

LIQUOR LICENSE APPLICATION

DRINKING ESTABLISHMENT /LARGE CAPACITY VENUE CHECKLIST

You must complete this checklist and submit it with your application in order for your application to be approved.

1. BUSINESS PLAN

- a. List Day/Hours of Operation _____
- b. Proposed Forms of Entertainment _____
- c. Complete list of owners in Section 2 of the Application.
- d. Attach the On-Site Manager Information Form. Manager information shall also be updated by using this same form. Updates are required to be submitted to the City License section within 10 business days from the date any manager is no longer employed by the licensee or when any new manager is hired by the licensee. Any manager subsequently hired by the licensee is required to attend the “Safe Bar” class within 45 days of the manager’s date of employment with the licensee.
- e. Attach a copy of insurance coverage information.
- f. Attach a copy of any lease or purchase agreement for the licensed premises and complete Section 6 of the Application.
- f. Attach a floor plan (8 ½” x 11” only size accepted) of the licensed premises and a site plan showing the location of parking spaces as required by the Unified Zoning Code of the City. Include seating plan with positions of tables and booths as required by the Fire Code. Mark clearly on floor plan where the permanent stage is located. The stage must be 200 square feet in size and not be temporary nor moveable.
- g. Attach proof of approved capacity of 850 persons or more.
- h. Attach proof of proper digital video surveillance cameras as required.
- i. Attach proof that all managers and employees of the establishment have successfully completed the Club Violence Reduction Program (CVRP) training provided by the Wichita Police Department.
- j. Attach plan for how to check identification of patrons and the plan to visibly identify patrons who are of drinking age and ensuring that underage consumption of alcoholic liquor is not taking place.
- k. Attach the establishment’s pre-defined Security plans as approved by the WPD. Include proper Crowd Management and Closing procedures.
- l. When a planned event is expected to have an attendance of 500 or more persons, or when patrons under 21 years of age are to be allowed on the premises, the manager of the establishment must send written or email notification to the Wichita Police Department no later than 10 (ten) calendar days prior to the scheduled event.
- m. All locations located in the Old Town District must also comply with all additional operational requirements for an Old Town Large Assembly Entertainment Establishment.

2. Schedule the CPTED (Crime Prevention Through Environmental Design) Inspection provided by the Wichita Police Department by contacting your Community Policing Officer at your local Police Substation. If the business has already had the CPTED inspection, then it is in the Police Department’s database and the business does not need a new CPTED. For copies of lost/misplaced CPTED Inspection Reports, contact your Community Policing Officer at your local Police Substation or Special Investigations.

Patrol North	(316) 350-3400
Patrol East	(316) 350-3420
Patrol South	(316) 350-3440
Patrol West	(316) 350-3460
Special Investigations	(316) 268-4280

3. For questions regarding completion of application, you may contact City of Wichita Licensing at (316) 268-4553, or the Wichita Police Department Special Investigations Section at (316) 268-4280.