

COURSE CONTENT OVERVIEW

# Licensing Law Awareness

This Licensing Law Awareness course has been designed to help anyone who works in a premises that sells or supplies alcohol to understand what their responsibilities are under the Licensing Act 2003. The course looks at the four key objectives of the Act and explains how you can ensure that they are achieved through promoting a positive, safe and welcoming environment. If it's not sold and supplied responsibly, alcohol can have a significant impact on both the health and welfare of the public and the success of a business.

#### **Module One: The Licensing Act 2003**

This module looks at why regulating alcohol sales is so important for businesses and outlines the key objectives of the Licensing Act. The module also explains the responsibilities of the licensing authority.

- Who has responsibilities?
- Benefits of operating licensed premises responsibly
- Objectives of the Licensing Act 2003
- The licensing authority
- The licensing policy

#### **Module Two: Premises and Personal Licences**

This module looks at the different types of licence available, explaining the situations when each is needed and providing details on how you can apply for them.

- Premises licences and personal licences
- Activities that require a premises licence
- Exemptions
- Applying for a premises licence
- Personal licences
- Applying for a personal licence
- Community premises
- Temporary event notices (TENs)
- Submitting a temporary event notice

#### **Module Three: Premises Responsibilities**

This module explores the key responsibilities of licensed premises and how good management and compliance can help reduce risks, support your business and demonstrate due diligence.

- The mandatory licence conditions
- The role of the designated premises supervisor
- Authorising the sale of alcohol
- Age verification
- Irresponsible promotions
- Dispensing alcohol responsibly
- The availability of free drinking water
- Small measures
- Inspections, enforcement and closure powers

#### **Module Four: Alcohol Awareness in Practice**

This module details how alcohol affects people differently, how to recognise the signs of intoxication and why recognising these signs is an important part of responsible alcohol service, customer welfare and complying with the Licensing Act.

- Understanding alcohol strength
- Recognising the effects of alcohol
- Using professional judgement
- Promoting public safety

#### **Module Five: Managing Your Premises**

This module details how having well-managed licensed premises can help to reduce the likelihood of crime, disorder and other licensing issues.

- Creating a well-managed premises
- Responsible promotions
- Drug awareness
- Managing disorder and conflict
- Refusing the sale of alcohol

#### **Module Six: Protection of Children and Recognising Vulnerability**

This module outlines how to help protect children from harm by recognising situations where they may be at risk, making responsible decisions and knowing when to seek support.

- Protecting children from harm
- Applying good practice
- Recognising when someone may need support
- Responding to concerns
- Supporting compliance
- Applying your age verification policy
- Recognising suspicious identification
- Test purchases and due diligence

## Aims of the training

By the end of this course, you will:

- Understand the objectives of the Licensing Act 2003 and how they can be achieved.
- Understand when a premises licence, personal licence and temporary event notice are applicable, plus the responsibilities that come with each one.
- Have an awareness of the seven mandatory conditions that all premises serving alcohol must adhere to.
- Understand the effects that alcohol has on people and how it can be managed.
- Understand how having well-managed licensed premises can help to reduce the likelihood of crime, disorder and other licensing issues.
- Understand the importance of protecting children from harm by recognising situations where they may be at risk and knowing when to seek support.