

Please ask for: Matt Berry

Extension No: 4589

E-Mail: mattberry@cannockchasedc.gov.uk

24 October, 2018

Dear Councillor,

LICENSING SUB-COMMITTEE 1:00 P.M., MONDAY 5 NOVEMBER, 2018 ESPERANCE ROOM, CIVIC CENTRE, CANNOCK

You are invited to attend this meeting for consideration of the matters itemised in the following Agenda.

Yours sincerely,

T. McGovern

Managing Director

To: Councillors

Cartwright, Mrs. S.M. Johnson, T.B. Todd, Mrs. D.M.



AGENDA

PART 1

- 1. Appointment of Chairman
- 2. Apologies and Reconstitution of Membership

The Council will only allow licensing decisions to be taken by a minimum of three Councillors. In the event of one Member being unable to attend, their place will be substituted by another Member taken from the membership of the full Licensing and Public Protection Committee. In the event of this substitution taking place, all parties will be informed of the change of membership at the beginning of the hearing.

3. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members

To declare any personal, pecuniary or disclosable pecuniary interests in accordance with the Code of Conduct and any possible contraventions under Section 106 of the Local Government Finance Act 1992.

4. Licensing Act 2003 – Application for a Review of a Premises Licence, Westbourne Food & Wine, 1 Westbourne Avenue, Cannock, WS11 4AN

Report of the Head of Economic Prosperity (Enclosure 4.1 - 4.59).



CANNOCK CHASE COUNCIL

LICENSING SUB-COMMITTEE

PROCEDURE FOR DEALING WITH LICENSING APPLICATIONS AND OTHER MATTERS SUBMITTED UNDER THE LICENSING ACT 2003

PROCEDURE TO BE USED FOR AN APPLICATION TO REVIEW THE PREMISES LICENCE

Procedure for the Hearing

- 1. The Chairman shall introduce the Members of the Sub-Committee and supporting staff.
- 2. All other parties present shall introduce themselves.
- 3. The Chairman shall outline the procedure to be followed at the hearing.
- 4. The Officer representing the Licensing Authority shall present a report on the matter.
- 5. The Applicant for Review (or their representative) shall have the opportunity to ask questions of the Officer from the Licensing Authority.
- 6. The Licence Holder (or their representative) shall have the opportunity to ask questions of the Officer from the Licensing Authority.
- 7. Members of the Sub-Committee may ask questions of the Officer from the Licensing Authority.
- 8. Where the Officer of the Licensing Authority is legally represented, the legal representative may ask questions of clarification of the Officer of the Licensing Authority.
- 9. The Applicant for Review (or their representative) shall put their case in respect of the matter and may call witnesses.
- 10. The Licence Holder (or their representative) shall have the opportunity to ask questions of the Applicant for Review (or their representative) and any witnesses called.
- Anyone making representations in respect of the application shall have the opportunity to ask questions of the Applicant for Review (or their representative) and any witnesses called.
- 12. Members of the Sub-Committee may ask questions of clarification of the Applicant for Review (or their representative) and any witnesses called.
- 13. **Anyone making representations** in respect of the application shall put their case in respect of the matter in the presence of the Officer representing the Licensing Authority, the Applicant for Review (or their representative) and the Licence Holder (or their representative) and may call witnesses.

- 14. The Applicant for Review (or their representative) may ask questions of clarification of anyone making representations.
- 15. The Licence Holder (or their representative) may ask questions of clarification of anyone making representations.
- 16. Members of the Sub-Committee may ask questions of clarification of anyone making representations.
- 17. The Licence Holder (or their representative) shall put their case in respect of the matter and may call witnesses.
- 18. The Applicant for Review (or their representative) may ask questions of clarification of the Licence Holder (or their representative) and any witnesses called.
- 19. Anyone making representations may ask questions of clarification of the Licence Holder (or their representative).
- 20. Members of the Sub-Committee may ask questions of clarification of the Licence Holder (or their representative) and any witnesses called.
- 21. The Officer of the Licensing Authority shall have the opportunity to sum up their case if they so wish.
- 22. The Applicant for Review (or their representative) shall have the opportunity to sum up their case if they so wish.
- 23. Anyone making representations in respect of the application shall have the opportunity to sum up their case if they so wish.
- 24. The Licence Holder (or their representative) shall have the opportunity to sum up their case if they so wish.
- 25. Members of the Sub-Committee shall deliberate in private, accompanied by the Council's Legal Advisor and Secretary to the Sub-Committee, only recalling the other parties or their representatives to clarify points of uncertainty on evidence or submissions already given. If it is necessary to recall any party, all parties are to return, notwithstanding that only one party may be concerned with the points giving rise to doubt.
- 26. At the conclusion of their deliberations, the Chairman of the Sub-Committee may inform the Applicant for Review (or their representative) and the Licence Holder (or their representative) of the decision of the Sub-Committee, briefly explaining the reasons for the decision.
- 27. The Applicant for Review and the Licence Holder shall be written to **within seven working days** (or as soon as practicable if this cannot be completed) with confirmation of the Sub-Committee's decision and reasons for that decision.

CANNOCK CHASE COUNCIL LICENSING ACT 2003

LICENSING SUB-COMMITTEE

5 NOVEMBER 2018

REPORT OF THE HEAD OF ECONOMIC PROSPERITY

APPLICATION FOR A REVIEW OF A PREMISES LICENCE

WESTBOURNE FOOD & WINE, 1 WESTBOURNE AVENUE, CANNOCK, STAFFS, WS11 4AN

1. Reason for Hearing

Staffordshire County Council's Public Protection Trading Standards Team have made application to the licensing authority for a review of the Westbourne Food and Wine Premises Licence. The application is made on the basis that the premises has failed two separate test purchases and on each occasion, alcohol has been sold to under age volunteers. Trading Standards' application for review relates to the licensing objectives of Prevention of Crime and Disorder and the Protecting Children from Harm. A copy of the Application for Review of the Premises Licence is given as Annex 1 to this report.

2.

Name and Address of Premises.	Westbourne Food & Wine 1 Westbourne Avenue Cannock Staffs WS11 4AN
Applicant for Review of Premises Licence	Mr Tony Shore Community Protection Manager Staffordshire County Council 2 Staffordshire Place Tipping Street Stafford ST16 2DH
Date of Application for Review	14 September 2018
Name and Address of the Premises Licence Holders	Mr Selvaratnam Josotharan 1 Westbourne Avenue Cannock Staffs WS11 4AN

Designated Premises Supervisor (DPS)	Mr Selvaratnam Josotharan		
Other Responsible Authority representation.	No representations have been received from any other Responsible Authority		
Valid Representations from Other Persons	No other representations have been received		
Matters of note	The Staffordshire County Council, Trading Standards Department state in their application for review of the premises licence that on 10 June 2016, Westbourne Food & Wine failed a test purchase and sold alcohol to a 16 year old volunteer. On 28 April 2018, the premises failed another test purchase and once again sold alcohol to a 16 year old volunteer. A chronology of events leading up to the application to review the premises licence is provided on page 5 and 6 of the application for review of the premises licence. This is reproduced at enclosure 4.9 and 4.10 of this report.		
	Trading Standards feel that the advice provided by them has not been acted upon and licence conditions added to the Premises Licence in August 2016 have not been fully adhered to. Trading Standards also state that the actions of the premises and that of the Designated Premises Supervisor (DPS) and Premises Licence Holder (PLH) indicates an unequivocal disregard of the law which raises questions as to whether the business is managed in accordance with the promotion of the licensing objectives.		
	In view of the failed test purchases and other stated concerns, Staffordshire County Council Trading Standards seek the revocation of the Westbourne Food & Wine Premises Licence.		
Other matters of note	There are no other matters of note.		

3. Human Rights Act 1998 Implications

3.1 Article 6 of the Act provides that where a person's civil rights and obligations are being determined, s/he is entitled to a "fair trial". The Council complies with Article 6 in that it gives the person the opportunity to state their case, will make a decision within a reasonable period of time and will give reasons for its decision.

3.2 The Article also provides for the issue to be determined by an independent tribunal. The right of appeal to the Court against the Council's decision fulfils this.

4. <u>Legal Implications</u>

- 4.1 The Licensing Sub Committee is permitted under section 52(4) of the Licensing Act 2003 ('the Act') having had regard to the representations, to take such steps as it considers appropriate for the promotion of the licensing objectives namely;
 - a) to modify the conditions of the licence
 - b) to exclude a licensable activity from the scope of the premises
 - c) to remove the Designated Premises Supervisor
 - d) to suspend the licence for a period not exceeding 3 months
 - e) to revoke the licence.
- 4.2 The Licensing Sub-Committee can also resolve to take no action, issue an informal warning to the licence holder and/or recommend improvement within a particular period of time.
- 4.3 Any remedial action taken should be directed at the cause of the concerns which the representations identify. The remedial action should always be directed at these causes and should be no more than an appropriate and proportionate response.
- The applicant, the licence holder and other persons who made relevant representations in relation to the application have a right of appeal to the Magistrates' Court should they disagree with the Licensing Sub Committee's decision. The appeal must be made within 21 days of the Committee's decision being notified (in writing) to the appellant.

5. Financial Implications

- 5.1 No fees are payable upon application for a review of a premises licence. However, both the applicant and licence holder have the right of appeal to the Magistrates' Court against the decision.
- 5.2 The Court is however, less likely to award costs against the Council if it is satisfied that the Council had acted honestly, reasonably and properly and on grounds which appeared to be sound.
- 5.3 Should the Premises Licence be revoked, then the annual fee of £70 due in December each year would not be payable to the Council.

0.	Annexes Attached	
	Annex 1	The Application for Review of the Premises Licence.

Determination Required

Members are asked to determine what action may be required in order to ensure that the licensing objectives are met at Westbourne Food & Wine, having regard to the legislation, the 4 Licensing Objectives, the Council's Licensing Policy & Guidance issued by the Secretary of State under s182 of the Licensing Act 2003.

The 4 licensing objectives are:

- The Prevention of Crime & Disorder
- Ensuring Public Safety
- The Prevention of Public Nuisance
- The Protection of Children from Harm



Licensing Unit

Cannock Chase District Council PO Box 28 Civic Centre Beecroft Road Cannock, Staffs WS11 1BG



Trading Standards Floor 1, Caste House Barracks Road Newcastle under Lyme ST5 1BL

Telephone: (01782) 297004 Facsimile: (01782) 297010 E-mail: mark.wilson@staffordshire.gov.uk Website: www.staffordshire.gov.uk

Please ask for Mark Wilson

For hearing impaired callers only, please call Minicom (01785) 854156

11th September 2018

Dear Responsible Authority

Application for Review of a Premise Licence under Section 51, Licensing Act 2003 – Westbourne Food & Wine, 1 Westbourne Avenue, Cannock, WS11 4AN.

Please find attached the standard form for the application for the review of a premises licence under the Licensing Act 2003. I also enclose together with the application form as appendices, copies of relevant exhibits as supporting evidence.

Please consider the postal copy of the application for review to be the copy served in accordance of the requirements of s.29 of the Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005.

Please can you contact me to arrange the date of hearing before it is agreed with members of the licensing sub-committee?

Please do not hesitate to contact me for further information or clarification on the attached application.

