

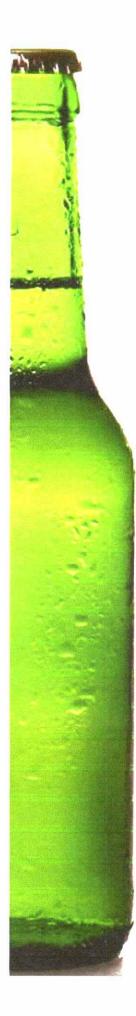
RB Retail & Licensing Services Limited

Mobile:
Email:
www.alcohol-licence-services.co.uk

PREMISES LICENCE SITE OPERATIONS MANUAL

Store Name:	
Address:	

	•••••
Issued:	



		Services
M	an	ual Contents
Section		sing Applications
	I.I	Preparing a new licence application
	I.II	Application form and notices
	I.III	Licence applicants to give greater consideration to local area
	VI.I	New powers following the passing into law of the Police Reform & Social
	I.v	Responsibility Act 2011
	I.VI	Premises licence conditions
	I.VII	Licensing committee hearing etiquette The Premises licence
	I.VIII	Premise scale plan
	I.IX	Designated Premises Supervisor (DPS)
	I.x	DPS Variation
	I.XI	Premises Licence Variation Guidance
	I.XII	Transfer of a Premises Licence
	I.XIII	When a licence lapses
	I.XIV	Personal Licenses
Section	II - Oper	ational quidance
	I.II	Alcohol strengths and effects
	II.II	Legal matters / best practice
	II.III	Theft
	II.IV	Right of entry to premises
	II.V	Staffing
	II.VI II.VII	Prosecution
	II.VIII	New mandatory conditions
	II.VIII	Growing Police concern regarding pre-loading
	II.x	Legal / best practice requirement, regarding display material / notices Statutory / best practice notices
_		
Section	3 - Traini	
	III.o	The training regime
	III.I	Understanding the licensing objectives
	III.n III.nı	Business licensable hours
	III.III	Consumption of the premises
	III.v	Consumption on the premises Staff authorisation
	III.VI	Under age sale
	III.VII	Training guidelines regarding the sale of age restricted products
	III.VIII	Checking Proof of Age
	XI.III	How to recognise and deal with false I.D.
	III.x	What to watch out for regarding the identification of a person possibly under the
		influence of alcohol
	III.XI	Conflict Management - practical steps
	III.XII	Duty to refuse service
	IIIX.III	Test purchases
	III.xv	Refusals Book Reviews
	III.xvi	
	III.XVII	Street Drinking & Super Strength Beer/Lager/Cider Alcohol Delivery Services
	III.XVIII	Ban on selling of Below Cost Alcohol
	III.XIX	Right to work in the UK
	III.xx	Staff Training - Revision
Section	TV - Du -	
section.	IV - Due (diligence records
	1 V .U	Initial 1 test and answer papers

Se

IV.o	Initial 1 test and answer papers
IV.1	Initial 2 test and answer papers
IV.II	Refresher 1, test and answer papers
IV.III	Refresher 2, test and answer papers
IV.IV	Refresher 3, test and answer papers
IV.V	Training Statement
IV.VI	Authorisation to sell alcohol
IV.VII	Annual DPS refresher training planner
IV.VIII	DPS monthly checklist
IV.IX	Alcohol staff training pamphlet & log sheet
IV.x	Premises licence nominated keeper
IV.XI	Blank refusal sheet & store header

IV.xIII

Blank designated premises supervisor consent form (D.P.S)

Section V - Product knowledge

IV.xII

V.IWine production / classification

Staff training pamphlet

V.II Alcohol strengths

Section VI - Other licensable activity

VI.I Late Night Refreshments (LNR) An outline of regulated entertainment

Section VII - Staff training records

Section VIII - Licence Documents