

Licensing Support Service

with Lancaster City Council



**LANCASTER
CITY COUNCIL**
Promoting City, Coast & Countryside

Alcohol | Entertainment
Late Night Refreshment

Get it right first time, every time

Our highly experienced licensing team can provide a variety of support services and training to help you obtain the licences you need for your business and help you successfully complete and submit your licensing applications.

By getting it right first time, every time it will:

- Save you time
- Save you money,
- Give you peace of mind
- Avoid any unnecessary delays

Why choose us for training and support?

- We have proven and up to date regulatory expertise
- We help you to understand and apply the relevant legislation
- We understand the issues, challenges and opportunities of trading in the district
- We help you to save time and money and reduce the burden of compliance for you
- We can pre-empt the expectations of the 'responsible authorities' given our experience in the trade
- We offer chargeable support and advice packages on a cost only basis (we do not make a profit from our service)

Pre Application Advice

We offer a pre-application advice service to support your licensing application made under the Licensing Act 2003.

This service will provide you with:

- Advice so that you can determine which licence(s), if any, are required
- Advice to ensure you apply for the correct level of licensing tailored to the needs of your business
- Advice on drawing up plans to accompany the application in accordance with the relevant regulations (if applicable)
- Advice on licence conditions and operation
- Advice on any potential issues and policy implications that may arise from your application
- Advice on the likelihood of your application being successful

Application Assistance

You will be guided and assisted throughout the whole process, to ensure your application runs smoothly.

This service will provide you with:

- Assistance with completion of the statutory application forms
- Assistance with drawing up plans to accompany the application in accordance with the relevant regulations (if applicable)
- Assistance with the completion of the statutory public and press notices (if applicable)
- Premises /site visit (if applicable)

Check and Send

Avoid any delays and have your application checked to ensure fast service.

This service will provide you with:

- Application checking, to ensure it is valid and has been correctly complete to ensure there are no errors or omissions
- Submit electronically the application on your behalf to the relevant responsible authorities (if applicable)
- Assistance with the completion of the statutory public notices and provide you with completed copies of the required notices (if applicable)
- Serve the application on the existing Designated Premises Supervisor (if applicable)



Prices
start at
just £10

Level 2 Award for Personal Licence Holders

This qualification is aimed at individuals 18 years of age or above who work in or preparing to work in any industry that involves the retail sale of alcohol.

The objectives of the training fulfil the main requirements of the Licensing Act 2003 for a personal licence holder.

Why train with us?

- Our trainers can provide in-depth knowledge of the subject and draw on their experiences to bring reality to the training.
- Our training helps to ensure you/your staff can avoid or reduce customer complaints and help ensure legal compliance for your business.
- If you have five or more staff to train we can offer bespoke on-site training.

Gaining this qualification will give you an understanding in:

- Legal and social responsibilities of a personal licence holder
- The roles and functions of licensing authorities
- The nature and strength of alcohol and the effect on the body
- The law in relation to premises licences
- The roles and responsibility of the designated premises supervisor.
- The powers of the police and other authorities in relation to a licensed premises
- The prohibitions and exemptions in relation to licensed premises.

How long will it take?

The qualification will take up to six hours and assessed by a multiple choice examination.

Added bonus

The award also includes:

- Assistance from licensing staff in completing your personal licence application
- Submission of your application to your local licensing office using our 'check and send' service
- Guaranteed timescale of two weeks from passing your qualification to receiving your personal licence



For more information on how Lancaster City Council's Licensing Team can be of assistance to your business with our range of services and training to help you get it right first time, every time, contact us:

01524 582033 | licensing@lancaster.gov.uk | lancaster.gov.uk/business | [f /Lancastercc](https://www.facebook.com/Lancastercc)