Yours Sincerely

Mark Wilson

Principal Trading Standards Officer – Cringe and Licensing Staffordshire County Council Trading Standards

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[Insert name and address of relevant then sing authority and its reference number (optional)]

Application for the review of a premises licence or club premises certificate under the

Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

You may wish to keep a copy of the completed for	orm for your records.
I Tony Shore	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
(Insert name of applicant)	
apply for the review of a premises licence und	er section 51 of the Licensing Act 2003 for the
premises described in Part 1 below	
Part 1 - Premises or club premises details	
Postal address of premises or, if none, ordnan	ce survey map reference or description
Westbourne Food & Wine 1 Westbourne Avenue	
T TO STOCK THE TITE OF THE STOCK THE	
Post town Cannock	Post code (if known) WS11 4AN
Name of premises licence holder or club holding	ng club premises certificate (if known)
Mr Selvaratnam Jasotharan	
Number of premises licence or club premises of	ertificate (if known)
CCDC/PREM/05/267	•
Part 2 - Applicant details	
I am	
·	Please tick ✓ yes
1) an individual, body or business which is not a	responsible
authority (please read guidance note 1, and comp	
or (B) below)	
2) a responsible authority (please complete (C) be	elow)
m, a responsible addition (blodge complete (c) of	Z-11)

3) a i (plea	member se com	r of the o	club to w .) below)	hich this	applica	tion relat	es	
(A) I	DETAI	LS OF	INDIVI	DUAL A	PPLIC	ANT (fil	l in as app	licable)
Pleas	se tick ›	√ yes						
Mr		Mrs		Miss		Ms		Other title (for example, Rev)
Surn	ame					F	irst name	8
I am	18 yea	ers old o	or over					Please tick ✓ yes
addr								
Post	town	Township of the Control of the Contr				P	ost Code	
Dayt	ime co	ntact te	lephone	number	-			
	ail add onal)	ress	and the state of t					
(B) I	DETA	ILS OF	ОТНЕ	R APPLI	CANT			
Nam	e and a	ddress						
								·
Tele	phone	number	(if any)					
E-m	ail addı	ress (op	tional)		. ,			

(C) DETAILS OF RESPONSIBLE AUTHORITY APPLICANT

Name and address	
Tony Shore	
Community Protection Manager	
Public Protection	
Staffordshire County Council	
2 Staffordshire Place,	
Tipping Street	
Stafford	
ST16 2DH	
m 1 1 (10)	
Telephone number (if any)	
01785 277870	
E-mail address (optional)	
antony.shore@staffordshire.gov.uk	
•	
·	
This application to review relates to the followin	g licensing objective(s)
	Please tick one or more boxes ✓
1) the prevention of crime and disorder	M M
2) public safety	
3) the prevention of public nuisance	Ц
4) the protection of children from harm	IXI

Please state the ground(s) for review (please read guidance note 2)

This application to review relates to the failure of the premise to meet the licensing objectives for the protection of children from harm and prevention of crime and disorder.

Responsible Authority:

Section 13(4) of the Licensing Act 2003 and Regulation 7 of the Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005 makes a Local Weights and Measures Authority a responsible authority for the purposes of the legislation. Staffordshire County council is a Weights and Measures Authority and that function is carried out by the Public Protection Trading Standards Team.

Staffordshire County Council seeks a review of the premise licence on the grounds that the Premise Licence Holder (PLH) and Designated Premises Supervisor (DPS) Mr Selvaratnam Jasotharan has failed to take adequate steps at the premises to protect children from harm and prevent crime and disorder, which raises questions as to whether the business is operated in accordance with the promotion of the licensing objectives.

Protection of Children from Harm

By virtue of section 4 of the Licensing Act 2003, offences under s.146(1) of the Act, involving the sale of alcohol to an individual aged under 18 are relevant offences when considering a personal licence. Such offences can lead to the suspension or forfeiture of a personal licence.

Revised guidance issued by the Home Office in April 2018 states that the Government believes that it is completely unacceptable to sell alcohol to children (para 2.23) and that Licensing authorities should give considerable weight to representations about child protection matters (para 2.29).

Para 11.27 further states that - there is certain criminal activity that may arise in connection with licensed premises which should be treated particularly seriously. These are the use of the licensed premises:

• for the illegal purchase and consumption of alcohol by minors which impacts on the health, educational attainment, employment prospects and propensity for crime of young people.

Staffordshire County Council seeks a revocation of the premise licence on the grounds that the PLH/ DPS has failed to take adequate steps at the premises to protect children from harm.

The actions of this premise and that of the PLH/ DPS indicates an unequivocal disregard of the law which raises questions as to whether the business is managed in accordance with the promotion of the licensing objectives. The licensing authority has a duty to ensure that steps are taken to promote the licence objectives in the interests of the wider community and not those of the individual PLH.

Please provide as much information as possible to support the application (please read guidance note 3)

Supporting documentation is provided in appendices to this application as follows;

Appendix 1 - Copy of current premise Licence

Appendix 2 – Record of visit following advice visit carried out by Trading Standards 19/01/2015

Appendix 3 – Witness statement from Officer who attended test purchase operation 10/06/2016

Appendix 4 – Flare record of visit carried out by Trading Standards 09/08/2016

Appendix 5 – Copy of Minor Variation application and set of agreed conditions

Appendix 6 – Copy of Team Caution given to DPS/PLH as a result of the 1^{st} sale.

Appendix 7 - Copy of Team Caution given to Director as a result of the 1st sale.

Appendix 8 - Record of visit following advice visit carried out by Trading Standards 04/11/2016

Appendix 9 — Copy of Underage Sale Notification left at the premise on the 28/04/2018

Appendix 10 - Witness statement from officer who witnessed the underage sale - FCH.

Appendix 11 - Photograph of alcohol.

Appendix 12 – Photographs of premise on day of the sale.

Appendix 13 - Copy of Companies House record for the Limited company

Appendix 14 - Copy of interview records for seller/ DPS&PLH/ director

Appendix 15 – Letter sent to PLH requesting DPS authorisation document.

Appendix 16 - DPS authorisation response received 01/08/2018

Here is a summary of events supporting this application.

Premise history:

19/01/2015 Age restricted sales advice visit carried out by Trading Standards Enforcement Officer at the premise - Spoke to DPS/ PLH Mr Selvaratnam Jasotharan. See appendix 2.

10/06/2016 Premise failed test purchase – PLH/DPS Mr Selvaratnam Jasotharan sold alcohol to 16 year old volunteer. Offence under s.146 Licensing Act 2003. See appendix 3.

09/08/2016 Advice visit carried out by Trading Standards Enforcement Officer at the premise to discuss application for minor variation following the failed test purchase. See appendix 5.

18/08/2016 Application for licence minor variation submitted. See appendix 6.

04/11/2016 Age restricted sales advice visit carried out by Trading Standards Enforcement Officer at the premise spoke to DPS/PLH Mr Selvaratnam Jasotharan to give advice and guidance following new licence (including new conditions) being issued to the business. See appendix 9.

28/04/2018 Test purchase carried out under the REGULATION OF INVESTIGATORY POWERS ACT (RIPA) 2000 for alcohol, premise failed this retest and sold a 4 x 500ml can pack of Carlsberg Export lager 4.8% Vol to a 16 year old volunteer. Offence under s.146 Licensing Act 2003. Person who made the sale claimed under caution that he had not received any written staff training since 2016 (see Appendix 15); contrary to the conditions on the premise licence. See appendix 1 and 10.

17/07/2018 Letter sent to PLH/ DPS requesting DPS authorisation. (deadline for info 3rd August) See appendix 16.

01/08/2018 Response received from PLH providing DPS authorisation. No date on the document. Seller is listed but no date to assist in confirming if the seller was authorised to sell alcohol at the time of the 2^{nd} sale.

Trading Standards does not feel confident that Mr Selvaratnam Jasotharan has taken all reasonable steps to prevent his staff selling alcohol to a person under the age of 18. On gathering evidence at

the time of the latest 2nd sale (28/04/2018) there were evidently breaches of the licensing conditions which are in place to help prevent underage sales occurring, of which were added by means of a minor variation following the previous sale in 2016;

- Prior to selling alcohol, all persons involved in the sale of alcohol & age restricted
 products who are not the holder of a Personal Licence must receive initial and regular 6
 monthly refresher training by the Designated Premises Supervisor or external training
 provider with regards to the law in relation to the sale of alcohol & age restricted products
 and responsible retailing.
- Such training must be recorded and up to date training records of all such persons must be maintained at the premise and produced and made available for inspection at the time of the visit by any Responsible Authority. Both initial and subsequent refresher training in relation to the sale of alcohol & age restricted products must contain a test to be undertaken by the staff member and this test or online certificate must be made available at the time of the visit to any Responsible Authority. Records for each person must be retained for a minimum of 12 months.

The most recent staff training records that were available for inspection dated 01/02/17, the most recent training record for the seller being 04/08/16.

Mr Jasotharan stated at interview that although he did have a verbal conversation with the seller about challenging customers for ID and to record this in the refusals register, he hadn't carried out any formal training for a while and admits he has failed to fully comply with conditions on the licence. He stated that the seller made a mistake and didn't use the C25 policy.

Mrs Jamuna Jasotharan is sole director of the limited company Westbourne Food & Wine Ltd, of which the company owns the stock i.e. alcohol. The day to day running of the shop is managed by her husband Mr Jasotharan, as PLH & DPS, and she will help out when needed i.e. to cover lunch breaks etc. Mrs Jasotharan also stated that the seller made a mistake and didn't use the C25 policy.

Trading Standards are further concerned as to whether the seller was properly authorised to make the sale of alcohol. Documents requested by letter on 17th July for DPS authorisation records failed to provide evidence that the seller was authorised to sell alcohol at the time of the sale. Without proper authorisation, Trading Standards allege that further offences under s.136 of the Licensing Act 2003 may have been committed.

The shop is located in close proximity to a nearby high school, this provides additional reasoning as to why Trading Standards raises concerns and have felt the need to seek a revocation of the premise licence.

It is felt that previous advice and guidance given to support the business, first an initial visit to discuss the proposal of a minor variation and provide age restricted sales advice following the first failed test purchase. Once the new licence had been issued another visit was made to further discuss the new conditions. It is felt that the advice has not been acted upon and licence conditions added as a result of a 1st sale have not been fully adhered to.

Recommendations:

Trading Standards question whether the PLH/ DPS Mr Selvaratnam Jasotharan is able to uphold the licensing objectives and his role as a responsible retailer effectively. We therefore ask that the sub-committee consider a revocation of the premise licence.

A revocation of the premises licence would prevent the continued risk to the local community.

However, if the sub-committee are not minded to consider revocation, Trading Standards ask that the sub-committee consider their powers of suspension, up to a maximum period of 3 months and

removal of the current DPS.	
A suspension would firstly act as a deterrent whilst also affording opportunity to remedy the non-compliances and retrain staff, thus not experience of further unauthorised sale of alcohol and potential risk to children from alcohol.	sing the business to risk
Trading Standards is of the view that the conditions currently attached under the prevention of crime and disorder licensing objective are sufficient mischief, and that no further conditions could seek to ensure compliance in	ient to deter the alleged

Please tic	k√	ves
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Have you made an application	for review	relating to	the
premises before			

If yes please state the date of that application

Day	Month	Year	

If you have made representations before reand when you made them	lating to the premises please state what they were
	,
	•
•	
	•

Please	tick	✓	yes
I lease	ucn	•	y C

• I have sent copies of this form and enclosures to the responsible authorities and the premises licence holder or club holding the club premises certificate, as appropriate

I understand that if I do not comply with the above requirements my application will be rejected

M

 \boxtimes

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

Part 3 - Signatures (please read guidance note 4)

Signature of applicant or applicant's solicitor or other duly authorised agent (please read guidance note s). If signing on behalf of the applicant please state in what capacity.

