



## Newsletter November 2022

Welcome to our second newsletter in as many months, to keep you aware and updated on forthcoming changes with the new legislative and licence renewal timetable.

### Legislation update

The '*Liquor Licensing and Public Entertainment Regulations 2022*' gained Tynwald approval in the November sitting. The changes will officially come in on the 12 December 2022 and the Regulations form the backbone of the legislation combining similar provisions to the current legislation blended with significant variation around supervision of premises, procedural matters around applications and many other aspects of the legislation. All current licence holders and club registration holders will be required to make a transitional application as outlined below, and please note, it is unlikely that any variation or application against the current licence will be processed unless a transitional application has already been made or accompanies the application sought.

An electronic register of Responsible Persons will also be created, and current Designated Officials will move to this electronic register as part of the transition to the new framework. As with licences, current Designated Officials will have to make an application to transition to the Licensed Staff Register at the same time as the transitional licence application.

The Department of Home Affairs Code of Practice and Guidance has also been formally approved by Tynwald. We will cover further on the Code and the process for new Responsible Person applications in subsequent newsletters - the important matter now is ensuring you are ready for the renewal process outlined below.

### Licensing Court – renewal of existing licences and club registrations

Licence holders with premises holding a current licence or club registration under the outgoing Act (Licencing Act 1995) must start the process to transition their licences in the coming months. Although the new legislation will have a formal 'grace period' until the 30 June 2023, if you wish to alter or amend your current licence in any way or appoint further persons to supervise, you will have to have completed the necessary transitional application. This may include applications for Special Event licences. In any event, if you fail to transition your existing licence or club registration before 30 June 2023, the licence (or club registration) lapses.

The application forms, accompanying documents (now including the requirement for a 'Site Management Plan') and the fees and duty structure have all changed. The application process is detailed and has a degree of complexity. To assist, we are hosting a number of workshop sessions commencing 11<sup>th</sup> January 2023 to assist. Further workshops will be offered in the coming months but places are limited. Whilst not guaranteed as automatic, there is a clear



message from the Court and the Police that if all forms are submitted to the required standard, the process will be dealt with by administration rather than appearance at the Court.

#### Attending a workshop session will ensure

- you complete all the required forms and submit your application in line with the requirements of the Licencing Court & Police Licencing Unit
- you can complete all application and site management plan forms in a 'one-stop shop' with the benefit of professional assistance
- Accurate and timely submission will remove the requirement to attend the Licensing Court sessions

#### WHO should attend

- All persons responsible for completion and submission of documents to the Licensing Court for licence and club registrations (which will convert to club licences under the new legislation)

Do not miss the unique opportunity to complete ALL forms required for licence renewal submission in presence of industry professionals, Police and Fire Officers who will assist you and ensure accurate completion of documents ready for submission and offer informal advice

We will have all relevant forms available on the day and offer step-by-step guidance on completion and review revised industry code of practise that affect your premises to ensure compliance

Places at any workshop is for Pre booked places only – book your chosen session dependant on licence type held to ensure your space via the link below and searching for 'Licencing Renewal Workshop'

<https://bookwhen.com/classroom-courses>

From any renewal as outlined above, licenses will move to a 'rolling licence' with an annual fee, meaning that licence holders will automatically have their licence continue year-on-year if they continue to meet industry standards, and have not been subject to any enforcement action.

## Training

It is now a two-part training programme to become accredited and registered as a responsible person on a liquor licence or a member of Doorstaff for an on-licence. Current Club secretaries will also require to undergo the training for Club Responsible persons

The following fully accredited courses are available to book now via [www.kneale.im](http://www.kneale.im)

- Responsible person for on-licensed premises



- Responsible person for off-licensed premises
- Responsible person for Club licence
- Manx Award in Door supervision

The above satisfy Part -1- of the two-part training programme to become accredited as a responsible person on a liquor licence or to be approved as a doorstaff member.

Part -2- of the two-part process is a new one-day classroom course, which provides a practical application of the law and interactive training experience for responsible persons and members of doorstaff. The latest course dates are available to book now via [www.kneale.im](http://www.kneale.im)

- Level 2 qualification for Licensed premises operation

In the early part of 2023, we will introduce a cost-effective course designed for general alcohol server training in licenced premises; this will enable you to provide complete compliance protection for your business at a very low cost per staff member.

We also have the following compliance training available online

- Fire Safety (supervision/fire marshal level)
- Fire Safety (staff awareness level)
- Food Safety (Level 2)

Our full day classroom based First Aid at Work course (FAAW) is specifically designed for retail and hospitality. If your insurance company or risk assessments require this training, we can offer a competitively priced session with a qualified trainer.

Under the IOM Government (IOMG) Vocational Training Assistance Scheme (VTAS) the e-learning for Responsible Person, Door supervision and the classroom Level 2 qualification in Licensed premises operation, along with the Level 2, Food Safety training, all qualify for financial assistance to applicants under the VTAS scheme. It is important you make application at time of course booking as the IOMG will not accept retrospective applications – the scheme the link is below

<https://www.gov.im/categories/education-training-and-careers/vocational-training-assistance-scheme/>

To register for any training, go to the website [www.kneale.im](http://www.kneale.im) and go the 'Courses' and identify the correct training session for your needs and click on the link – it takes you to the information page on the training . Then go to the 'Book your place' link at the bottom of the information page, it will take you straight to the booking facility where you can see this training on the schedule.