

* required information

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You can save the form at any time and resume it later. You do not need to be logged in when you resume.

- System reference This is the unique reference for this application generated by the system.
- Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.
- Are you an agent acting on behalf of the applicant? Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.
- Yes No

Applicant Details

* First name

* Family name

You must enter a valid e-mail address

* E-mail

Main telephone number Include country code.

Other telephone number

Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

- Applying as a business or organisation, including as a sole trader
- Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

Continued from previous page...

Address

* Building number or name	<input type="text"/>
* Street	<input type="text"/>
District	<input type="text"/>
* City or town	<input type="text" value="ST HELENS"/>
County or administrative area	<input type="text" value="MERSEYSIDE"/>
* Postcode	<input type="text" value="WA10"/>
* Country	<input type="text" value="United Kingdom"/>

Agent Details

* First name	<input type="text" value="IAN"/>
* Family name	<input type="text" value="RUSHTON"/>
* E-mail	<input type="text" value="ijrushy@hotmail.com"/>
Main telephone number	<input type="text" value="07909 511953"/>
Other telephone number	<input type="text"/>

Include country code.

Indicate here if you would prefer not to be contacted by telephone

Are you:

- An agent that is a business or organisation, including a sole trader
- A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

Your Address

Address official correspondence should be sent to.

* Building number or name	<input type="text" value="77"/>
* Street	<input type="text" value="WOMACK GARDENS"/>
District	<input type="text"/>
* City or town	<input type="text" value="ST HELENS"/>
County or administrative area	<input type="text" value="MERSEYSIDE"/>
* Postcode	<input type="text" value="WA9 5UY"/>
* Country	<input type="text" value="United Kingdom"/>

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PREMISES DETAILS

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I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

Address OS map reference Description

Postal Address Of Premises

Building number or name	<input type="text" value="BOLTON NEWS"/>
Street	<input type="text" value="90 - 92 BOLTON STREET"/>
District	<input type="text"/>
City or town	<input type="text" value="BLACKPOOL"/>
County or administrative area	<input type="text" value="LANCASHIRE"/>
Postcode	<input type="text" value="FY1 6AA"/>
Country	<input type="text" value="United Kingdom"/>

Further Details

Telephone number	<input type="text"/>
Non-domestic rateable value of premises (£)	<input type="text" value="3,650"/>

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company
- A partnership
- An unincorporated association
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales
- Other (for example a statutory corporation)

Confirm The Following

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

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INDIVIDUAL APPLICANT DETAILS

Applicant Name

Is the name the same as (or similar to) the details given in section one?

- Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

First name

PUVENTHIRARAJAN

Family name

NADARAJAH

Is the applicant 18 years of age or older?

- Yes No

Continued from previous page...

Applicant Postal Address

Is the address the same as (or similar to) the address given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes No

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text" value="ST HELENS"/>
County or administrative area	<input type="text" value="MERSEYSIDE"/>
Postcode	<input type="text" value="WA10"/>
Country	<input type="text" value="United Kingdom"/>

Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes No

You must enter a valid email address

E-mail	<input type="text" value="ijrushy@hotmail.com"/>
Telephone number	<input type="text"/>
Other telephone number	<input type="text"/>
<input type="button" value="Add another applicant"/>	

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OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.

A small general convenience store selling a range of goods including newspapers, magazines, bread, milk, sweets and confectionery, soft drinks and cigarettes. The proposed alcohol sales are ancillary and would not be a significant element of the business. Alcohol sales would allow the business to develop and remain competitive whilst also promoting the licensing objectives.

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If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

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PROVISION OF PLAYS

Will you be providing plays?

- Yes No

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PROVISION OF FILMS

Will you be providing films?

- Yes No

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PROVISION OF INDOOR SPORTING EVENTS

Will you be providing indoor sporting events?

- Yes No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

Will you be providing boxing or wrestling entertainments?

- Yes No

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PROVISION OF LIVE MUSIC

Will you be providing live music?

- Yes No

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PROVISION OF RECORDED MUSIC

Will you be providing recorded music?

- Yes No

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PROVISION OF PERFORMANCES OF DANCE

Will you be providing performances of dance?