Signature

Capacity Community Protection Manager

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 6)

Mark Wilson

Principal Trading Standards Officer - Crime & Licensing

Staffordshire County Council

Floor 1, Castle House

Barracks Road

Post town
Newcastle under Lyme

Post Code

ST5 1BL

Telephone number (if any) 01782 297004

If you would prefer us to correspond with you using an e-mail address your e-mail address (optional) mark.wilson@staffordshire.gov.uk

Notes for Guidance

- 1. A responsible authority includes the local police, fire and rescue authority and other statutory bodies which exercise specific functions in the local area.
- 2. The ground(s) for review must be based on one of the licensing objectives.
- Please list any additional information or details for example dates of problems which are included in the grounds for review if available.
- 4. The application form must be signed.
- 5. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
- 6. This is the address which we shall use to correspond with you about this application.

CANNOCK CHASE DISTRICT COUNCIL LICENSING ACT 2003

Premises licence number; CCDC/PREM/05/267



Part 1 - Premises details

Postal address of premises,

WESTBOURNE FOOD & WINE

1 WESTBOURNE AVENUE, CANNOCK, STAFFS, WS11 4AN

Telephone number

01543 506683

Where the licence is time limited the dates

NOT APPLICABLE

Licensable activities authorised by the licence

SALE BY RETAIL OF ALCOHOL

The times the licence authorises the carrying out of licensable activities

MONDAY TO FRIDAY – 08.00 TO 22.00 SATURDAY AND SUNDAY – 10.00 TO 22.00

Where the licence authorises supplies of alcohol whether these are on and/or off supplies

OFF SALES ONLY

The opening hours of the premises

MONDAY TO FRIDAY – 08.00 TO 22.00 SATURDAY AND SUNDAY – 10.00 TO 22.00

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence (amended 15/3/07-& 5/10/07 & 8/4/10)

SELVARATNAM JASOTHARAN 1 WESTBOURNE AVENUE, CANNOCK, STAFFS, WS11 4AN

Telephone

01543 506683

Registered number of holder, for example company number, charity number (where applicable)

NOT APPLICABLE

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol (amended 15/3/07 & 5/10/07)

SELVARATNAM JASOTHARAN 1 WESTBOURNE AVENUE, CANNOCK, STAFFS, WS11 4AN

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol (amended 15/3/07 & 5/10/07)

06SJ-00AQ-RGDM-93YY - HARROW COUNCIL

Approved by

On behalf of the Council

S. Shilvock

Original issue date:

1st day of December 2005

Re-issued as Minor Variation:

2nd day of September 2016

GENERAL

This licence is granted subject to such conditions as to reproduce the effect of the following: LICENSING ACT 1964

CHILDREN AND YOUNG PERSONS ACT 1933

CINEMATOGRAPH (SAFETY) REGULATIONS 1955

SPORTING EVENTS (CONTROL OF ALCOHOL ETC) ACT 1985

Page 1 of 4

-CCDC/PREW/05/267

Annex 1 - Mandatory Conditions (amended 15/3/07 & 2/9/16)

APPLYING TO ALCOHOL SALES

- 1) No supply of alcohol may be made under this licence;
 - (a) at a time when there is no Designated Premises Supervisor in respect of this premises licence, or
- (b) at a time when the Designated Premises Supervisor does not hold a personal licence, or his/her personal licence is suspended.
- 2) Every supply of alcohol under this licence must be made or authorised by a person who holds a personal licence.
- 3) (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
- (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises -
- (a) games or other activities which require or encourage, or are designed to require or encourage individuals
- (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
- (b) provision of unlimited or unspecified quantities of alcohol free or for fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
- (c) provision of free water or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
- (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
- (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
- 4) The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
- 5) (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either-
- (a) a holographic mark, or
- (b) an ultraviolet feature
- 6) The responsible person must ensure that-
- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures-
- (i) beer or cider; ½ pint
- (ii) gin, rum, vodka or whisky: 25ml or 35ml; and
- (iii) still wine in a glass: 125ml;
- (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
- (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available
- 7) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
- 8) For the purposes of the condition set put in paragraph 1 -
- (a) 'duty' is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
- (b) 'permitted price' is the price found by applying the formula -
 - P = D + (DxV) where -
- (i) P is the permitted price,

CCDC/PREM/05/267

Annex 1 - Mandatory Conditions continued (amended 15/3/07 & 2/9/16)

- (ii) D is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
- (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- (c) 'relevant person' means, in relation to premises in respect of which there is in force a premises licence -

(i) the holder of the premises licence,

- (ii) the designated premises supervisor (if any) in respect of such a licence, or
- (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
- (d) 'relevant person' means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- (e) 'valued added tax' means value added tax charged in accordance with the Value Added Tax Act 1994.
- 9) Where the permitted price given by Paragraph (b) of paragraph 2 would (part from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
- 10) (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ('the first day') would be different from the permitted price on the next day ('the second day') as a result of a change to the rate of duty or value added tax.
- (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

Annex 2 - Conditions consistent with the operating schedule (amended 2/9/16)

THE FOLLOWING CONDITIONS, WHICH ARE CONSISTENT WITH THE OPERATING SCHEDULE, WERE AGREED BETWEEN THE LICENCE HOLDER AND STAFFORDSHIRE COUNTY COUNCIL TRADING STANDARDS ON 9 AUGUST 2016

PROTECTION OF CHILDREN FROM HARM

- 1. A Challenge 25. policy must be adopted and enforced at the premise where all persons who appear to be under the age of 25 must be challenged for acceptable identification to prove they are over the age of 18 prior to the purchase of alcohol.
- 2. The only acceptable forms of identification must be a valid photo driving licence, valid passport or a valid PASS approved proof of age card.
- 3. Challenge 25 posters must be displayed at all entrances to the premise, all areas where alcohol is displayed and at the cash till payment area.
- 4. Posters must be displayed prominently and in sight of customers & staff.
- 5. At each till there must be placed a date of birth check card which must be kept updated at all times with the current date at which a person must be born to be aged 18 or over.
- 6. Cash registers in the premises must be fitted with automatic till prompts to ensure that Challenge 25 is implemented at all times.
- 7. A refusals register with details of all refusals must be maintained at the premise. The register must contain details of the staff member refusing the sale and must be checked on a 2 weekly basis by the Designated Premises Supervisor and signed and dated by the Designated Premises Supervisor.
- 8. The refusals register must be produced and made available for inspection at the time of the visit by any Responsible Authority.
- 9. All persons involved in the sale of alcohol/age restricted products must receive initial and regular 6 monthly refresher training by the Designated Premises Supervisor or training provider with regards to the law in relation to the sale of alcohol/age restricted products. This will also include a written test of knowledge. Such training must be recorded and up to date training records of all such persons must be maintained at the premise and produced and made available for inspection at the time of the visit by any Responsible Authority.
- 10. Records for each person must be retained for a minimum of 12 months.

Annex 3 - Conditions attached after a hearing by the licensing authority

NOT APPLICABLE

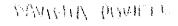
18300L Page 1 of ()

Trading Standards Record of Visit

Public Protection, Trading Standards c/o Wedgwood Building, Block A, Tipping Street, Stafford; ST16 2DH TEL: 08453 303 313

Trading Name:	Medianne tensel and Mine
Address:	I Westmanne Avenue, Charace
	Post Code: \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\
Owner:	Sodan Garage Acide Vergers
Telephone Number:	Section for the area of the transfer of the section
Email:	Web Address:
Registered Office:	N/A
Address:	
Legislative	Licerthing Act 2005
Areas:	
	Maintain written records for Age Restricted Sales Training which is refreshed
	des a written test of knowledge.
<u> </u>	o ID No Sale: When ID is produced staff should check: Date of Birth;
	out & Wording as well as the Hologram where applicable, if unsure REFUSE.
•	Valid Passport; Valid UK Photo Driving Licence and PASS approved card.
Ī	s/ Challenges: All refusals and challenges should be recorded in the refusals
İ	his should be checked & signed by management regularly to ensure that staf
are following com	
	es: Advertise policies such as Challenge 25. Display Statutory Notices.
•	ige Purchases: Assess body language; appearance; the company they keep
,	ey attempt to purchase.
	e verification reminder. Can also be used as an electronic refusal log.
	Be calm & polite; apologise and transfer blame.
-	aware of adults buying on behalf of someone underage.
	This business may be test purchased using underage volunteers.
v Charkas 3	pivits
	,
Action Required	
Leaflets Provided:	Age Restricted Sales Book(v8); Refusals/ Challenge Book; Steps You
Can Take Leaflet;	Sale Of Tobacco Leaflet; Challenge 25 Posters; Challenge 25 Badge; Proxy
Poster; Acceptable	e ID; Fake ID; PASS Training Card; SCCTS/1 & /2 Quiz + Answers
	Date & Time: (4) /(1) (4)
	Direct Phone No: Signed: Direct Phone No: Signed:
Record Received By: (Block Capital)	Signed: Position:

This record only covers areas inspected at the time of the visit.







Premise Risk Assessment

Usage Code	
Hazard Score	
LOC	
Risk Band	

Co	m	m	Δ	n	te
~~	111	3 I E		12	

Nature of business	 	
Compliance history		
Current compliance		
Management knowledge/competence		
Management systems	 	

Risk Assessment: Hazard/LOC Matrix

	Likelihood of Compliance (with scores)					
Hazard Scores	Very	High	High	Medium or Not yet assessed	Low	Very Low
	0		, 15	40	65	80
81 -100	81 - 95	96 - 100	96 - 115	124 - 140	146-165	2(G) (2180)
56 - 80	5(6) - 7(0)	71 - 80	71 - 95	96 - 120	121 - 145	100 100
31 - 55	31 -	55	46 - 70	71 - 95	96 - 120	111 - 120 121 4 25
15 - 30	15-	30	40 - 45	65 - 70	90 - 95	105 - 110

Risk Bands

High		121 - 180
Upper Medium	Bil	96 - 120
Lower Medium	B2	71 - 95
Low	C.	15 - 70

The overall score is used to determine the frequency and nature of the regulatory response. This could take the form of inspections, test purchasing, sampling, targeted enforcement projects and/ or advice etc.

RESTRICTED (when complete)

._1.724

STATEMENT OF WITNESS

(Criminal Procedure Rules 2014, r. 27.2; Criminal Justice Act 1967, S. 9, Magistrates' Courts Act 1980, s.5B)

	Statement of	Stephanie Dwight		
	Age of Witness (if over 18 enter "over	Over 18 r 18")	Occupation of Witness	Enforcement Officer
	and i mayo if Michilli	u utal. Ir il is introdiic	ned by me), is true to the bes ed in evidence, then it would l or did not believe to be true.	ge an offence wilfully to have
	Signature: 🤇	t,	Date:	7/9/18.
_	Staffordshire Place 1,	Stafford,	andards as an Enforcement Of	
-			chase operation in the district	
			volunteer in order to detect a	
	Licensing Act 2003, Al	lso present on the op	eration were Kathryn Bevan; T	rading Standards
	Enforcement Officer, F	PC Rollinson 17080 a	nd PC Clark 21279 from Staffo	ordshire Police.
	At approximately 18:40	0 hrs, PC Clark enter	ed the premise Westbourne Fo	ood & Wine, 1 Westbourne
	Avenue, Cannock, WS	S11 4AN followed by t	he underage volunteer. Shortl	y afterwards I witnessed the
			vehicle where they handed ov	
	purchased.		•	
	I then returned to the s	shop with Officer Beys	an to join PC Clark who had wi	tnessed the sale
			atnam Jasotharan, identified h	
	Licence Holder and De			mocii da file l'ieniises
		,	·	
	Signature:	t:	Date:	1918.
	(To be completed if appli	icable:		eing unable to read the above
	Signature:		Date:	

Page No. 1

NOTE: If statements are typed double spacing should be used. One side only of this paper should be used.

