

ANNEX 4: Training log (example)

NAME:		
SUBJECT:	<ul style="list-style-type: none"> • The Licensing Act 2003 • The promotion of the licensing objectives • The premises licence activities • The premises licence conditions • DPS Authorisations • The premises age verification policy • The refusals/incident book • Offences under the Licensing Act 2003 	<ul style="list-style-type: none"> • How to deal with difficult customers • Noise Impact Assessment • Drugs Policy • Dispersal Policy • Health and Safety in the workplace • First Aid • Emergency Evacuation Procedures
Relevant training material:	<i>List any documents or policies that that have been included in the training. Examples may include:</i>	
	<ul style="list-style-type: none"> • <i>Any internal policies / documents</i> • <i>Section 182 Licensing Act Guidance</i> 	<ul style="list-style-type: none"> • <i>The Licensing Act (relevant)</i> • <i>Best practice advice</i>

I, have read and fully understand the attached documents.

Date Managers signature

Training review information:

Review 1 Notes:		
Date:	Staff signature:	Managers signature:
Review 2 Notes:		
Date:	Staff signature:	Managers signature: