

Today's Extra

I/c Tracy Gavins, Ps Adams

Cctv could not be operated by staff member.

## Photograph(s)

Sale of Alcohol When the DPS is Absent

Premises name and address: Today's Extra  
26 Horse Market Carston Ln L7-6UP

Premises Licence Number: LENTL 0515

Under the Licensing Act 2003 a Premises Licence has been granted to Premises Licence Holder. The Premises Licence includes the permission to make retail sales of alcohol for consumption.

A copy of the premises Licence is attached to this document, and you should read and understand it. In particular, please familiarise yourself with the various hours during which licensable activities are permitted to take place, the area(s) in which they may take place, and conditions which are attached to the Premises Licence that must at all times.

As the Premises Licence authorises the retail sale of alcohol as a licensable activity, it is a requirement that an individual, referred to as the Designated Premises Supervisor (DPS) is specified. The DPS for the premises is (name) Arumyjam Kalamohan.

As you do not hold a Personal Licence under the Licensing Act 2003, it is a requirement that any sale of alcohol which you do make, has been correctly authorised by either the DPS or another individual who holds a Personal Licence. You are therefore being duty authorised by DPS (name) Arumyjam Kalamohan or Personal Licence Holder (name) \_\_\_\_\_ to make sales of alcohol on their behalf, provided you ensure that the following requirements are met:

- Alcohol can only be sold on the following standard days and timings as in the attached Premises Licence.
- Adhered to any conditions on the Licence.
- You must not sell alcohol to anyone under the age of 18.
- Anyone attempting to purchase alcohol who appears to be under the age of 25, must be asked to provide suitable identification, this includes: PASS proof of age card, Photo driving Licences and passport.
- If such identification cannot be provided, or you have any doubts or concerns in any way, you should not proceed with making the sale.

DPS/ Personal Licence Holder name, signature and date: 27/9/24

➤ CONFIRM THAT I HAVE READ AND UNDERSTAND THE ABOVE:

Staff Name	Signature	Date
<u>Thilce San Derodkins</u>	<u>[Signature]</u>	<u>25/07/24</u>
<u>Sharon Mohan</u>	<u>[Signature]</u>	<u>25/07/24</u>
<u>Suntharam Moorthy</u>	<u>[Signature]</u>	<u>25/07/24</u>

Please record all refusals on the register below

Refusals Register

No.	Date	Product	Time	Name of person or description	Observations	Staff member
01	Example 01/01/18	Cigarettes	7:10 PM	Male 1st years Blonde, 5ft 11"	Nervous and refusing to show ID	Allen Smith
02						
03						
04						
05						
06						
07						
08						

Manager's signature:

Date:

Additional pages can be downloaded from [noidnosale.com](http://noidnosale.com)

NO ID  
NO SALE!

Sample Record Book – How to Record – Incident Record!

- Record all crimes reported to the venue.
- Record all ejections of patrons.
- Record any complaints received.
- Record any incidents of disorder.
- Record any fault in the CCTV system.
- Record any refusal of the sale of alcohol and the name of the member of staff.
- Record who refused the sale.
- Record details of any officer of a responsible authority who visits the premises, including their name, job title and the responsible authority they represent.

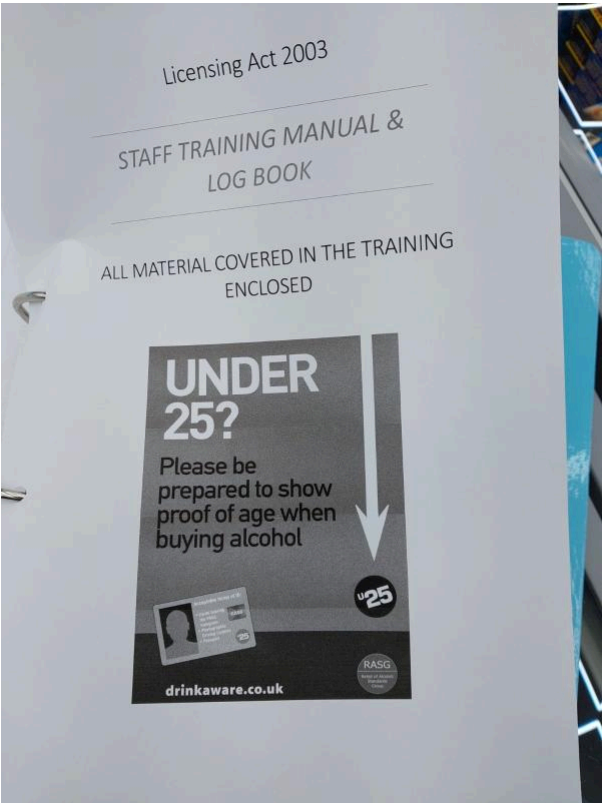
INCIDENT RECORD				
Date & Time of the Incident	Person(s) Involved	Description of the Incident	Action Taken (Please include number if applicable)	Name of the Employee recording the incident
e.g. 25/05/2023 8pm	Drunken Male	Throw and Broke the Bottles Outside	Made a Record	A Robert
e.g. 31/05/2023 9am	Group of Young People	Wasting Nuisance, Gathering Near Alcohol Area	Asked to Leave the Premises	M Kim
e.g. 12/12/2023 2pm	CCTV Broken Down/fault	System Overloaded – Not Recording	Told the manager/CCTV Technician about the problem	B James
e.g. 26/12/2023 7pm	Customer Lady Look Age 50	Complained that her Daughter Bought Alcohol/Energy Drink	Report Taken, informed Manager, Asked the customer to come again when the manager is there.	J Will

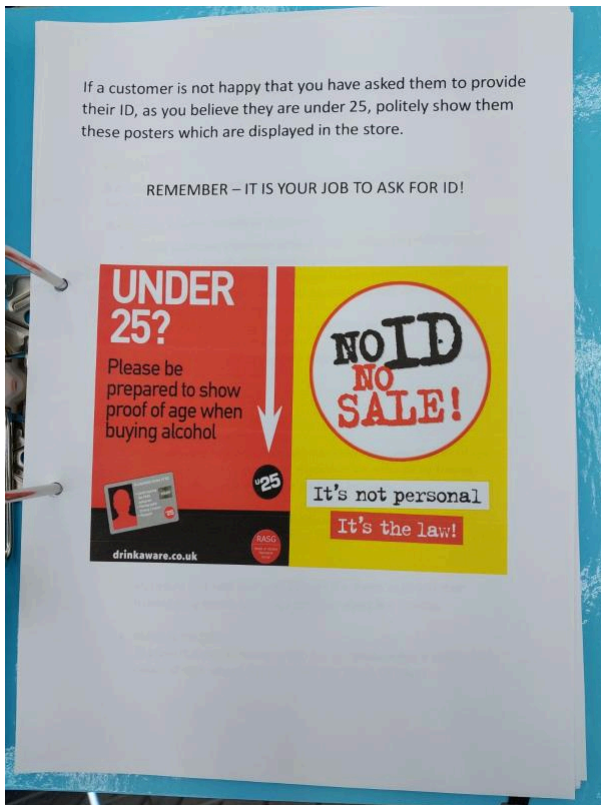
**Author: 3201299, Creation time: 27-09-2024 11:16:36**

printed 3/10/2024 at 10:26

Exhibit Ref  
Description Of Item

Docs  
Docs





## AGE RESTRICTED PRODUCTS SALES – WHAT WILL HAPPEN?

### CRITERIA

A strategy for reducing the number of underage sales is being developed by Trading Standards.

The strategy includes the following elements:

- Widely publicised telephone hotlines to encourage the public to report retailers who illegally sell age restricted products.
- A positive campaign, of which this pack is an essential part to raise retailers' awareness of the law and suggest ways staff can be supported in dealing with difficult customers.
- Test purchase at premises which are identified by calls to the hotline.
- Prosecution of persistent offenders.
- Support for a proof of age scheme which would assist retailers to meet their legal obligations.

### CONTENTS

#### • INFORMATION SHEETS

Each information sheet briefly sets out the law as it affects sales of age restricted products. In the main, these laws are enforced by Trading Standards Officers who work for the Local Authority.

To ensure that you have taken all precautions necessary to avoid an illegal sale the sheet should be read and signed by all staff to ensure they are aware of the law.

Make sure that new staff read and sign the sheets as part of their training programme. Use as a reminder every few months.

#### • REFUSAL RECORD

To prove that you do refuse to sell, this notebook makes it easy to keep details of each refusal. KEEP IT NEAR THE POINT OF SALE!

TRADING STANDARDS


SOLVENT & BUTANE GAS LIGHTER REFILLS

To be read and signed by all staffs – CHALLENGE 25

- It is illegal to sell substances to persons under 18 if you know or think that the substance or its fumes are likely to be inhaled for the purpose of "getting high".
- It is also an offence to sell substances you think will be sniffed, to persons acting on behalf of someone who is under 18.
- It is an offence to sell butane gas lighter refills to anyone under 18.
- If you are not sure refuse the sale.
- If you suspect an older person is buying on behalf of someone under 18, to inhale – refuse the sale.

The law does not give list of possible substances which may be inhaled- it is up to you to decide whether a particular young person is going to abuse the product. The main products that are misused to "get high" are:

- Butane gas
- Certain types of glues
- Correction fluids
- Many types of aerosol sprays



Remember you commit an offence:


- If you break the law and sell butane gas lighter refills to anyone under 18.
- If you sell "sniffable" substances to anyone under 18, or someone acting on their behalf - If you know or think they will be used for "getting high".

DATE	STAFF NAME	SIGNATURE



TRADING STANDARDS

CIGARETTES & TOBACCO PRODUCTS



To be read and signed by all staffs – CHALLENGE 25

- It is illegal to sell cigarettes or any other tobacco products to anyone under 18.
- If you are not sure that the customer is over the age of 18, ask for proof of age.
- If you are still not sure – REFUSE THE SALE
- Remember that the law forbids all tobacco sales to children. If a child says, "they are for my mum", that makes no difference, even if it's true.
- Make sure the warning on the packets is in English.
- Make sure the warning notice "It is illegal to sell tobacco products to anyone under the age of 18" can be seen clearly at all times.
- Cigarettes vending machines must have on them the warning "This vending machine is only for use of people aged 18 or over".
- Users of vending machines should be monitored to ensure no under 18s are buying cigarettes.

Remember you commit an offence.

- If you break the law and sell tobacco products to a child under 18.
- If you sell unpacked cigarettes.
- If you do not display the warning notice or the vending machine sign so that they can be easily seen.

DATE	STAFF NAME	SIGNATURE

TRADING STANDARDS

ALCOHOL

No Proof of Age  
No Alcohol

18

To be read and signed by all staffs – CHALLENGE 25

- It is illegal to sell ALCOHOL to anyone under 18.
- It is illegal to sell liqueur chocolates to anyone under the age of 16.
- Staff under the age of 18 must not sell alcohol without the knowledge of the sale by the license responsible person over 18.
- If you are not sure the customer is 18 (alcohol) or 16 (liqueur chocolates), ask for proof of age.
- If you are still not sure, REFUSE THE SALE!
- All premises which sell alcohol, must have a licence.
- The licence must affix to the licensed premises a notice in a conspicuous place stating, their name and the word "Licensed" followed by what the premises are licensed for.
- It is illegal for anyone under 18 to attempt to purchase alcohol.
- If you sell alcohol to a person under 18 your alcohol licence may be at risk.


Remember you commit an offence,

- If your premises doesn't have a licence to sell alcohol and you sell alcohol.
- If you break the law and sell alcohol to a person under 18 or liqueur chocolates to a child under 16.
- If a member of your staff who is under 18, sell alcohol without your knowledge or the knowledge of the responsible person who is over 18.

DATE	STAFF NAME	SIGNATURE

TRADING STANDARDS

FIREWORKS



To be read and signed by all staffs – CHALLENGE 25

- It is illegal to sell FIREWORKS to anyone under 18.
- If you are not sure that the customer is over the age of 18, ask for proof of age.
- If you are still not sure, REFUSE THE SALE!
- It is an offence to sell caps, party poppers, throwdowns, novelty matches etc, to anyone under 16.
- You must be registered with Trading Standards to keep fireworks in your shop.
- All fireworks must be stored and displayed for sale in a safe and secure manner.

Remember you commit an offence,

- If you sell fireworks to anyone under 18.
- If you sell caps, party poppers, throwdowns, novelty matches etc, to anyone under 16.

