

Licensing Panel

Tuesday, 25th July, 2023, 5.00 pm

Shield Room, Civic Centre, West Paddock, Leyland, PR25 1DH

Supplementary – Written representations

I am now able to enclose, for consideration at the above meeting of the Licensing Panel, information made available following publication of the agenda:

3 Review of a Premises Licence - School Lane Super Saver Ltd, Bamber Bridge	(Pages 3 - 24)
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Written representations attached.

Chris Sinnott
Chief Executive

Electronic agendas sent to Members of the Licensing Panel

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Agenda Item 3

School Lane Super Saver, 42 School Lane, Bamber Bridge, Preston,
PR5 6QD.

APPLICATION FOR A REVIEW OF THE PREMISES LICENCE

DOCUMENTS UPON WHICH THE APPLICANT INTENDS TO RELY

Nature of Document	Pages
Training records of Duminda Hewage & Shiroma Arachchilage (2022/2023)	1 - 9
New Internal staff training	11 - 15
Personal Licence qualification of Duminda Hewage	17 - 18
Age Restricted Training of Shiroma Arachchilage	19

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Knowledge check (REFRESHER sheet questions)

1. What impact can a formal caution have on your career?

Formal warnings can lead to serious legal action if age restricted items are found to be sold to minor. ✓

2. How long do you have to pay a Fixed Penalty Notice?

21 days ✓

3. Which authority can administer a formal caution?

The police trading standards ✓

4. What indicator(s) would lead you to suspect that a driving licence is false?

- (1) Steering wheel does not change colour when touched
- (2) UK logo missing from the top left hand corner of the licence
- (3) Permit printed on the licence. ✓

5. What course of action should you take if there is doubt of validity OR ownership of I.D presented

Always refuse the sale ✓

6. On a passport what is an effective way of verifying the date of birth.

On the bottom of a passport should include the persons date of birth. ✓

Agenda Item 3

Knowledge check (REFRESHER sheet questions) cont'd

7. What is the rule of 3?

- (1) Ask for ID
- (2) Check the ID
- (3) Check the owner ✓

8. What form of I.D. would a test purchaser produce?

None ✓

9. Explain the term Test Purchase.

Test purchase is underage customer who will visit bar or shop and try to purchase age restricted goods. They are sent to by trading standards or the Police. ✓

10. What are the licensing authorities' stated concerns in relation to underage drinking?

- (1) Anti social behaviour ✓
- (2) Health issues
- (3) Increase in teenage pregnancies

Total Score

10 ✓

Date training undertaken ...

~~20/02/22~~ 28/02/22

Managers name (overseeing training) ...

Nuwun Bamonu mudjanselaje

Manager's signature ...

Buic ✓

Staff member's name ...

Duminda - senaru

Staff member's signature ...

Kil ✓

Agenda Item 3

TRAINING OF DUMINDA HEWAGE
12/06/2023

①

Knowledge check (REFRESHER sheet questions)

1. What impact can a formal caution have on your career?

That can be lead do serious legal action
and damage my professional reputation.

2. How long do you have to pay a Fixed Penalty Notice?

21 days

3. Which authority can administer a formal caution?

1. Local Trading Standards
2. Police
3. Environmental Health Department

4. What indicator(s) would lead you to suspect that a driving licence is false?

1. Poor Quality
2. Incorrect Information
3. Absence of Driver number

5. What course of action should you take if there is doubt of validity OR ownership of I.D presented

Refuse Sale.

6. On a passport what is an effective way of verifying the date of birth.

Examining "Date of birth" field within the Personal Information Page.

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Knowledge check (REFRESHER sheet questions) cont'd

7. What is the rule of 3?

1. ASK ID

2. Check ID

✓ 3. Check Owner

8. What form of I.D. would a test purchaser produce?

✓ None

9. Explain the term Test Purchase.

✓ Attempting Purchase an age-restricted product by a minor sent by an authorized person.

10. What are the licensing authorities 3 stated concerns in relation to underage drinking?

1. Health and well-being

✓ 2. Social consequences.

✓ 3. Compliance with the law

Total Score

10

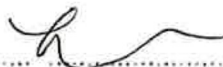
Date training undertaken ...

12/06/2023

Managers name (overseeing training)...

Nuwari Bamunu

Manager's signature..