- Yes No

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

Will you be providing anything similar to live music, recorded music or performances of dance?

- Yes No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

- Yes No

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Continued from previous page...

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

First name

Family name

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

Continued from previous page...

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

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ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

CCTV shall be provided in the form of a recordable system, capable of providing pictures of evidential quality in various lighting conditions. Cameras shall cover the entrance to the shop and where the sale of of alcohol occurs. The equipment shall be maintained in good working order and correctly timed and dated. Recordings will be kept for a period of 31 days and made available to the Police and other responsible authorities on request.

Work in partnership with the responsible authorities to promote the licensing objectives.

Be a 'good neighbour' and a responsible retailer.

The shop will be a member of the local 'shopwatch' scheme to help promote the licensing objectives;

A due diligence checklist will be kept and maintained as appropriate, and available for inspection by responsible authorities (a sample of the due diligence checklist is included within the attached supporting information).

b) The prevention of crime and disorder

The DPS and other staff will be vigilant and monitor the area immediately outside the shop to ensure that youths do not congregate.

Continued from previous page...

To participate in the 'crimestoppers' initiative - 'crimestoppers' literature to be on display;

Spirits to be kept behind the counter and not available for self-service by customers.

The shop is fully alarmed and roller shutters are used when the shop is closed.

Any incidents of crime/disorder, witnessed by staff, will be recorded in an incident book kept at the shop.

Ciders and beers over 6.5% ABV will not be sold.

c) Public safety

Fire extinguishers to be available.

The shop is fully alarmed and roller shutters are used when the shop is closed.

Compliance with other legislation as appropriate to ensure that the premises are safe and well maintained.

d) The prevention of public nuisance

Staff will be vigilant to discourage youths from congregating outside the premises.

All deliveries to the shop will be carried out at appropriate times to ensure no noise disturbance at 'noise sensitive' times (for example late in the evening).

A clear, legible and conspicuous notice asking customers to not cause noise, nuisance or disturbance to local residents shall be displayed at the exit.

e) The protection of children from harm

Adoption of the challenge 21 scheme (or another scheme such as challenge 25) as appropriate and as suggested by Trading Standards) to ensure that only persons over 18 years of age are sold alcohol.

Notices shall be clearly displayed at the point of access and at the point of sale area with regards to preventing under age sales.

All members of staff at the premises shall seek credible photographic proof of age evidence from any such person who appears to be under the age of 21 years and who is seeking to purchase alcohol. Such identification includes a passport, photographic driving licence or Proof of Age card carrying a Pass logo.

A refusals book (in respect of alcohol sales) will be kept and updated as appropriate recording details of all occasions when an alcohol sale has been refused.

Staff training on various appropriate issues including the importance of preventing underage sales will be carried out and training records kept and made available to the responsible authorities upon request. Regular refresher training (every 6 months) will be carried out (the attached supporting information to this application provide details of the type of training that would be carried out and samples of the records that would be kept).

Spirits to be kept behind the counter and not available for self-service by customers.

A written record of all staff authorised to sell alcohol will be kept in the shop and available for inspection by the responsible authorities (a sample of this is included within the supporting information).

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PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300	£100.00
Band B - £4301 to £33000	£190.00
Band C - £33001 to £87000	£315.00
Band D - £87001 to £125000	£450.00*
Band E - £125001 and over	£635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £12500	£900.00
Band E - £125001 and over	£1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999	£1,000.00
Capacity 10000 -14999	£2,000.00
Capacity 15000-19999	£4,000.00
Capacity 20000-29999	£8,000.00
Capacity 30000-39000	£16,000.00
Capacity 40000-49999	£24,000.00
Capacity 50000-59999	£32,000.00
Capacity 60000-69999	£40,000.00
Capacity 70000-79999	£48,000.00
Capacity 80000-89999	£56,000.00
Capacity 90000 and over	£64,000.00

* Fee amount (£)

DECLARATION

* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

I understand that the information I have provided, will be held by the Council on both computerised and manual files.

* This data may be made available on a public register if so required by relevant legislation. The data may also be disclosed to other departments within the Council and other organisations, but only in order to ensure compliance with relevant legislation, for identification purposes or to prevent or detect fraud or a crime.

