if a customer is unable to take care of themselves due to intoxication or some other reason?

Serving of alcohol for credit

The licence holder must determine the maximum amount of credit and how credit sales are supervised if the licence holder allows serving for credit by other means than a credit institutions' card payment, payment application, in connection with accommodation or programme service.

Where necessary

describe the principles for selling alcoholic beverages for credit.

9. Extended serving hours (after 1:30 a.m.)

Supervision of security during the extension period

Determine how the supervision of security will be organised and implemented at the location during the extension period.

For example, how many security stewards do you have, does your staff have training in the field, or do you have external security stewards?

Monitoring customer numbers during the extension period

Determine how you will monitor the number of customers after 01.30 am. For example, how would you react if the number of customers suddenly increased? When the serving alcoholic beverages is extended to after 1.30 a.m., there must be one security steward for every 100 customers until the consumption of alcoholic beverages ends.

Other duties of security stewards during the extension period

Find out what other duties have been assigned to security stewards other than supervision of security during the extended period. For example, will the security steward participate in sales work or will he/she have other duties in addition to his/her main supervisory task?

Inquiries

9. Approval of the self-supervision plan

Licence holder has approved the self-supervision plan

Name

on (date)

A copy of the self-supervision plan will be attached to the permit application.

The self-supervision plan and the permits and/or approvals for the business location, as defined in the Alcohol Act, must be made available to the personnel implementing the plan and to the supervisory authorities.

Contact information of Regional State Administrative Agencies

[Contact information of Regional State Administrative Agencies](#)

Personnel's familiarisation with the self-supervision plan

I am familiar with this self-supervision plan and the procedures used in the licensed premises in accordance with the plan:

[illegible]

Annex

Information regarding the representative and substitutes of the licence holder
(must be presented to an authority supervising compliance with the Alcohol Act upon request)

Name and date of birth of the representative of the license holder (responsible manager)		
Name	Date of birth	Qualification to serve alcohol confirmed (date)
Substitutes of the representative of the licence holder		
Name	Date of birth	Qualification to serve alcohol confirmed (date)