

Paperwork checklist for public house purchases

In addition to the legal paperwork such as title deeds, we will want to see –

- an up-to-date (ie: less than one year old) *electrical installation inspection certificate* and *Portable Appliance Testing (PAT) certificate* – ideally, from an NICEIC-registered electrician

- an up-to-date *emergency lighting (and fire alarm) test certificate*

- an up-to-date *gas safety inspection certificate* for any gas appliances – ideally, from a CORGI-registered gas engineer

- an *asbestos survey and management plan* for the property

- an up-to-date *fire fighting equipment test certificate*

- a *fire safety assessment* – often, business owners have not prepared these and, when selling, simply point out that the buyer must prepare their own. However, if one is available, it makes a good starting point for your own

- an *energy performance certificate* (EPC) for the property from an approved assessor

- the *premises licence* (full version, with conditions, not just the summary) and the plan, showing the licensed trading areas

- an *inventory* of trade fixtures fittings and equipment to be included in the sale – if selling agents are involved, they will often prepare this

- copies of any employees' *contracts of employment* – or, if there are no written contracts, details of their terms of employment – as you will normally be taking over all employees on the same terms

You may, however, have agreed that some of these items do not need to be supplied, or you may already have satisfied yourself about some aspects. If so, please let me know, so that I do not spend time trying to get un-needed paperwork from the seller's solicitors