

From: m.kapoor personallicencecourses.com
Sent: 19 March 2025 12:26
To: Licensing HF: H&F <licensing@lbhf.gov.uk>
Subject: RE: New premises licence application: 156 Munster Road, SW6 5RA

Dear Lorna

I can confirm we are happy to include the Doug's proposed additional conditions onto the premises licence as and when granted.

Kind Regards

Manpreet S Kapoor BA (Hons)
Licensing Consultant, Personal Licence Courses UK Ltd

From: Licensing HF: H&F <licensing@lbhf.gov.uk>
Sent: 18 March 2025 17:18
To:
Cc: m.kapoor personallicencecourses.com
Subject: RE: New premises licence application: 156 Munster Road, SW6 5RA

Good afternoon Hardip and Manpreet,

Following on from Doug's email below, can you confirm if you would be happy to add the conditions below to your licence if granted, in relation to staff training.

Please let me know by return of email.

Kind regards
Lorna McKenna
Licensing Compliance Officer
Licensing
Place Department

From: Love Doug: H&F <Doug.Love@lbhf.gov.uk>
Sent: 17 March 2025 15:36
To: hdang@hotmail.co.uk
Cc: m.kapoor personallicencecourses.com <m.kapoor@personallicencecourses.com>; Licensing HF: H&F <licensing@lbhf.gov.uk>
Subject: New premises licence application: 156 Munster Road, SW6 5RA

Hello, Hardip.

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 I do not think it is necessary to make 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.
- 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.

- 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.
- Written training records for each member of staff shall be kept. Staff shall sign the records to confirm that they have received and understood each piece of training recorded training. Training records shall be retained and made available to police and authorised officers of the Licensing Authority upon request.

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 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 April, 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.

Please note, we can also supply business guidance, if you need guidance on laws enforced by Trading Standards. The most important general rules is not sell anything from the shop which did not come, with detailed paperwork, from a reputable supplier. If you do not follow this rule and items are found to be illegal, you will be held accountable for them, as you will not be able to show you purchased them responsibly.

I'll try to pop into the shop in the next few weeks, 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