IR-D-02 - 24/12/14

RESTRICTED (when complete)

STATEMENT OF WITNESS

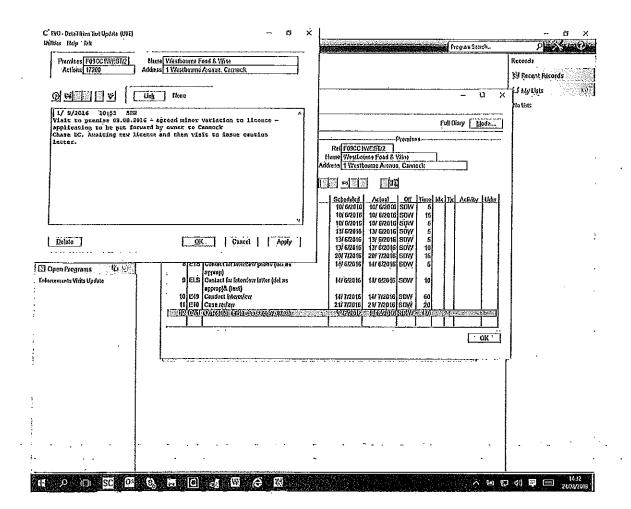
(Criminal Procedure Rules 2014, r. 27.2; Criminal Justice Act 1967, S. 9, Magistrates' Courts Act 1980, s.5B)

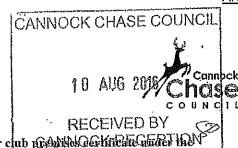
We took contact details in order to make arrangements for Mr Jasotharan to be invited for interview at our offices at a later date.

We left the premise at approx. 18:50 to return to the vehicle.

7/9/18.

Signature:
Signature witnessed by:





Application for a minor variation to a premises licence or club predicted continuate winder the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the Guidance Notes at the end of the form, especially Note 1.

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and in black ink. Use additional sheets if necessary.

Once completed please send your application to the relevant licensing authority. You may wish to keep a copy of the completed form for your records.

SAMPERTURAN - JASCITTARAN (Insert name(s) of applicant)

being the premises licence holder(s)/club holding a club premises certificate, apply to vary a premises licence under section 41A/club premises certificate under section 86A of the Licensing Act 2003 for the premises described in Part 1 below.

Part 1 - Premises details

1 - Watbourne	AV25"	
carrocle.		
٠		
Post town	•	Postcode
rosi iowa		hes 11 4AN

Premises licence number/club premises certificate number

CCOCPREN /05/267

Brief des	scription of premises (Please see Guidar	nce Note 2)	THE STATE OF THE S
uff	liment	Grocery	& Ne	CANNOCK CHASE COUNCIL ENVIRONMENTAL HEALTH AND STRUCTOR PROTECTION
				(
				LENSING
	· ·		1	FASSED TO

Part 2 – Applicant Details	
I am/we are the premises licence holder/club premise	es certificate holder. (Please delete as appropriate)
Contact phone number in working hours (if any)	01543 57 3959.
Applicant Postal address IF DIFFERENT FROM F	REMISES ADDRESS
Post town	Postcode
Please provide email address if you would prefer u	s to contact you by email (optional)
Part 3 – Proposed variation(s) Do you want the proposed variation to have effect as	
If not, from what date do you want the variation to to	ake effect? DDMM YYYY
Guidance Note 1). This should include whether n taking place indoors or outdoors (indoors may in	promotion of any of the accusing objectives (see new or increased levels of licensable activities will be aclude a tent):
Details of proposed variations (Please see Guida	
See afforched trading standard	Logorey.
	·

Details of proposed variations (Continued)	.*	
,	,	
	·	
-		
Part 4 Operating Schedule		***************************************
Please tick those parts of the Operating Schedule whic vary was successful.	ch would be subject to change if thi	s application to
Provision of regulated entertainment	Please tick all that a	polv
a. plays	· · · · · · · · · · · · · · · · · · ·	
b. films c. indoor sporting events		
d. boxing or wrestling entertainment e. live music		
f. recorded music		
g. performances of dance h. anything of a similar description to that falling with	nin (e), (f) or (g)	
	(-)) (-) (8)	, ,
Provision of laté night refreshment	• • • •	
Sale by retail of alcohol (Note that this can only relate to reducing licensed hor between 7am and 11pm)	urs or moving them without any ov	erall increase
Please tick to indicate you have enclosed the following	g:	
I have enclosed the premises licence/club premises ce	rtificate	
I have enclosed the relevant part of the premises licen club premises certificate.		· · 🗹
I have included a copy of the plan (necessary if the proposed variation will affect the lay	rout)	
If you have not ticked one of the previous three boxes	s, please explain why in the box belo	∩w.

Reasons why you have not enclosed the premises licence/club premises certificate or
relevant parts.
,
<u> </u>
Any further information to support your application. (See Guidance Note 4)
Any thriftee information to support your approximation for support your approximation to support your approximation for your approximation for support your approximation for support your approximation for your approximation for support your approxi
· ·
CHECKLIST:
Please tick to indicate agreement
I have made or enclosed payment of the fee.
• I have enclosed the plan, if appropriate, of the premises in scale [1mm to 100mm], unless otherwise agreed with the licensing authority:
 I have enclosed the premises licence/club premises certificate or relevant part of it or provided an
explanation.
 I understand that if I do not comply with the above requirements my application will be rejected.
• I understand that I am required to advertise my application by posting a white notice at or on the premises for ten consecutive days commencing on, and including the day after the day when my application is given to the licensing authority.
IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVELS ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 5 – Signatures and Contact Details (See Guidance Note 5)

<u>Premises Licence</u>: Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (see Guidance Note 6). If signing on behalf of the applicant, please state your name and in what capacity you are authorised to sign:

Signature: (Date: 10/8/14.

Capacity: I/We (insert full name and capacity)

SELVARATINAM JABOTHARPH (MANACINE)

sign on behalf of and have authority to bind the applicant.

Where the premises licence is jointly held, signature of 2 applicant (the current premises licence holder) or 2 applicant's solicitor or other authorised agent (See Guidance Note 7). If signing on behalf of the applicant, please state in what capacity.

Signature:

Date:

Capacity: I/We (insert full name and capacity)

sign on behalf of and have authority to bind the applicant.

Where the premises is a club

I (insert full name) bind the club. make this application on behalf of the club and have authority to

Signature:

Date:

Capacity: I/We (insert full name and capacity)

sign on behalf of and have authority to bind the applicant.

Contact name (where not previously given) and address for correspondence associated with this application. (See Guidance Note 8)

Post town
Postcode
Telephone number (if any)
If you would prefer us to correspond with you by email your email address (optional)



1. <u>General Note</u>: The minor variations process can only be used for variations that could have no adverse impact on the promotion of any of the four licensing objectives. (These are: the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm.)

It cannot be used to:

- · extend the period for which the licence has effect;
- vary substantially the premises to which it relates;
- · specify, in a premises licence, an individual as the designated premises supervisor;
- add the sale by retail or supply of alcohol as an activity authorised by a licence or certificate;
- authorise the sale by retail or supply of alcohol at any time between 11pm and 7am;
- authorise an increase in the amount of time on any day during which alcohol may be sold by retail
 or supplied;
- include the alternative licence condition referred to in section 41D (3) of the Licensing Act 2003 in a premises licence.
- 2. <u>Description of premises</u>: For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. This should include any activities in or associated with 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-hudity, films for restricted age groups, the presence of gaming machines etc.
- 3. Give full details of all the proposed variation(s). Failure to provide sufficient information may lead to the refusal of your application. Details should include a description of the proposed variation(s) in terms as precise as possible. If you are not precise, the licensing authority may decide that the changes you propose would be potentially broader in scope than you intend and reject your application as not being a 'minor' variation. You should also include a statement about why you consider the variations proposed could not have an impact on the licensing objectives listed in section 4(2) of the Act. You should cover each of the objectives that could possibly apply to your proposal (or if more than one, to each proposal) and say why you think there could be no adverse impact on that objective. Your application will be assisted by including as much information as you can about this. (However, there is a box at the end of the form for 'further information', and this should be used for any relevant background information not directly related to the variation.) Relevant information includes:
- a) Variations to licensable activities/licensing hours (all timings should be given in 24 hour clock e.g. 16.00. Only give details for the days of the week when you intend the premises to be used for the activity), such as:
 - Whether new or increased levels of licensable activities will be taking place indoors or outdoors (indoors may include a tent);
 - Relevant further details, for example whether music will be amplified or unamplified;
 - Standard days and timing when the activity will take place, including start and finish times;
 - Any seasonal variations in timings, e.g. additional days during the summer; and
 - Non-standard timings, e.g. where you wish the activity to go on longer on a particular day such as Christmas Eve.
- b) Variations to premises/club layout: If you are applying for a variation to the layout of your premises, you must include a revised plan. You should be aware that your application is likely to be refused if the proposed variation could:
 - increase capacity for drinking on the premises;
 - affect access between the public part of the premises and the rest of the premises or the street or public way, e.g. block emergency exits or routes to emergency exits; or

- impede the effective operation of a noise reduction measure.
- c) Revisions, removals and additions of conditions: The minor variation process may be used to remove conditions which are out of date or invalid and to revise conditions which are unclear (as long as the intention and effect remains the same). It can also be used to add a new condition volunteered by the applicant or mutually agreed between the applicant and a responsible authority, such as the police or the environmental health authority (subject to impact on the licensing objectives).
- d) Variations to opening hours: Details of any changes to hours when the premises or club is open to the public.
- 4. <u>Further information</u>: You should use this box to provide any additional evidence to support your claim that the proposed variation is 'minor' and could not have an adverse impact on the promotion of the licensing objectives.
- Signatures: The application form must be signed.
- 6. <u>Authorised agent</u>: An applicant's agent (e.g. solicitor) may sign the form on their behalf and, in so doing, will be confirming that they have actual authority to do so.
- 7. 2nd Applicant: Where there is more than one applicant, both applicants or their respective agents must sign the application form.
- 8. This is the address which we shall use to correspond with you about this application. This might not be the same as the address of the premises or applicant, but these addresses must also be provided.

Protecting Children from Harm

- 1. A Challenge 25 policy must be adopted and enforced at the premise where all persons who appear to be under the age of 25 must be challenged for acceptable identification to prove they are over the age of 18 prior to the purchase of alcohol.
- 2. The only acceptable forms of identification must be a valid photo driving licence, valid passport or a valid PASS approved proof of age card.
- 3. Challenge 25 posters must be displayed at all entrances to the premise, all areas where alcohol is displayed and at the cash till payment area.
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- 5. At each till there must be placed a date of birth check card which must be kept updated at all times with the current date at which a person must be born to be aged 18 or over.
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- 7. A refusals register with details of all refusals must be maintained at the premise. The register must contain details of the staff member refusing the sale and must be checked on a 2 weekly basis by the Designated Premises Supervisor and signed and dated by the Designated Premises Supervisor.
- 8. The refusals register must be produced and made available for inspection at the time of the visit by any Responsible Authority.
- 9. All persons involved in the sale of alcohol/age restricted products must receive initial and regular 6 monthly refresher training by the Designated Premises Supervisor or training provider with regards to the law in relation to the sale of alcohol/age restricted products. This will also include a written test of knowledge. Such training must be recorded and up to date training records of all such persons must be maintained at the premise and produced and made available for inspection at the time of the visit by any Responsible Authority.