Ticking this box indicates you have read and understood the above declaration

Continued from previous page...

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name	<input type="text" value="IAN RUSHTON"/>
* Capacity	<input type="text" value="AGENT"/>
* Date	<input type="text" value="29"/> / <input type="text" value="03"/> / <input type="text" value="2015"/> dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/blackpool/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

OFFICE USE ONLY

Applicant reference number	<input type="text" value="IR"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

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The Licensing Act 2003

Consent of individual to being specified as premises supervisor

X I SIVAPAKIAM SIVAKARAN (full name of prospective premises supervisor) of

X 

(home address of prospective premises supervisor) hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for New Licence (type of application) by NARARAJAH PUVENTHUKARAN (name of applicant) relating to a premises licence n/a (number of existing licence, if any) for

BOLTON NEWS, 90 to 92 BOLTON ST, BLACKPOOL (name and address of premises to which the application relates) and any premises licence to be granted or varied in respect of this application made by

AS ABOVE (name of applicant) concerning the supply of alcohol at

BOLTON NEWS, BOLTON ST, BLACKPOOL (name and address of premises to which application relates)

I also confirm that I ~~am applying for, intend to apply for or~~ currently hold a personal licence, details of which I set below.

X Personal licence number D3809 (insert personal licence number, if any)

X Personal licence issuing authority
EALING COUNCIL, LICENSING PERCEVAL HOUSE, 14-16 UXBIDGE RD, EALING, W5 2HL
(insert name and address and telephone number of personal licence issuing authority, if any)

X S. Sivakaran Signed

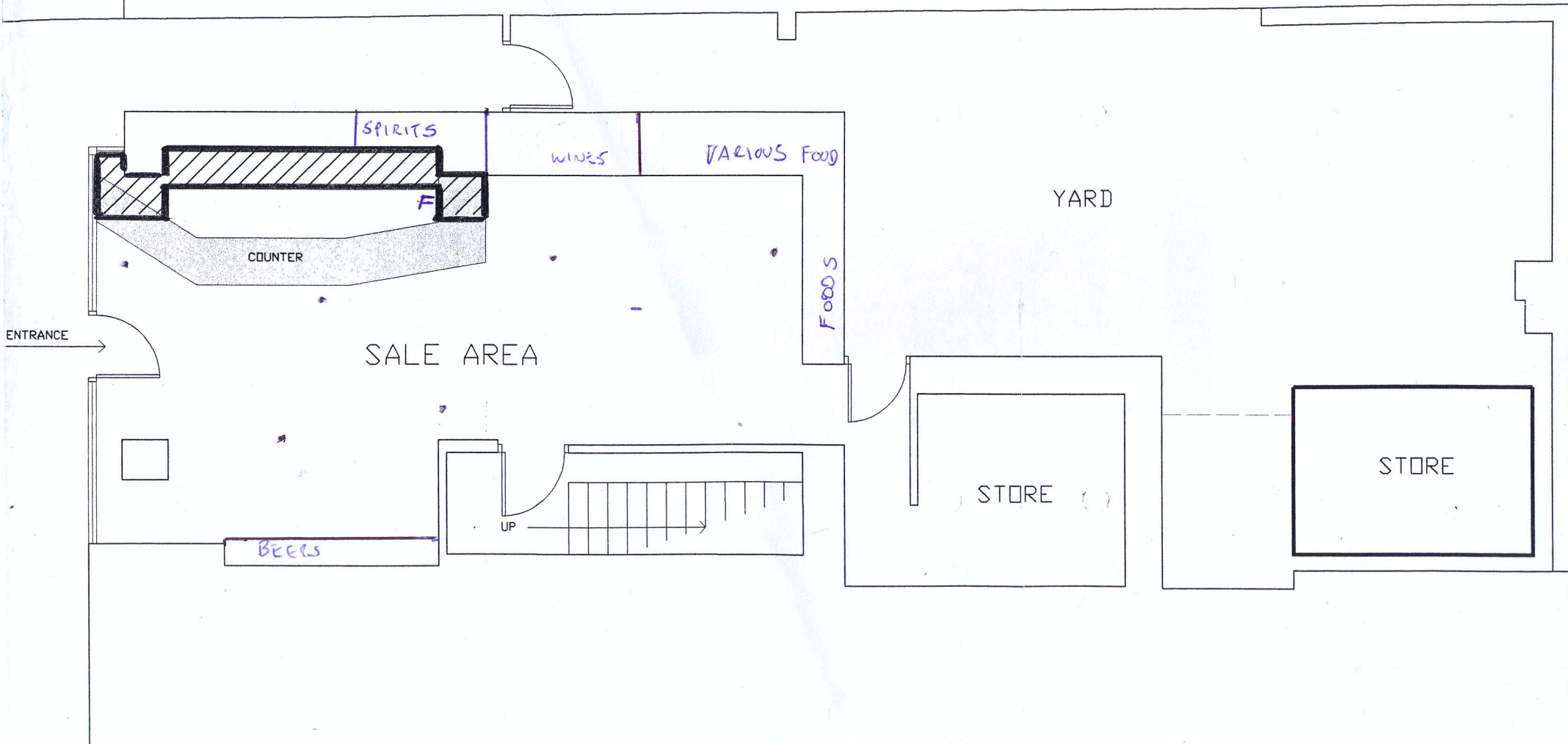
X S. SIVAKARAN Name (please print)

