

## ABC Hotel List of Regulations, Legislation, Licences, Permits & Consents

Last Updated: 4<sup>th</sup> October 2018      Updated By: Josephine Bloggs

### List of Legislation & Regulations

Name & Date of Legislation	Location of Requirements	Person responsible	Checked	Compliant?
Environmental Protection (Duty of Care) Regulations 1991	<a href="http://www.legislation.gov.uk/uksi/1991/2839/contents/made">http://www.legislation.gov.uk/uksi/1991/2839/contents/made</a>	Maintenance Manager	22/12/2018	Yes
The National Minimum Wage (Amendment) Regulations 2014	<a href="https://www.legislation.gov.uk/ukdsi/2014/9780111107553">https://www.legislation.gov.uk/ukdsi/2014/9780111107553</a>	Human Resources Manager	11/11/2018	Yes
The Health and Safety at Work Act 1974	<a href="http://www.hse.gov.uk/legislation/hswa.htm">http://www.hse.gov.uk/legislation/hswa.htm</a>	General Manager	06/01/2019	Yes
Companies Act 2006	<a href="https://www.legislation.gov.uk/ukpga/2006/46/contents">https://www.legislation.gov.uk/ukpga/2006/46/contents</a> <a href="https://www.gov.uk/government/organisations/companies-house">https://www.gov.uk/government/organisations/companies-house</a>	Accounts Manager	22/12/2018	Yes

### List of Licences, Permits & Consents

Permit/Licence Name	Location	Document No.	Start Date	Expiry Date	Person Responsible
Alcohol Licence	Original displayed in lobby bar.  Scanned copy on computer (C/Legal/Licences and Permits)	X123456Y	1 <sup>st</sup> March 2017	1 <sup>st</sup> March 2019	Food & Beverage Manger
Planning Consent for Spa	Computer (C:/Legal/Spa Planning)	AX1234	1 <sup>st</sup> April 2015	-	General Manager
Water Abstraction Licence	Computer (C:/Legal/Water)	891011G	20 <sup>th</sup> January 2010	-	General Manager
Fire Safety Permit	Computer (C:/Legal/Health & Safety)	122135	1 <sup>st</sup> November 2018	1 <sup>st</sup> November 2019	Maintenance Manager