10. Records for each person must be retained for a minimum of 12 mor
Agreed by Selvagorman Toutharan (Print Name)
Signature:
Date: 9/8/16
Date:

ENCLOSURE 4.30 ANNEX 1

Public Protection Trading Standards 20 Sidmouth Avenue Newcastle ST5 0QN

Telephone: (01782) 297004 Facsimile: (01782) 297010

E-mail: mark.wilson@staffordshire.gov.uk Website: www.staffordshire.gov.uk

Please ask for Mark Wilson

For hearing impaired callers only, please call Minicom (01785) 276207

28th October 2016

Mr Selvartnam Jasotharan (DPS)
Westbourne Food & Wine
1 Westbourne Avenue
CANNOCK
WS11 4AN

Dear Mr Jasotharan

Licensing Act 2003

I have received a report from Stephanie Dwight, an Enforcement Officer, concerning the sale of alcohol to a minor. The sale was made on 10th June 2016 by yourself (DPS) at Westbourne Food & Wine to a 16 year old child volunteer, whilst acting under the instructions of a Trading Standards Officer.

The supply of alcohol to any person under the age of 18 years constitutes an offence under the above legislation.

I am aware of the steps since taken to protect children from harm in the form of additional licence conditions that have been formally added to the premise licence by means of a minor variation.

Having carefully considered the matter and taking the above into consideration, I have decided not to institute proceedings in this case. I must advise you that should a similar situation arise in the future this incident will be taken into consideration in determining the appropriate course of action.

The Community Safety Team can provide valuable assistance with staff training. By working together we can ensure that both you and your staff have received the most effective advice in order to deal with the selling of age restricted products. Please contact Stephanie Dwight on 01785 277380 to arrange this.

Yours sincerely

Mark Wilson Principal Trading Standards Officer – Crime and Licensing

ENCLOSURE 4.31 ANNEX 1

Public Protection Trading Standards 20 Sidmouth Avenue Newcastle ST5 0QN

Telephone: (01782) 297004

Facsimile: (01782) 297010

E-mail: mark.wilson@staffordshire.gov.uk

Website: www.staffordshire.gov.uk

Please ask for Mark Wilson

For hearing impaired callers only, please call Minicom (01785) 276207

28th October 2016

Mrs Jamuna Jasotharan (Director)
Westbourne Food & Wine
1 Westbourne Avenue
CANNOCK
WS11 4AN

Dear Mrs Jasotharan

Licensing Act 2003

I have received a report from Stephanie Dwight, an Enforcement Officer, concerning the sale of alcohol to a minor. The sale was made on 10th June 2016 by Selvartnam Jasotharan at Westbourne Food & Wine to a 16 year old child volunteer, whilst acting under the instructions of a Trading Standards Officer.

The supply of alcohol to any person under the age of 18 years constitutes an offence under the above legislation.

I am aware of the steps since taken to protect children from harm in the form of additional licence conditions that have been formally added to the premise licence by means of a minor variation.

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Yours sincerely

Mark Wilson Principal Trading Standards Officer – Crime and Licensing

Trading Standards Record of Visit

EVU 188224/

Page 1 of ()

Public Protection, Trading Standards c/o Wedgwood Building, Block A, Tipping Street, Stafford, ST16 2DH TEL: 08453 303 313

Trading Name:	KILL BOLLONG FOOD & CORN LAD.
Address:	I WASTROUPEN AVENDUC , CARDOCK
	JINUS Post Code: WINT STA
Owner:	RURS MALLANA TALOTTAREANT.
Telephone Number:	OTSTA STOCKO Business Type: OY (LICKNXXX
Email:	Web Address:
Registered Office:	
Address:	
Legislative	licening Act 2003
Areas:	Age Pestincial Salar adille
+Ctaff Tunining Mak	tain-written records for Age Restricted Sales Training which is refreshed
(a written test of knowledge.
-	No Sale: When ID is produced staff should check: Date of Birth;
	$\sqrt{\cdot}$
	& Wording as well as the Hologram where applicable, if unsure REFUSE.
	d Passport; Valid UK Photo Driving Licence and PASS approved card.
	hallenges: All refusals and challenges should be recorded in the refusals/
• ,	should be checked & signed by management regularly to ensure that staff
are following compar	· ·
•	Advertise policies such as Challenge 25. Display Statutory Notices.
•	Purchases: Assess body language; appearance; the company they keep &
the product(s) they a	ittempt to burchase.
	erification réminder. Can also be used as an electronic refusal log.
*Refusing Sales: Be	calm & politer;apologise and transfer blame.
	are of adults buying on behalf of someone underage.
PLEASE NOTE: Th	s business may be test purchased using underage volunteers.
<u> </u>	
. 1,	
Action Required	
<u> </u>	
Leaflets Provided:	
	Age Restricted Sales Book(v9A); Refusals/ Challenge Book; Challenge
	e 25 Badge; Proxy Poster; Acceptable ID; Fake ID; PASS Training Card;
SCCTS/1 & /2 Quiz -	
	Date & Time: ((1) (1) (2) (3)
Officer (Block Capital)	(1x/\in)\rangle/ \$lgned;
Record । ि ोरिस Received By:	A Magnet Signed: Position: Policele Const
(Block Capital)	

This record only covers areas inspected at the time of the visit.

Stephanie, dingul (or stapped shine, John Co



Premise Risk Assessment

Usage Code	
Hazard Score	
LOC	
Risk Band	

Comments

Nature of business	
Compliance history	
Ompharios motery	
Current compliance	
Quiton compliance.	

Management knowledge/competence	_
	

management of state of the stat

Risk Assessment: Hazard/LOC Matrix

		Like	elihood of C	ompliance	(with score	es)			
Hazard Scores	Very H	igh	High	Medium or Not yet assessed	Low	Very Low			
	0		15	40	65	80			
81 -100	81 - 95 96 - 100 56. 70 71 - 80 4 01 - 55		96 - 115	121-140	140 (465)	1611-1810)			
56 - 80			71 - 95	96 - 120	121-045	((36)-1(60)			
31 - 55			46 - 70	71 - 95	96 - 120	111 - 120 121 - 185.			
15 - 30			40-46	65 - 70	90 - 95	105 - 110			

Risk Bands

High	A	121 - 180
Upper Medium	. (*) (B1)	96 - 120
Lower Medium	B2	71 - 95
Low	(C)	15 70

The overall score is used to determine the frequency and nature of the regulatory response. This could take the form of inspections, test purchasing, sampling, targeted enforcement projects and/ or advice etc.

CANNOCK CHASE DISTRICT COUNCIL. LICENSING ACT 2003

Premises licence number; CCDC/PREM/05/267



Part 1 - Premises details

Postal address of premises,

WESTBOURNE FOOD & WINE 1 WESTBOURNE AVENUE, CANNOCK, STAFFS, WS11 4AN

Telephone number

01543 506683

Where the licence is time limited the dates

NOT APPLICABLE

Licensable activities authorised by the licence

SALE BY RETAIL OF ALCOHOL

The times the licence authorises the carrying out of licensable activities

MONDAY TO FRIDAY - 08.00 TO 22.00 SATURDAY AND SUNDAY - 10.00 TO 22.00

Where the licence authorises supplies of alcohol whether these are on and/or off supplies

OFF SALES ONLY

The opening hours of the premises

MONDAY TO FRIDAY - 08.00 TO 22.00 SATURDAY AND SUNDAY - 10.00 TO 22.00

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence (amended 15/3/07 & 5/10/07 & 8/4/10)

SELVARATNAM JASOTHARAN 1 WESTBOURNE AVENUE, CANNOCK, STAFFS, WS11 4AN

Telephone

01543 506683

Registered number of holder, for example company number, charity number (where applicable)

NOT APPLICABLE

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol (amended 15/3/07 & 5/10/07)

SELVARATNAM JASOTHARAN 1 WESTBOURNE AVENUE, CANNOCK, STAFFS, WS11 4AN

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol (amended 15/3/07 & 5/10/07)

06SJ-00AQ-RGDM-93YY - HARROW COUNCIL

Approved by ______ On behalf of the Council

Original issue date:

1st day of December 2005 2nd day of September 2016

Re-Issued as Minor Variation:

GENERAL

This licence is granted subject to such conditions as to reproduce the effect of the following: LICENSING ACT 1964

CHILDREN AND YOUNG PERSONS ACT 1933

CINEMATOGRAPH (SAFETY) REGULATIONS 1955

SPORTING EVENTS (CONTROL OF ALCOHOL ETC) ACT 1985

Page 1 of 4

CCDC/PRENI/05/267

Annex 1 - Mandatory Conditions (amended 15/3/07 & 2/9/16)

APPLYING TO ALCOHOL SALES

- 1) No supply of alcohol may be made under this licence;
 - (a) at a time when there is no Designated Premises Supervisor in respect of this premises licence, or
- (b) at a time when the Designated Premises Supervisor does not hold a personal licence, or his/her personal licence is suspended.
- 2) Every supply of alcohol under this licence must be made or authorised by a person who holds a personal licence.
- 3) (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
- (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises -
- (a) games or other activities which require or encourage, or are designed to require or encourage individuals
- (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
- (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
- (b) provision of unlimited or unspecified quantities of alcohol free or for fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
- (c) provision of free water or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manuer which carries a significant risk of undermining a licensing objective;
- (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
- (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
- 4) The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
- 5) (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either-
- (a) a holographic mark, or
- (b) an ultraviolet feature
- 6) The responsible person must ensure that-
- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to ensumers in the following measures-
- (i) beer or cider; 1/2 pint
- (ii) gin, rum, yodka or whisky: 25ml or 35ml; and
- (iii) still wine in a glass: 125ml;
- (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
- (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available
- 7) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
- 8) For the purposes of the condition set put in paragraph 1 -
- (a) 'duty' is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
- (b) 'permitted price' is the price found by applying the formula -

P = D + (DxV) where -

(i) P is the permitted price,

CCDC/PREM/05/267

Annex 1 - Mandatory Conditions continued (amended 15/3/07 & 2/9/16)

- (ii) D is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
- (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- (c) 'relevant person' means, in relation to premises in respect of which there is in force a premises licence (i) the holder of the premises licence,

(ii) the designated premises supervisor (if any) in respect of such a licence, or

- (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
- (d) 'relevant person' means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- (e) 'valued added tax' means value added tax charged in accordance with the Value Added Tax Act 1994. 9) Where the permitted price given by Paragraph (b) of paragraph 2 would (part from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest ponny.
- 10) (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ('the first day') would be different from the permitted price on the next day ('the second day') as a result of a change to the rate of duty or value added tax.
- (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

Annex 2 - Conditions consistent with the operating schedule (amended 2/9/16)

THE FOLLOWING CONDITIONS, WHICH ARE CONSISTENT WITH THE OPERATING SCHEDULE, WERE AGREED BETWEEN THE LICENCE HOLDER AND STAFFORDSHIRE COUNTY COUNCIL TRADING STANDARDS ON 9 AUGUST 2016

PROTECTION OF CHILDREN FROM HARM

- 1. A Challenge 25 policy must be adopted and enforced at the premise where all persons who appear to be under the age of 25 must be challedged for acceptable identification to prove they are over the age of 18 prior to the purchase of alcohol, \
- 2. The only acceptable forms of identification must be a valid photo driving licence, valid passport or a valid PASS approved proof of age card.
- 3. Challenge 25 posters must be displayed at all entrances to the premise, all areas where alcohol is displayed and at the cash till payment area.
- 4. Posters must be displayed prominently and in sight of customers & staff. A
- 5. At each till there must be placed a date of birth check card which must be kept updated at all times with the current date at which a person must be born to be aged 18 or over. $\sqrt{}$
- 6. Cash registers in the premises must be fitted with automatic till prompts to ensure that Challenge 25 is
- implemented at all times. The refusals must be maintained at the premise. The register must contain details of the staff member refusing the sale and must be checked on a 2 weekly basis by the Designated Premises Supervisor and signed and dated by the Designated Premises Supervisor.
- 8. The refusals register must be produced and made available for inspection at the time of the visit by any Responsible Authority.
- 9. All persons involved in the sale of alcohol/age restricted products must receive initial and regular δ monthly refresher training by the Designated Premises Supervisor or training provider with regards to the law in relation to the sale of alcohol/age restricted products. This will also include a written test of knowledge, Such training must be recorded and up to date training records of all such persons must be maintained at the premise and produced and made available for inspection at the time of the visit by any Responsible Authority.
- 10. Records for each person must be retained for a minimum of 12 months.