X _____ Dated

BOLTON STREET NEWS

F - Fire extinguisher

Scale 1-100



GROUND FLOOR PLAN

PL1480/1/1

Premises Age Verification Policy

This policy applies in relation to the sale or supply of alcohol on the following premises

Name of premises:

.....

Address of premises:

.....
.....
.....

Name of premises licence holder:

.....

Name of designated premises supervisor:

.....

1. The premises licence holder must ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol. This must as a minimum require individuals who appear to the responsible person to be under the age of 18 years of age to produce on request, before being served alcohol, identification bearing their photograph, date of birth, and a holographic mark. This can include, for example:

- A photo card driving licence
- A passport
- A proof of age card bearing the PASS hologram

2. Responsible Persons

For the purposes of this policy the following are considered to be responsible persons:

- the holder of the premises licence;
- the designated premises supervisor;
- a person aged 18 or over who is authorised to allow the sale or supply of alcohol by an under 18; or
- a member or officer of a club present on the club premises in a capacity which enables him or her to prevent the supply in question.

ANNEX A: Further guidance

- By selling alcohol to a person who is under 18 it is **YOU** that commits the offence as well as the customer.
- Persistently selling of alcohol to children is defined as selling alcohol on the same premises to a person who is under 18 on two or more occasions within a single three month period. Currently there are three avenues by which action can be taken against those found to be persistently selling alcohol to children.
 1. The licence holder, if prosecuted, can plead not guilty and go to court and if found guilty can be given a fine of up to £10,000 with up to 3 months suspension of the alcohol licence.
 2. As an alternative to prosecution, the police or trading standards officers can give the licence holder the option to voluntarily accept a 48 hour closure notice rather than face criminal liability.
 3. The police can make a representation to the relevant licensing authority to ask them to review the licence. This can also happen in addition to options 1 and 2.

The premises licence holder must ensure that staff (in particular staff who are involved in the supply of alcohol) are made aware of the existence and content of the age verification policy applied by the premises.

Signed.....
PREMISES LICENCE HOLDER

Date.....

Age Restricted Products

Due Diligence Checklist

Please use this checklist to ensure you have the required due diligence procedures in place

You may use the column on the right to identify any areas which could be improved

	YES	NO	NOTES/CORRECTIVE ACTION REQUIRED
1. Is your Premises License on display? (ALCOHOL ONLY)			
2. Are STATUTORY Notice's displayed in a prominent position for the sale of Tobacco, Lottery and Fireworks?			
3. Do you have a Refusal and Challenge recording system in place and is it ALWAYS used by EVERYONE?			
4. What is your Age Restriction Challenge Policy threshold? (Age 21, 25, other)			
5. Do you have a WRITTEN Age Restriction Challenge Policy? (ALCOHOL ONLY)			
6. Can you provide staff training records, relating to age restricted products, on demand?			
7. How often is refresher training, relating to age restricted products, provided for your staff – is it every 12 weeks or more frequent?			
8. If you have a till prompt, does it prompt for the age contained within your challenge policy? E.G. Does the customer look 25?			
9. Do you have posters prominently displayed to support your challenge policy e.g. Check 21/25 posters?			