Staff member's name

Duminda Senaka

Staff member's signature



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TRAINING OF SHIKOMA ARACHCHILAGE
24/3/2022

Knowledge check (REFRESHER sheet questions)

1. What impact can a formal caution have on your career?

- It will be serious to court actions.

2. How long do you have to pay a Fixed Penalty Notice?

21 days

3. Which authority can administer a formal caution?

The Police trading Standards

4. What indicator(s) would lead you to suspect that a driving licence is false?

Missing UK Logo

Permit Printed on the licence

Steering wheel does not change colour when touched

5. What course of action should you take if there is doubt of validity OR ownership of I.D presented

Always refuse the sale.

6. On a passport what is an effective way of verifying the date of birth.

The passport → Bottom of the passport.

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Knowledge check (REFRESHER sheet questions) cont'd

7. What is the rule of 3?

Ask → ID

check → ID

check → Owner ✓

8. What form of I.D. would a test purchaser produce?

None ✓

9. Explain the term Test Purchase.

Underage person or persons are sent to the trade standards or police to purchase alcohol, tobacco or other items. ✓

10. What are the licensing authorities 3 stated concerns in relation to underage drinking?

Social problems such as social withdrawal or fighting

Health issues

Unplanned or unprotected sexual activity ✓

Total Score

10

Date training undertaken ...

24/03/2022

Managers name (overseeing training)...

Nuwani Bamoni

Manager's signature..

Nuwani

Staff member's name ..

Shirama Kumari

Staff member's signature

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12/06/23

Knowledge check (REFRESHER sheet questions)

1. What impact can a formal caution have on your career?

- Formal Caution may harm my professional reputation.
- future Legal implications

2. How long do you have to pay a Fixed Penalty Notice?

21 days

3. Which authority can administer a formal caution?

- 1) Police
- 2) Local government authority
- 3) Environmental Health Departments.

4. What indicator(s) would lead you to suspect that a driving licence is false?

- Poor Quality
- Incorrect information
- Lack of Security features
- Inconsistent Design.

5. What course of action should you take if there is doubt of validity OR ownership of I.D presented

Refuse the Sale

6. On a passport what is an effective way of verifying the date of birth.

Bottom of the Passport or
Passport information page
personal

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Knowledge check (REFRESHER sheet questions) cont'd

7. What is the rule of 3?

Ask ID
✓ Check ID
Check Owner.

8. What form of I.D. would a test purchaser produce?

✓ None

9. Explain the term Test Purchase.

✓ when an authorized person, typically an underage volunteer or enforcement officer, attempts to purchase an age restricted product from a retailer to assess compliance with age restriction and regulations.

10. What are the licensing authorities 3 stated concerns in relation to underage drinking?

- ① To protect young people from the potential physical, emotional and social harms associated with underage drinking.
- ② Public Safety
- ③ Potential health and well-being impact of underage drinking.

Total Score

10

Date training undertaken ...

12/06/2023

Managers name (overseeing training)...

NUWAN BAMUNU

Manager's signature ..



Staff member's name

Jayama Kumari

Staff member's signature




Agenda Item 3


Authorisation to sell Alcohol

I, NUWAN Bamonu - nudiyanselage.....being a personal License holder
for (Name of business) School Lane convenience.....at (address
of business) 42, School Lane, Bamber bridge, PR25 4JA.....

Hereby certify that (names of sales person)..... has
received training in licensing law company policy and in their responsibility when selling
alcohol (and other age - restricted products) and therefore I authorize (name of sales
person).....to sell alcohol (and other
age - restricted products) by retail for consumption off the stated premises.

Signed .....
Print name & position DPS.....
Dated 24/03/2022.....

I, (name of the sales person).....an
aware of my responsibilities with regards to licensing law and the sales of alcohol (and other
age - restricted products) and have therefore been authorized to sell these products. I have been
shown the location of my authorization so that I can produce it when requested by official
officers.

Signed .....
Print name Shiroma Pinnawala Arachchilage.....
Dated 24/03/2022.....

Authorisation must be readily available for inspection upon request by
officials (police, trading standards, licensing and environmental health
officers) and therefore all personnel should be informed where they
are located and able to access them.