Annex 3 - Conditions attached after a hearing by the licensing authority

NOT APPLICABLE

Staffordshire County Council

Trading Standards - Underage Sale Notification

	Lucinsing Act 2003
Notice for: Self	Verthouse forein when
Premises details:	Jesthmenso formir talen
On 28 74 718	a_/ year old child visited your premises
and purchased <u>, 🕖</u>	* Carrier Prout
The sale was made	
The supply of <u>Ala</u>	to any person under the age of 18 years
	ce under the above legislation.
petore the courts what twould be appred convenience in ord arranged.	sence of information resulted in you being brought en otherwise that would not have been the case. Stated if you could contact me at your earliest er that a date and time for a meeting can be Contact Number: Contact Number: Date & Time Issued:
vilnessing Officer:	VXV = 2 2 2 2 2 2 2 10 1 1 2 10 2
erson Receiving No	tice:
ignature: 🛝 🗼	
taffordshire Trading Sta Staffordshire Place, We ipping Street, Stafford, S el: 0300 111 8000 linicom: 01785 276207 mail: <u>businessadvice@s</u> r visit our website at: <u>ht</u>	edgwood Building, ST16 2DH

HILKING OTHER.

Notice of Powers and Rights

Staffordshire County Council
Trading Standards, Wedgwood Building, Tipping Street
Stafford, ST16 2DH
Tel: 0300 111 8000

Trading Name:	Marie Commence of the Commence
Address of Prem	nises: 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	interest to the second
Powers and rigi	hts are summarised on the reverse of this form
	PER WHICH SEARCH MADE *(Delete as Appropriate)
• Warrant (copy	•
	vers (see over)
• With consent o	f person entitled to grant entry
 Anything seize You (the occupy) (delete if per 	bliged to consent to a search being carried out ed may be used in evidence pier) are not suspected of an offence* rson is suspected of an offence).
	SENT TO TRADING STANDARDS SEARCHING THE ABOVE NAMED PREMISES
Signature:	l .
Name:(capitals)_	·
Status: (relative t	to premises)
	ARGE OF SEARCH
ame: <u>/</u>	Tel No: Yes yes established
tatus:	
me/Date of Sear	ch:
	de in accordance with the powers afforded to an authorised officer under the
Specify Acts)	Land to the transfer of the state of the sta
hita Cabuta ha	given to the accurier

White Copy to be given to the occupier Yellow Copy to be placed on the Search Register File Record Blue Copy to be retained by the officer



Notice of Powers and Rights

Staffordshire County Council Trading Standards, Wedgwood Building, Tipping Street Stafford, ST16 2DH Tel: 0300 111 8000

Trading Name: <u>Advisting to the August Alice</u>
Address of Premises:
Man dad
Powers and rights are summarised on the reverse of this form
POWER UNDER WHICH SEARCH MADE *(Delete as Appropriate)
• Warrant (copy attached)
• Inspection/Powers (see over)
With consent of person entitled to grant entry
 You are not obliged to consent to a search being carried out Anything seized may be used in evidence You (the occupier) are not suspected of an offence* * (delete if person is suspected of an offence).
I HEREBY CONSENT TO TRADING STANDARDS SEARCHING THE ABOVE NAMED PREMISES
Signature:
Name:(capitals)
Status: (relative to premises)
OFFICER IN CHARGE OF SEARCH Name: // // // // // // // // Tel No: - (11 1/1/2 // // // // // // // // // // // // /
Status: $(2) \cdot (2) \cdot $
Time/Date of Search: 1910 10 10 10 10 10 10 10 10 10 10 10 10 1
This search is made in accordance with the powers afforded to an authorised officer under the following legislation:
(Specify Acts) The Section of Physics Act 2015
Transity Act Down

White Copy to be given to the occupier Yellow Copy to be placed on the Search Register File Record Blue Copy to be retained by the officer





Staffordshire COPY NO 1 (EVIDENCE) Please complete in bollpoint pen Page 1 of 1 PROPERTY RECORD Rev Jan 12 Ref No. (CMU/EVU/Report No) Location (Full Details of Premises/Vehicles, etc.) Mes.t-bourne food 1 food 1 hine 1 he 1 he 1 hoor 2 food 2 food 4 hine 1 hoor 2 food 3 food 4 hine 1 hoor 2 food 3 food 4 hine 1 hoor 2 food 3 food 3 food 4 hine 1 hoor 2 food 3 foo	Staffordshire County Council Location (Full Details of Premises/Vehicles, etc. Person from whom Property Received (If App.)
Page 1	COPY NO 1 (EVIDENCE) PROPERTY RECORD Rev Jan 12 Ref No. (CMU/EVU/Report No.) Nestable Location Talsethar and Dob 9 8

ON affordshire	Additional Powers under Criminal Justice & Police Act 2001(** see notes overleaf) Section 50 (from premises) Section 51 (from a person)	D		Date S. Ses ontherry	I certify that this document is a true record of property taken into possession by Staffordshire. County Councillas evidence/for examination				2 Reported of the	& including story trousing leicords	of Prop	
Where Found Or ovi alaa by Start La by Start La by Start La by No of their enquiries Date Date Date Date Date Date Date Date	1		nbers at the conci	Staffordshire County Council to destroy/	TION					7.00111082	Seal No. if App.	

OFFICIAL - SENSITIVE (when complete)

STATEMENT OF WITNESS

(Criminal Procedure Rules 2016, r. 16.2; Criminal Justice Act 1967, S. 9, Magistrates' Courts Act 1980, s.5B)

			·		
St	atement of	Fiona Chapm	nan		
	ge of Witness ove over 18 enter "o		Occupation of Witness	s Senior Community Safety Officer	
kn be	owledge and be	lief and I make	it knowing that, if it is	signed by me), is true to the best of my s introduced in evidence, then it would I knew to be false or did not believe to	l
Sig	gnature:			Date:	
		N - 11-1-1-1-1 T	dia a Okazada ata a a Okaz	i - O	
ı aı	m employed by 8	stanordsnire i ra	ding Standards as a Sen	ior Community Safety Officer, and I am	
bas	sed at Castle Ho	use, Barracks R	oad, ST5 1BL.		
- On	28 th April 2018	we carried out	a RIPA test purchase	operation for a variety of age restricted	l
pro	ducts at differe	nt premises acr	oss Cannock, Lichfield	and Stafford. At Westbourne Food and	1
Wit	ne we attempted	to buy alcohol ι	using an underage volun	teer in order to detect any offences under	٢
the	Licensing Act	2003. Present	t on the operation we	ere Kathryn Bevan; Trading Standards	÷
Enf	forcement Office	r and Stephanie	Dwight, Trading Standar	rds Enforcement Officer.	
At	approximately 1	4.22 hours, Offic	cer Bevan instructed me	to enter the premises Westbourne Food	i
and	d Wine, 1 West	bourne Avenue,	Cannock, WS11 4AN.	On entering the premises there was a	l
fen	nale customer a	approaching the	till. I proceeded to k	prowse the confectionary alone whilst I	
obs	served the volun	teer enter the pro	emises and approach the	e alcohol.	
1 th	en joined the q	ueue at the till b	pehind the volunteer. I w	vitnessed the person behind the counter,	
wh	o I now know to	be Mr N	n, se	ell 4 cans of Carlsberg Export lager 4.8%	
Sig	nature;		E	Date:	
stat	•		of	being unable to read the above	
		-		Date:)	
Sigi	made	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	D N d	, , , , , , , , , , , , , , , , , , ,	

Page No. 1

NOTE: If statements are typed double spacing should be used. One side only of this paper should be used.

IR-D-02 - 30/11/2016

OFFICIAL - SENSITIVE (when complete)

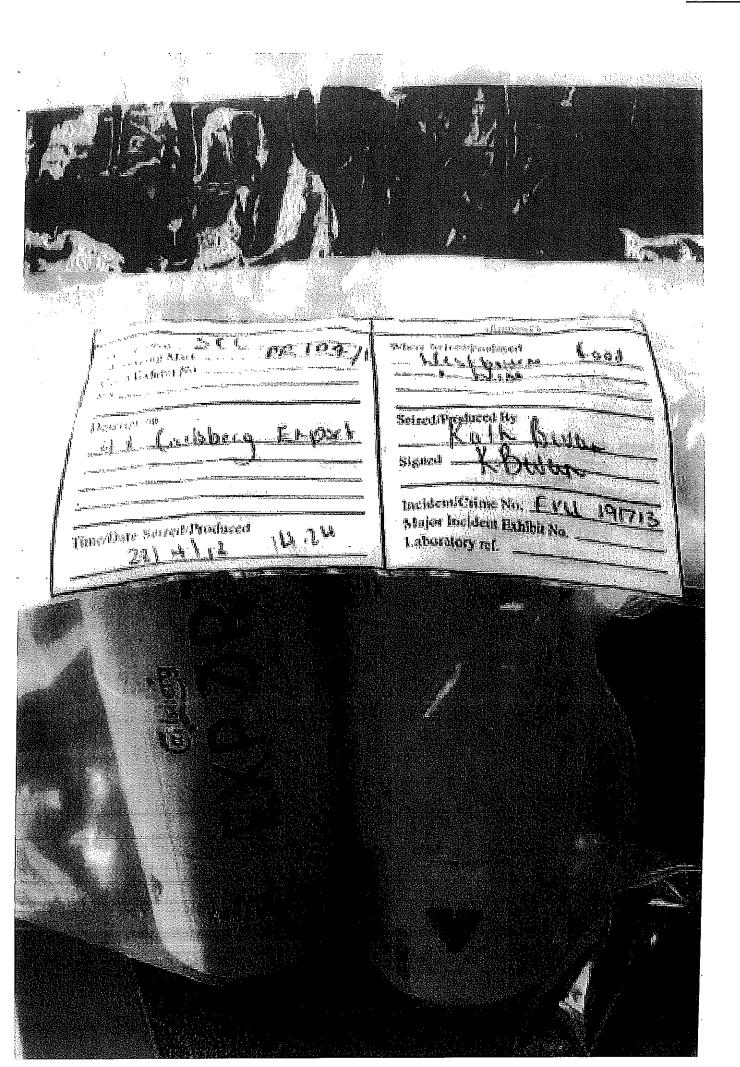
STATEMENT OF WITNESS

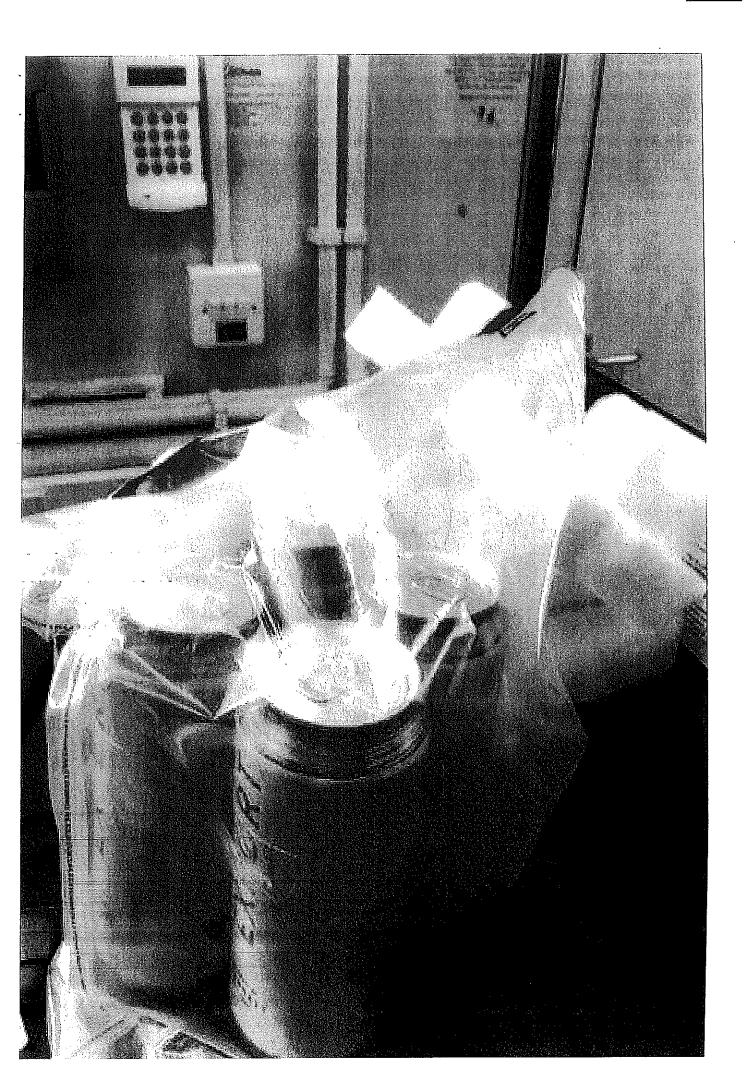
(Criminal Procedure Rules 2016, r. 16.2; Criminal Justice Act 1967, S. 9, Magistrates' Courts Act 1980, s.5B)

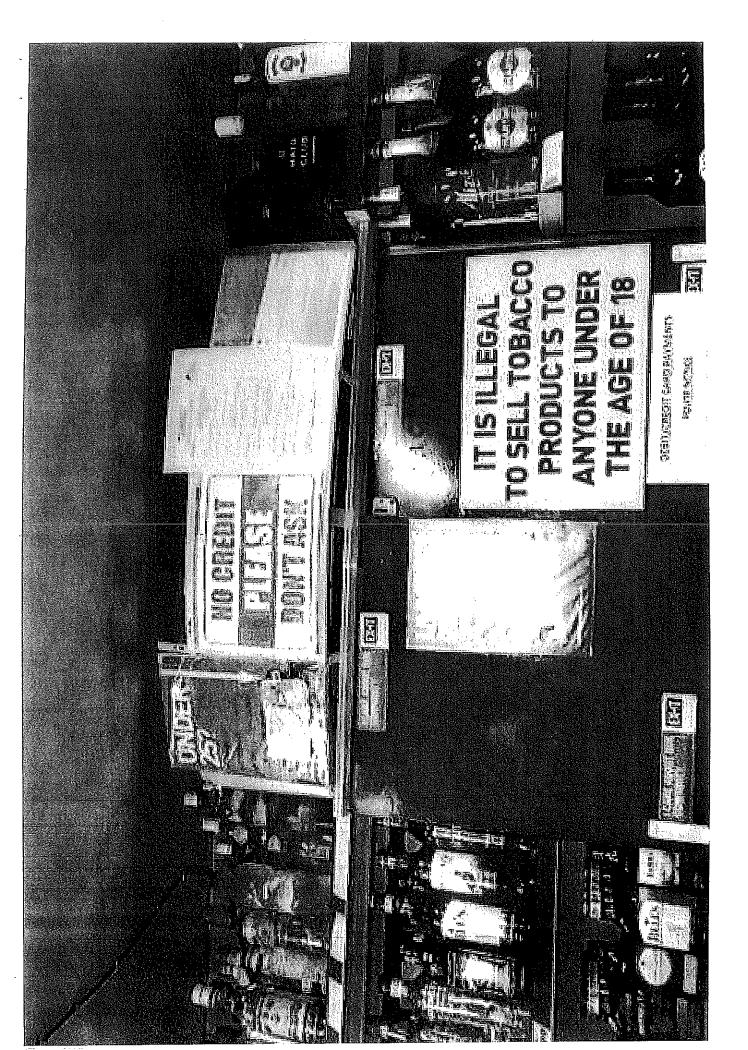
Vol. No challenge was made for age or ID. I witnessed the payment of £4.50 being made and change
given, before the volunteer exited the premise. I then introduced myself to the seller Mr Name and
and informed him that a test purchase had been carried out and an underage sale
had been made. Mr Nachting at the state of that he was just helping out and that the
owner was at a party.
Officer Bevan then entered the premises as lead officer who then took details of the owner and seller
of the alcohol and continued to take photographs of the age verification signage on display and any
other relevant evidence to the investigation.
Officer Bevan and I left the premises at 14.45 hrs and returned to the vehicle.
en de la composition
·
Signature:
Signature witnessed by:

NOTE: If statements are typed double spacing should be used. One side only of this paper should be used.

IR-D-03 - 30/11/2016









WESTBOURNE FOOD & WINE LTD - Officers (free information from Companies ... Page 1 of 1

Companies House

BETA This is a trial service — your feedback (https://www.research.net/r/chbeta) will help us to improve

Search for companies or officers

WESTBOURNE FOOD & WINE LTD

Company number 09438345

Officers

Filter officers

• Persons with significant control (https://beta.companieshouse.gov.uk/company/09438345/persons-withsignificant-control)

parameter 1975 -	
Current officers	
Apply filter	
1 officer / 0 resignations	
2 1 1	
JASOTHARAN, Jamuna	
Correspondence address O1 Westbourne Avenue, Cannock, Staffordshire, United Kingdom, W	/S11 4AN
Role Active Director	
Date of birth May 1981	
Appointed on 13 February 2015	
Nationality British	
Country of residence England	•
Occupation Proprietor	
Is there anything wrong with this page?	

Interview Date	6/6/18	CD Mark	CST/SDA)
Illiei view Date	0/0/10	OD Mark	6 6 2018 1

Interviewee Details		
Full Name	Mr Selvaratham Jayotharan	
D.O.B.	, , , , , , , , , , , , , , , , , , , ,	
Current Address	14 Westbarme Avenue Cannock	
Post Code Telephone Number	WS11 4AN	
N.I. Number		
Ethnicity	Contraction of the Contraction o	

Legal Representat	ve
Full Name	
Firm	

This interview is being recorded on CD at Staffordshire Place 1, Stafford. I am Stephanie Dwight, Enforcement Officer for Staffordshire County Council, **Trading Standards** Also present is The Time is .. 9.23 The Date is Wednesday 6th June 2018. What is your full name, address, date of birth and National Insurance number please? Also present is (others persons & capacity, i.e., friend / solicitor - if friend confirm role) Do you agree that there are no other persons present (interviewee to reply) Can you confirm that the discs were opened in front of you prior to interview? This interview is being conducted in accordance with Code of Practice of the Police and Criminal Evidence Act 1984. A copy of the codes is available for you to consult at any time. The reason for this interview relates to a sale of alcohol being made to a person under the age of 18, at Westbourne Food & Wine during a test purchase exercise carried out by Trading Standards on the 28th April 2018. It is an offence under section 146 of the Licensing Act 2003 for a person in licensed premises, to sell alcohol to a person under the age of 18. Do you understand the details of the offences that I have just read out? What is the name of the business/company you represent? What is your position within the organisation? Ltd Caufaun Is it a Limited Company/ Partnership or sole trader business? wife is sole due dor.

Are you able to speak on behalf of the business?

Tamuna Tayotharan. At the conclusion of the interview I will give to you a notice explaining

what will happen to the CD and your right to access to copies of those CDs.

Caution: "You do not have to say anything but it may harm your defence if you do not mention when guestioned something which you later rely on in court, anything you do say maybe given in evidence."

The time of caution is

Do you understand the caution?

You are not under arrest and you are free to leave if you wish to do so. You may consult a solicitor before proceeding with this interview and at any point during the interview.

Do you wish to seek legal advice?

No. because I Kno

Can you tell me why you have chosen not to seek legal advice?

I am now issuing with the form "Notice to Persons being Interviewed"

Please take time to read this form. Will you confirm its receipt and let me know when you have read it.

Do you wish to continue with the interview?

Lead Interviewer: Stephanie Dwight	Secondary Interviewer and Note Taker: Kathryn Bevan	
Date: 6 th June 2018.	Interviewee: Selvaratnam Jasotharan	
Location: Staffordshire Place 1, Stafford Purpose of Interview:	Focused open question to begin interview:	
The reason for this interview relates to a sale of alcohol being made to a person under the age of 18, at Westbourne Food & Wine Store during a test purchase exercise carried out by Trading Standards on the 28 th April 2018.		
Offence(s) or breach of	Defence(s):	
Regulation(s):	·	
	Aggravating factors/strengths:	
Issues and Points to Prove:	Mitigation factors/weaknesses:	
Facts already established:	Facts to be established:	
Significant	- 11, 14, 14, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1,	
statement/silence:		
Interview Plan	Key Questions	
Shop is asked	Who owns the business?	
by mrJasothovan.	Ltd compound.	
Shop is arred by MrJajothovan. Company and the business— who director.	Who owns the stock in the shop?	The
ble director.	·	•

When was the business purchased? Have you previously operated any other businesses where you have sold age restricted products? Details? Are you aware that it is an offence to sell alcohol to a person under the age of eighteen? Describe for me your involvement in the day to day running of the business Position/ Status / Employee Structure (inc. training responsibility) out not paid. Has fit job nas, not very often holps art. How many people are employed at the shop? Part time? Full time? online training)
but has no
signature.

Admits falled to
comply with
conditions.