If you would like further help, advice or assistance please contact your local Trading Standards Service



Responsibilities relating to the sale of alcohol in Licensed premises.

I.....employed at.....understand that :

- ❖ Any sale of alcohol I make must be authorised. It is an offence to sell without that authorisation.
(This is a matter for your Manager to deal with. The authorisation can be done once a month, once a quarter or at whatever time limit your Manager thinks is appropriate).
Each and every sale by a person under the age of 18 years must be supervised by someone over 18 years of age.
- ❖ It is an offence to serve alcohol to a person under the age of eighteen years.
- ❖ It is an offence for a person under the age of 18 years to buy or attempt to buy alcohol on licensed premises.
- ❖ It is an offence for another person to buy or attempt to buy alcohol on behalf of someone under the age of 18 years.
(Eg: If you suspect another person is buying or attempting to buy alcohol for someone under 18 years they are committing an offence. You should point this out to them).
- ❖ It is an offence for a person under the age of 18 years to consume alcohol on licensed premises.

(For restaurants please see additional information)

- ❖ It is an offence to knowingly allow a person under 18 years to consume alcohol on licensed premises. **(For restaurants please see additional information).**

In Off licences alcohol should not be consumed on the premises in any case by any person of any age.

- ❖ It is an offence to knowingly allow the sale or delivery of alcohol to a person under the age of 18 years *(Eg: If you know a person to be under the age of 18 years and you allow another member of staff to serve them **you** commit an offence).*

(For restaurants please see additional information).

- ❖ It is an offence to serve alcohol to a person who is drunk.
- ❖ It is an offence to allow the sale of alcohol to a person who is drunk.
(Eg: You could be in a position to stop another person selling alcohol to a person who is drunk)
- ❖ It is an offence for a person to buy or attempt to buy alcohol for a person who is drunk.
- ❖ It is an offence to serve alcohol outside of the hours permitted by the Premises Licence.
- ❖ I am aware of the hours operated on this site.

I understand the **Challenge 21 / 25 (delete which does not apply)** policy and I am aware that these premises operate this policy.

(If a person appears to be under the age of 21 / 25 they must prove that they are 18 years old).

I am aware of the acceptable forms of I.D. at these premises.

(Delete those not relevant to your premises).

Citizen card Validate card Photo Driving Licence Valid Passport
H.M. Forces I.D. / Warrant card

I understand that I am responsible for any penalties incurred by me for breaches of Licensing Law.

I have read and fully understood all of the above and I am aware that failure to comply with any of the contents may result in disciplinary action.

Signed.....(Employee).....Date

Signed.....(Designated Premises Supervisor).....Date

Reviewed (approx. 3/6 months after initial signing)

Signed.....(Employee).....Date

Signed.....(Designated Premises Supervisor).....Date

Reviewed (approx. 6/12 months after initial signing)

Signed.....(Employee).....Date

Signed.....(Designated Premises Supervisor).....Date



Sales of alcohol

This guide explains the law on sales of alcohol to under 18 year olds at licensed premises.

Please keep it handy for reference by you and your staff.

If you are a Designated Premises Supervisor or Premises Licence Holder you are responsible for ensuring your staff comply with laws designed to restrict the availability of alcohol to youngsters.

Selling alcohol from Licensed Premises

The Licensing Act 2003 (and amendments) strengthens the prohibition on selling alcohol to under 18s. Under-age drinking is increasing and there is a duty on the Trading Standards Service and Police to enforce the controls on alcohol sales.

Licensees and staff commit offences by selling to youngsters under 18 years of age. A fine of up to £5,000 can be imposed, (£20,000 for the premises licence holder) and the Licence may be reviewed.

It is a defence for you, if you are able to prove:

- a) that you **believed** that the person was over 18 years old **AND**
- b) either that *you* had taken **all reasonable steps** to establish the person's age or that nobody could reasonably have suspected from his/her appearance that the person was under 18.

