

**From:** m.kapoor  
**Sent:** Tuesday, November 14, 2023 4:10 PM  
**To:** Love Doug: H&F  
**Cc:** Mckenna Lorna: H&F  
**Subject:** RE: New Premises Licence, 126 Stephendale Road.

Dear Doug

We agree to your proposed conditions, sorry for the very late response.

**Kind Regards**

**Manpreet S Kapoor BA (Hons)**  
Licensing Consultant, Personal Licence Courses UK Ltd  
  
145 Station Road, West Drayton, UB7 7ND  
[www.personallicencecourses.com](http://www.personallicencecourses.com)

**From:** Love Doug: H&F  
**Sent:** Monday, October 23, 2023 3:13 PM  
**To:**  
**Cc:** info personallicencecourses.com ; Licensing HF: H&F <[licensing@lbhf.gov.uk](mailto:licensing@lbhf.gov.uk)>  
**Subject:** New Premises Licence, 126 Stephendale Road.

Dear Mr Singh,

I am from LBHF Trading Standards and I note that you are applying for a premises licence at the above address.

I have read the application and didn't think it worth making a representation – although I think Manpreet knows by now that I believe the 'training' condition he suggests is rather slim on detail. What I, and I'm sure the other Responsible Authorities, would expect in practice is shown below, although I respect that there is no real need for this on the licence unless and until the business' training is shown to be lacking:

- At least one member of staff on duty whilst this licence is being used shall be trained in the requirements of the Licensing Act 2003 in terms of the licensing objectives, offences committed under the Act and conditions of the Premises Licence. Staff shall sign to confirm that they have received and understood the training. Written records of this training shall be retained and made available to the Police or authorised officers on the Licensing Authority upon request.
- All staff responsible for selling alcohol shall receive relevant training before making any unsupervised sales, including on:
  - the Licensing Act 2003 in terms of the licensing objectives and offences committed under the Act;
  - the conditions of the Premises Licence
  - the sale of age-restricted products.

This training will be refreshed at least at least every six months. Staff shall sign to confirm that they have received and understood the training. Written records of this training shall be retained and made available to police and authorised officers of the Licensing Authority upon request.

- Age-restricted products training shall cover the following steps: the assessment of age; how and when to challenge for proof of age; acceptable proof of age and how to check; and recording refusals.

However, the main point of my e-mail is to ensure you are aware of the training offered in LBHF by Trading Standards and to provide various guidance on legislation enforced by TS that may be relevant to your business.

I have attached (and please contact me if you cannot open them in this form) the following:

- **Details of our training courses for retailers of age-restricted products.** I would recommend that whoever is responsible for staff training at the business attends the session in December, which I can currently offer at the discounted rates shown. If you are manging a licensed business for the first time, this recommendation is made very strongly.
- **Various business guidance documents.** Please find guidance on single use vapes. Tobacco products and alcohol. The main message is, do not sell anything from the shop which did not come, with detailed paperwork, from a reputable supplier: if you do they are likely to be illegal and you will not be able to show you purchased them responsibly.

I'll try to pop in when the shop is open, but please contact me if you wish to book on the training or to ask about any other Trading Standards matter.

Kind regards,

Doug

**Doug Love**  
Lead Practitioner, Trading Standards  
Hammersmith & Fulham Council