DATE	STAFF NAME	SIGNATURE

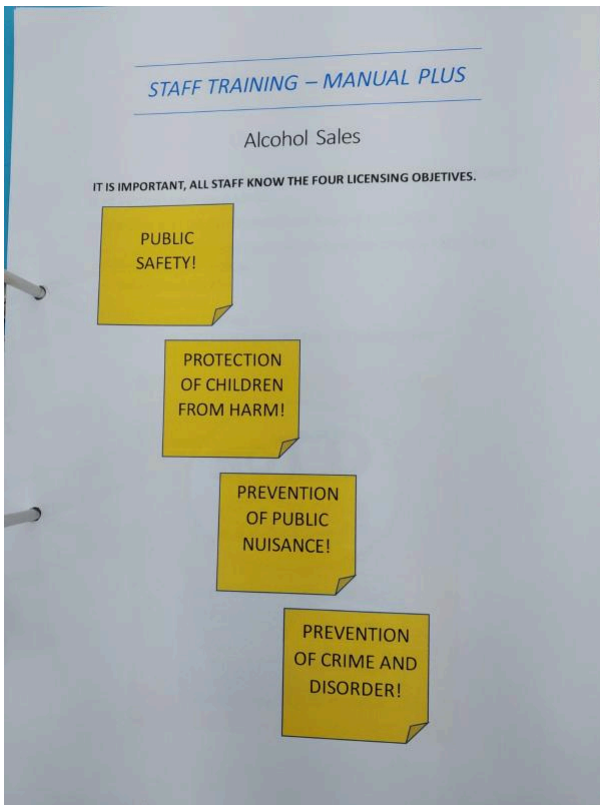


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Staff training  
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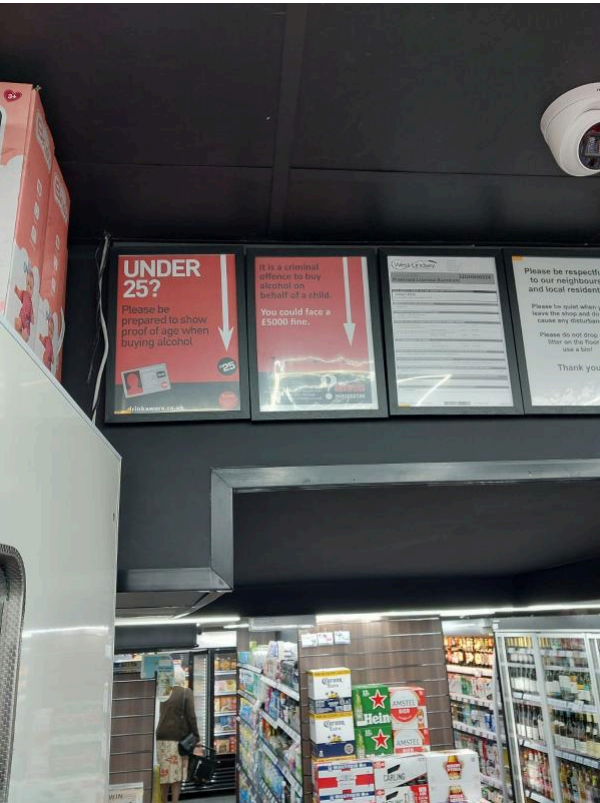


Exhibit Ref  
Description Of Item

Challenge 25/summary  
Posters

Incident details

Incident date  
Incident log number  
Incident number  
Entered by

1299, PC Rebeka Casey

Phone number for Mr Arumugam Kalamohan

[illegible]



Please record all refusals on the register below

NO.	Date	Product	Time	Name of person or description	Observations	Staff member
01	Example 02/12/2013	Cigarettes	7:10 PM	Male 18 years Blonde, 5ft 11"	Nervous and refusing to show ID	Allen Smith
02	25/12/2023	Vape	20:28	Male Black, 5ft 11"	Refusing to show ID	D
03	23/12/2023	Vape	14:50	Girl Black, 5ft 11"	Refusing to show ID	D
04	24/12/2023	Beer, cigarette	13:48	Boy, white	Refusing to show ID	D
05	29/12/23	Vape	15:15	Boy, 180gms	Refusing to show ID	D
06	31/12/23	Vape	14:58	Boy, 180gms	Refusing to show ID	D
07	01/01/24	Vape	14:43	Boy, 180gms	Refusing to show ID	D
08	03/01/24	Vape	14:40	Boy, 180gms	Refusing to show ID	D

Manager's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Additional pages can be downloaded from [noidnosale.com](http://noidnosale.com)

**NOID**  
**NO SALE!**



Please record all referrals on the register below

No.	Date	Product	Time	Name of person or description	Observations	Ref number
20	20/10/24	Vape	14:43	Girls, 8 kids	Look like 80	
10	20/10/24	Vape	16:35	Male dressed Boy, white Student, wearing No 39	Look like a boy Refined	
31	20/10/24	Vape	8:05 AM	White boy Student	Age 10 Keating	
12	20/10/24	Sport	10:16 PM	White boy	Age 10 Keating	
13	20/10/24	Booze	7: PM	White boy	Age 10 Keating	
24	20/10/24	Cigarette	10: PM	White boy	Age 10 Keating	
18	20/10/24	Cigarette	11:30 AM	Girl	Age 10 Keating	
16	20/10/24	Booze	10:11 AM	Boy white	Age 10 Keating	

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional pages can be downloaded from [noitrosale.com](http://noitrosale.com)

NO ID  
NO STATE

Please record all refusals on the register below

No.	Date	Product	Time	Name of person or description	Observations	Staff member
17	03/04/24	Vape	14:59	girl, smoking look under dress,	18/30 rejected	
18						
19						
20						
21						
22						
23						
24						

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional pages can be downloaded from [noidosale.com](http://noidosale.com)

**noID**  
SALES

Exhibit Ref  
Description Of Item

Refusals log  
Refusals log

Incident details

Incident date  
Incident log number  
Incident number  
Entered by

1299, PC Rebeka Casey