'All Reasonable Steps' means you and your staff are required to ask for evidence of the person's age i.e. an appropriate and valid proof of age document, such as:

- A valid Passport
- A UK Photo Driving Licence
- A Citizencard - www.citizencard.com
- A Validate Card - www.validate.co.uk
- A card with the PASS (Proof of Age Standards Scheme) hologram on it.
- H.M. Forces I.D. / Warrant card.

When you see the PASS hologram logo you can be confident that it is a valid photo-ID. **You must be careful to ensure that whatever evidence of proof of age is used, that it is genuine and reliable. It will not be a defence if no reasonable person would have been convinced by it.**

The best advice is always to ask for proof of age unless you are convinced the person looks **at least 21(or 25 depending on which your store operates)**. In this way you will always err on the safe side of the law. Genuine persons of the correct age will not mind being challenged in this way if approached sensibly. The message is clear - **No ID, No Sale.**

It is also a **criminal offence for any other person to knowingly allow the sale of alcohol to a person under 18 and for an adult to buy alcohol on behalf of a person under 18.**

Test Purchasing

The law gives Local Authorities and the Police the power to make test purchases which means working with volunteers who are under 18 and asking them to go into licensed premises to purchase alcohol (or other age related products). A code of practice is followed. Volunteers will not normally be over sixteen and a half years old. They are not allowed to produce any form of I.D. that may lead you to believe they are over 18. This means you may be tested and, if you sell to a volunteer, you commit a criminal offence.

What can you do?

This will depend on the size of your business, the volume of alcohol sales, the number of staff you have and how 'at risk' your business is of making illegal sales.

For an up-to-date **Support Pack** please contact Trading Standards on 01925 442093

The following are sensible precautions to take:

- Display appropriate posters, point of sale material and window stickers to dissuade youngsters from trying to purchase and to regularly remind your staff about selling to young people.
- **Train all your staff on the law**, how to question and refuse sales if necessary (keep records of the training and refresher training)
- Give advice to your staff about what Proof of age ID cards are acceptable
- Support staff if refusals are being made
- Keep a log of 'refused sales'
- Use CCTV cameras to spot potential problems early.

Other advice may be available through relevant trade associations.

This advice is designed to provide basic guidance to traders. It is **not** a complete or authoritative statement of the law. For further assistance on this or any other Trading Standards legislation, please contact your nearest office.

Tobacco.

From 1st October 2007 it has been illegal to sell cigarettes to a person under the age of 18 years. The same procedures for checking ages should be used.

Other age related products

Aerosol Paint	16 years
Knives	18 years
Alcohol	18 years
Lighter refills	18 years
Fireworks	18 years
Liqueur Chocolates	16 years
Lottery tickets	16 years
Tobacco	18 years
Videos	12,15 or 18 years



Proxy Purchasing & Sales

Proxy purchasing occurs when a person over the age 18 buys alcohol on behalf of someone underage.

Young people will approach strangers outside a shop or get friends, neighbours or in some cases parents to buy it for them. Proxy purchasing is also common in pubs and bars.

The Licensing Act 2003 makes it an offence for a person to buy alcohol on behalf of a young person under the age of 18 years. A person found to be committing this offence can face a fine of up to £5,000 if convicted.

Sellers could also be held responsible if they were aware that the alcohol was going to be handed to a young person.

However, it would be good practice not to sell if you SUSPECT the alcohol may be given to a young person.

In order to prevent proxy sales taking place there are a number of steps that you can take.

- Make sure you have a clear view of the area immediately outside your premises. This may mean that posters and signs have to be removed from windows and merchandise displays moved to another part of the store.
- In larger supermarkets keep a lookout for young people hanging around at checkouts or in the entrance area.
- In pubs and bars make sure that dark out of the way seating areas are regularly checked.
- If a sale has been refused be aware of an adult coming in to a shop or to the bar soon afterwards, asking to purchase the same item.
- Be aware of adults wanting to pay for separate transactions.
- If a sale has started to proceed and you are then unsure, you would be right to stop the sale irrespective of money having been handed over or not.
- Be aware of young people in the shop (with adults), who appear to be selecting alcohol but then leave the shop leaving the adult to pay. If you suspect they may hand it over once outside you should refuse the sale.
- If a group of young people are together and only one is purchasing alcohol you would be within your rights to refuse the sale if you thought that the alcohol would then be given to the other young people once outside the shop. Even if the person buying produces acceptable I.D. it does not mean that the sale has to take place.

PASS Card Recognition Guide

5-Step Checking Process

STEP 1 – Check the PASS Hologram

Look for the 3D effect in the background of the hologram

Look for the small PASS text in the background

The PASS hologram must be flush with the plastic of the card – **NOT** stuck on top of plastic

If in doubt, compare it with the sample card provided with this pack



STEP 2 – Check the Photograph

Ensure that the photograph is of the person presenting the card – if necessary, politely ask the person to remove their hood, hat or sunglasses to be sure

The photograph must be printed directly on to the plastic of the card – **NOT** stuck on top of the plastic

STEP 3 – Check the Date of Birth

Calculate the age of the person from the date of birth – use the “ready reckoner” on the other side of this sheet

Make sure they are old enough to buy the goods or services requested – if in doubt, check the list on the other side of this sheet

The date of birth must be printed on to the plastic – **NOT** handwritten or stuck on top of the plastic

STEP 4 – Check the Card

Ensure the card has not been tampered with or altered
Feel the card – it should be completely smooth – **NO** ridges or anything stuck on to the card

STEP 5 – Check the Person

If you are still unsure about a person’s age, your legal responsibility is to refuse to sell

YOUR PERSONAL SAFETY IS THE MOST IMPORTANT THING

If you feel threatened, call your supervisor or manager for assistance

other valid PASS Cards include:



If you refuse to sell...

If you refuse to sell items because you believe the person is too young, once the person has left report the incident to your supervisor or manager, and record the details in the “Refusal Record Book”.

It is recommended that the only other acceptable forms of proof of age are:

Photo driving license

Passport

CAPS

CAMPAIGN AGAINST ALCOHOL PROXY SALES


Together we will put
a cap on the situation...

Would you buy
alcohol for a child?

BOOZE & WI

Did you know
Buying alcohol
for someone under
the age of eighteen,
is against the law

You could end up with an **£80 fixed penalty** or taken to court to face a **maximum £5,000 fine**


agecheck

DATE AS POSTMARK



Dear Retailer

"It's not personal, it's the law"

This new 'No ID, No Sale!' Retail Toolkit might just save your livelihood. Use the materials to help you and your staff to comply with the legislation on underage sales. Doing so will help prevent you from being prosecuted, fined or losing the right to sell alcohol, tobacco or lottery products.

If your shop has been caught selling tobacco to under-18s twice within 2 years, a conviction on a 3rd illegal sale can result in a Restricted Sale Order (banning the staff member from selling tobacco for up to 12 months) or a Restricted Premises Order (banning the shop from selling tobacco for up to 12 months). Failure to comply with the terms of an RSO or RPO is a fine of up to £20,000.

Your Retail Toolkit contains:

- (01) Managers Guide which explains how to train your staff. All managers should read it and sign it.
- (02) A3 Statutory Tobacco Notice. The maximum fine for not displaying it is £1,000.
- (03) Window Sticker which reminds customers that the legal age for alcohol, tobacco, knives & solvents is 18.
- (04) Poster (reverse of this letter) which tells customers that "It's not personal, it's the law".
- (05) Refusals Register which should be used by all staff and signed off by a manager. Kept close to the counter but out of sight, the Register is proof of due diligence – and in some cases the existence of a well-maintained Register has prevented staff from being prosecuted.
- (06) 50 CitizenCard application forms. These allow staff to offer customers without ID the means to get one, so just handing the form out can diffuse a difficult encounter.
- (07) A leaflet dispenser to display the forms in.
- (08) A No ID, No Sale! pin badge.

To order further copies of any materials, register with the No ID, No Sale! Campaign by emailing register@noidnosale.com or download them from www.noidnosale.com

Whether you sell tobacco, alcohol, lottery or knives I hope that these materials are of use, and if you have any comments please email contact@noidnosale.com

Yours sincerely,

A handwritten signature in black ink, appearing to read "Andrew Chevis".

Andrew Chevis