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BIANK

E-learning Licensing Training

The Licensing Matters E-Learning Portal is an automated cloud-based compliance management system that takes away all the time and effort it currently takes to train staff & ensure due diligence. Automatic reminders, permanent and secure records of training mean that consistency and peace of mind for the business are guaranteed.

Training Modules

A brief overview of the course benefits are as follows:

- The course consists of 3 unique and fully interactive modules covering the sale of all age restricted products with in-built tasks, quiz's and videos included.
- The course is accessible on any device, 24/7, with no time limits, with the staff member contacted directly and having their own personalised page.
- Each module is followed by a test of random questions with a pass mark of 80% required.
- Once the initial training course is complete, the system issues automated reminders to the store manager and individual staff member that refresher training is due on a three-monthly basis, meaning that staff training is consistently issued for every user and is permanent.
- If a staff member fails in their role or seems to lack knowledge, they can sit the course or refresher tests as many times as required.
- As each member of staff is dealt with on an individual basis and contacted directly about the training, it takes pressure off the manager & consistency of training is assured.

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The user will be taken to their own dashboard to complete their training

My training

CURRENT 3 | COMPLETED 0



WHY DO UNDERAGE SALES TAKE PLACE?

Most people do understand that they should not sell alcohol to a person under 18. But sales to underage persons still do take place and place the whole business at risk.

Select the store assistant and customers to find out more



↑
Please complete this to continue

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HOW DO I CHECK IDENTIFICATION?

As you have already learned, the only forms of identification you can accept as proof of age are Passport, Driving Licence (including provisional), Military ID and cards with the PASS Hologram.

It is important that you know how to check identification and that you do so carefully.

Select the different parts of the card to find out more.



Select the Pass icon to see an example of a card with the pass hologram



DO NOT simply allow a customer to present a form of ID to you in a wallet. The identification can easily be obscured and may lead to mistakes. If a customer does this politely ask them to remove the identification from the wallet and check it thoroughly.

UNDERAGE SALE SCENARIO

Watch the video and help Tom decide the best course of action with these customers.



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MODULE 3: REFUSING SALES & CONFLICT



This module will help you to understand the following once completed:

- The types of customers you should refuse to sell certain products to.
- How to identify people who are drunk and what the law is.
- How to refuse a sale.
- What to do after you have refused a sale.
- How to deal with conflict.



THE ASSESSMENT

**WELL DONE
THAT'S THE END OF THE MODULE**

You have completed the learning pages of this module and must now complete an assessment to test your knowledge.

- You need to correctly answer 80% to pass the course and will be told your result at the end of the test
- If you fail to pass the assessment, you will be able to return to the relevant sections to review your incorrect answers. When ready, retry the assessment.

Start

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Learning Management System (LMS)

- The training modules are backed up with an LMS which proactively monitors the training and issues automated reminders to the store manager and individual staff members when refresher training or other relevant communications are due.
- The LMS enables management to instantly see exactly where each individual stand with regards to licensing training. All training records are held securely and cannot be accessed which, providing training is maintained, guarantees due diligence in the event of a problem such as a sale to a person who is underage.

Training items

[Distribute training to Ben FLETCHER](#) [Sequencing Rules](#) Search... Filter Bulk actions

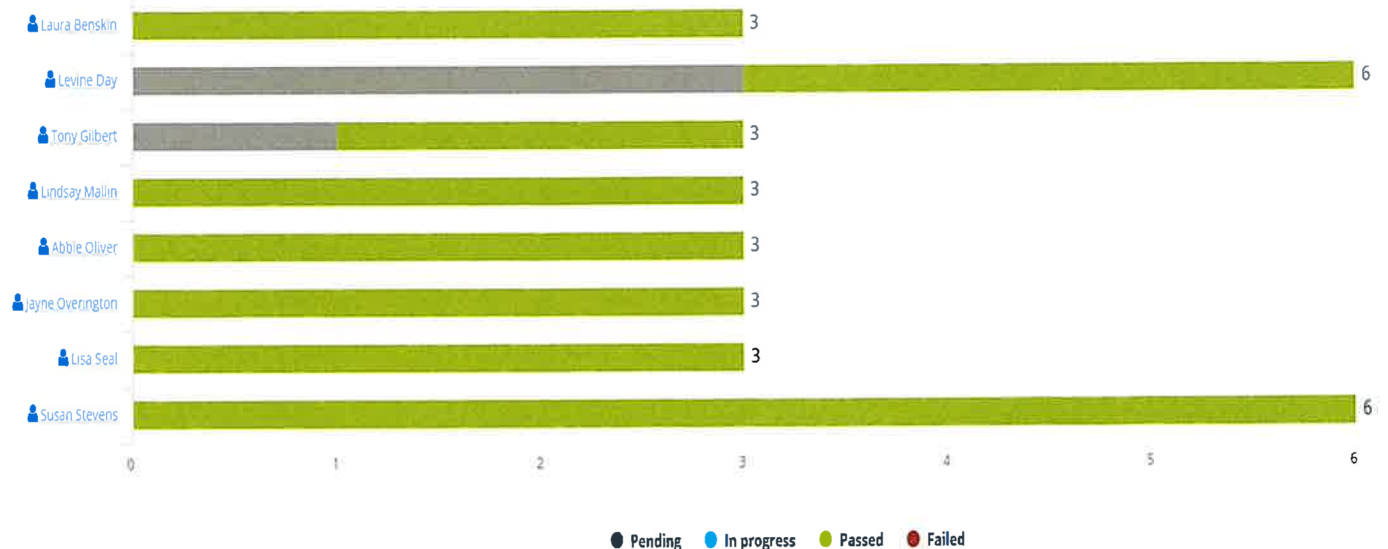
TRAINING	TYPE	STATUS	GIVEN ON	DUE ON	EXPIRES ON	LAST UPDATED
Refusing Sales of Alcohol & Other Age restricted Products - Refusing Sales of Alcohol & Other Products	Available + Module	Passed 100% on 13 Nov 2019, 15:13	11 Nov 2019, 15:24	18 Nov 2019, 15:24	18 Nov 2019, 15:24	13 Nov 2019, 18:13
Age Restricted Sales	Available + Module	Passed 100% on 13 Nov 2019, 15:02	11 Nov 2019, 15:24	18 Nov 2019, 15:24	18 Nov 2019, 15:24	13 Nov 2019, 18:02
The Alcohol Licensing System	Available + Module	Passed 80% on 13 Nov 2019, 17:36	11 Nov 2019, 15:24	18 Nov 2019, 15:24	18 Nov 2019, 15:24	13 Nov 2019, 17:36

Allocations 1-3 of 3

Status report for: CAMBERLEY

Report by: [Team](#) [Module](#) [Changes over time](#)

[Back to John Oliver](#)



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This is to certify that

Duminda Senaka Umagili Hewage

has been awarded the

BIIAB Level 2 Award for Personal Licence Holders

Qualification No: 603/2468/5

Date Achieved: 13 July 2023

A handwritten signature in black ink that reads "Paul Eeles".

Paul Eeles
Chief Executive
BIIAB Qualifications Limited

ofqual
REGULATED
register.ofqual.gov.uk

Learner Number: AB488258 | Certificate Number: 59557570-01-1ENR





Qualification Transcript

This is to certify that

Duminda Senaka Umagili Hewage

BIIAB Level 2 Award for Personal Licence Holders

has been awarded the following unit credits:

URN	Award Unit Title	Level	Credit	Grade	Award Date
A/616/5204	Legal and Social Responsibilities of a Personal Licence Holder	2	1	Pass	13/07/2023

Paul Eeles
Chief Executive
BIIAB Qualifications Limited



Learner Number: AB488258 | Document Number: 52027792-01-R8H6

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Distribute Training to Shiroma Archchillage

Q Search... Filter Bulk actions

TRAINING	TYPE	STATUS	GIVEN ON	DUE ON	EXPIRES ON	LAST UPDATED
Refusing Sales of Alcohol & Other Age restricted Products	Available - Module	Passed 80% on 3 Jul 2023, 10:41	26 Jun 2023, 12:12	-	-	3 Jul 2023, 20:41
Age Restricted Sales	Available - Module	Passed 80% on 2 Jul 2023, 20:07	26 Jun 2023, 12:12	-	-	3 Jul 2023, 20:07
The Alcohol Licensing System	Available - Module	Passed 100% on 2 Jul 2023, 16:12	26 Jun 2023, 12:12	-	-	3 Jul 2023, 19:12

Allocations 1-3 of 3

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