Training Can you confirm who the physical seller of the alcohol was on 28th April? What hours does he work? Evening? Morning? How many people were working in the shop when the sale took place? Changes since first sale 10.06.16? Who is responsible for training staff Training is a condition on on age restricted sales? licence No training records for last 6 How often, is it recorded. months for staff member (partner) - only July are staff tested? '16 and Feb '17) No training records for seller Any documentation? (only one dated Aug 16)

* Training up to date. (no records of this)

operated in the store to help prevent underage sales? Challenge 21/25 Refusal Book — refusals book entry Aug 15 — Yoga?) (no entries for the seller) Till Prompts (Was it working at the time?) CCTV Is there any signage around the shope Acceptable ID How does the company check to see the above are carried out correctly? How have these policies/ procedures and the advice given at the time of my visit, been communicated to staff? What steps, if any have you/ the business taken since the sale took place?		
operated in the store to help prevent underage sales? Challenge 21/25 Refusal Book – refusals book entry Aug 15 – Yoga?) (no entries for the seller) Till Prompts (Was it working at the time?) CCTV Is there any signage around the shop Acceptable ID How does the company check to see the above are carried out correctly? How have these policies/ procedures and the advice given at the time of my visit, been communicated to staff? What steps, if any have you/ the business taken since the sale took place? What reasons did the seller give to you for making the sale? Comments		
Refusal Book — refusals book entry Aug 15 — Yoga?) (no entries for the seller) - Till Prompts (Was it working at the time?) - CCTV - Is there any signage around the shop - Acceptable ID • How does the company check to see the above are carried out correctly? - How have these policies/ procedures and the advice given at the time of m visit, been communicated to staff? - What steps, if any have you/ the business taken since the sale took place? • What reasons did the seller give to you for making the sale? - Comments	Due Diligence	operated in the store to help prevent
Aug 15 – Yoga?) (no entries for the seller) Till Prompts (Was it working at the time?) CCTV Is there any signage around the shop Acceptable ID How does the company check to see the above are carried out correctly? How have these policies/ procedures and the advice given at the time of my visit, been communicated to staff? What steps, if any have you/ the business taken since the sale took place? What reasons did the seller give to you for making the sale? Comments		- Challenge 21/25
time?) CCTV Is there any signage around the shop Acceptable ID How does the company check to see the above are carried out correctly? How have these policies/ procedures and the advice given at the time of m visit, been communicated to staff? Product Sold can pack of Carlsberg Export lager What steps, if any have you/ the business taken since the sale took place? What reasons did the seller give to you for making the sale? Comments		Aug 15 – Yoga?) (no entries for the
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- Acceptable ID • How does the company check to see the above are carried out correctly? • How have these policies/ procedures and the advice given at the time of my visit, been communicated to staff? • What steps, if any have you/ the business taken since the sale took place? • What reasons did the seller give to you for making the sale? Comments		- CCTV
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and the advice given at the time of my visit, been communicated to staff? What steps, if any have you/ the business taken since the sale took place? tager What reasons did the seller give to you for making the sale? Comments		i wit wood and company official to 300
and the advice given at the time of my visit, been communicated to staff? What steps, if any have you/ the business taken since the sale took place? The product Sold A can pack of Carlsberg Export lager What reasons did the seller give to you for making the sale? Comments		_ ~
business taken since the sale took place? 4 can pack of Carlsberg Export lager • What reasons did the seller give to you for making the sale? Comments	Communication	How have these policies/ procedures and the advice given at the time of my visit, been communicated to staff?
business taken since the sale took place? 4 can pack of Carlsberg Export lager • What reasons did the seller give to you for making the sale? Comments		·
4 can pack of Carlsberg Export lager • What reasons did the seller give to you for making the sale? Comments	Product Sold	business taken since the sale took
What reasons did the seller give to you for making the sale? Comments	·	place?
Anything further to add?		Comments
		Anything further to add?

Interview Date	04/07/2018	I CD Mank	•	15DD1
----------------	------------	-----------	---	-------

Interviewee Deta	ils
Full Name	`
D.O.B.	
Current Address	
Post Code	
Telephone Number	
N.I. Number	
Ethnicity	

Legal Representative	
Full Name	David Chis
Firm	Chis Clark Sdicitors.

This interview is being recorded on CD at Staffordshire Place 1, Stafford.

I am Stephanie Dwight, Enforcement Officer for Staffordshire County Council, Trading Standards

Also present is\\(\)\(\)\(\)

12,17 end.

The Date is Wednesday 4th July 2018.

What is your full name, address, date of birth and National Insurance number please?

Also present is (others persons & capacity, i.e., friend / solicitor – if friend confirm role)

Do you agree that there are no other persons present (interviewee to reply)

Can you confirm that the discs were opened in front of you prior to interview?

This interview is being conducted in accordance with Code of Practice of the Police and Criminal Evidence Act 1984. A copy of the codes is available for you to consult at any time.

The reason for this interview relates to a sale of alcohol being made to a person under the age of 18, at Westbourne Food &-Wine during a test purchase exercise carried out by Trading Standards on the 28th April 2018.

It is an offence under section 146 of the Licensing Act 2003 for a person in licensed premises, to sell alcohol to a person under the age of 18.

Do you understand the details of the offences that I have just read out?

What is your position within the organisation?

Company Director.

Is it a kimited Company/ Partnership or sole trader business?

What is the name of the business/company you represent?

only director.

Are you able to speak on behalf of the business?

At the conclusion of the interview I will give to you a notice explaining what will happen to the CD and your right to access to copies of those CDs.

Caution: "You do not have to say anything but it may harm your defence if you do not mention when questioned something which you later rely on in court, anything you do say maybe given in evidence."

Do you understand the caution?

You are not under arrest and you are free to leave if you wish to do so. You may consult a solicitor before proceeding with this interview and at any point during the interview.

Do you wish to seek legal advice?

Can you tell me why you have chosen not to seek legal advice?

I am now issuing with the form "Notice to Persons being Interviewed"

Please take time to read this form. Will you confirm its receipt and let me know when you have read it.

Do you wish to continue with the interview?

	Lead Interviewer: Stephanie Dwight	Secondary Interviewer and Note Taker: Kathryn Bevan	1
	Date: 4 th July 2018.	Interviewee: Jamuna Jasotharan	
	Location: Staffordshire Place 1, Stafford Purpose of Interview:	Focused open question to begin interview:	
	The reason for this interview relates to a sale of alcohol being made to a person under the age of 18, at Westbourne Food & Wine Store during a test purchase exercise carried out by Trading Standards on the 28 th April 2018.		
			Jamuna Let as
	Offence(s) or breach of Regulation(s):	Defence(s):	director
		Aggravating factors/strengths:	Muthle banking, in Jamunas
	Issues and Points to Prove:	Mitigation factors/weaknesses:	ALL DE STATE OF
		magation radioto/wouthtogoog.	paramas
	Facts already established:	Facts to be established:	name.
	Significant statement/silence:		aband
	Interview Plan		house.
	Negrophen Food want	Who owns the business? 3-4 yrs, (sal duetor)	husbandr.
	wanit	3-4 yrs. (sde duritor)	property. husband is nanoger.
***************************************	Nembarre Food V Frink want always Linuxed.		husbandr.
	wanit always	3-4 yrs, (sold director) • Who owns the stock in the shop? The conjumy.	husbandr.

	check 1D for everyone. even who sold only works temporal warns.	Have you previously operated any other businesses where you have sold age restricted products? Details? • Are you aware that it is an offence to
	hybard rains.	 Are you aware that it is an offence to
		sell alcohol to a person under the age of eighteen?
Jamura F	Position/ Status / Employee Structure	Describe for me your involvement in the day to day running of the business (inc. training responsibility)
	Sanking: Sanking: Seve to cover be husbands be husbands be husbands be with his? New day during with break. Luck break. Luck break. Luck break.	 How many people are employed at the shop? Part time? Full time?
r	rosplactors appts	Can you confirm who the physical seller of the alcohol was on 28 th April?
ور بعلین	During Namedia	 What hours does he work?
in aware	les. Can't rembe under impression ruband vains everyody hers.	How many people were working in the shop when the sale took place?
	Training	- Changes since first sale 10,06.16?
icence i	Training is a condition on licence	Who is responsible for training staff on age restricted sales?
valuing.	No training records for last 6 months for staff member.(partner) – only July '16 and Feb '17)	How often, is it recorded, are staff tested?
1	No training records for seller (only one dated Aug 16)	Any documentation?
n	engrt titeres ta	Ken against licence holds

- It is notically company.

What policies / procedures, if any are operated in the store to help prevent underage sales?
operated in the store to help prevent underage sales? - Challenge 21/25 - Refusal Book – refusals book entry Aug 15 – Yoga?) (no entries for the seller)
- Till Prompts (Was it working at the time?) - CCTV
Is there any signage around the shop?Acceptable ID
How does the company check to see the above are carried out correctly?
How have these policies/ procedures and the advice given at the time of my visit, been communicated to staff?
What steps, if any have you/ the business taken since the sale took place?
 What reasons did the seller give to you for making the sale?
Comments Anything further to add?

ENCLOSURE 4.58 ANNEX 1

Public Protection Trading Standards 2 Staffordshire Place Tipping Street Stafford ST16 2DH

Mr Selvaratnam Jasotharan 1 Westbourne Avenue CANNOCK WS11 4AN

Telephone: 01785 277380

Facsimile: 01785 259760

E-mail: stephanie.dwight@staffordshire.gov.uk

Website: www.staffordshire.gov.uk

Please ask for Stephanie Dwight

For hearing impaired callers only, please call Minicom (01785) 276207

EVU 191713

17th July 2018

RESTRICTED

Dear Mr Jasotharan

Re: Licensing Act 2003

Thank you for your attendance at our offices on 6th June 2018 for an interview in relation to the alcohol test purchase at Westbourne Food & Wine, of the above address.

Further to your interview, can you please forward a copy of the DPS authorisation record, by 3rd August 2018.

If you have any queries at all please don't hesitate to contact me using the contact details above.

I look forward to hearing from you soon.

Yours Sincerely

Stephanie Dwight Enforcement Officer – Community Safety

DESIGNATED PREMISES SUPERVISOR (DPS) -LETTER OF AUTHORISATION

ĨO.	whom	挖	may	concern:
-----	------	---	-----	----------

IS-JASSTEARED being the Designated Premises Supervisor (DPS), and the holder of a Personal Licence arm the person in a position of authority on the premises known as:

Premises Licence Number: CCDC / PREM / 05 / 267
Personal Licence Number: 0657 - 00A6 - RCDM - 93 YY

Hereby authorise the following named personnel to sell and supply alcohol, to comply with the licensing law and the licence conditions attached to the licence. This being either when I am present on the premises or in my absence when I am away from the premises. I can always be contactable on the following telephone number:

(3
•	

MAINES OF AUTHORISED PERSONS:

I. being a person named below am aware of and accept my responsibilities under the Licensing Act 2003 and will endeavour to comply in accordance with the licensing law and the licence conditions attached to the licence.

Name	Personal Licence Number (If Applicable)	Non Personal Licence Holder (Please Tick)
JAMUNA JASOTHARAN	CCDC/PCH/11/854	

DESIGNAT	ED PREMISES	SUPERVISOR		н .
Name:	Salver	ration	1)650	Weren
61 1 1	d	ن ج		



Licensing Unit

Cannock Chase District Council PO Box 28 Civic Centre Beecroft Road Cannock, Staffs WS11 1BG

CANNOCA luise.

3 0 OCT 2018 P W

COURCIL POSTAGON

Trading Standards Floor 1. Caste House Barracks Road Newcastle under Lyme ST5 1BL

Telephone: (01782) 297004 Facsimile: (01782) 297010

E-mail: mark.wilson@staffordshire.gov.uk Website: www.staffordshire.gov.uk

Please ask for Mark Wilson

For hearing impaired callers only, please call Minicom (01785) 854156

29th October 2018

Dear Responsible Authority

Submission of additional evidence for review of Premise Licence in Re: respect of premises known as Westbourne Food and Wine on 5th November 2018.

In respect of our application to review the above-named premises, we wish to submit additional evidence in accordance with s.18 of the Licenshy AGE 2003 AGE 20 ENVIRONMENTAL HEALTH Regulations 2005 to support that application as follows; AND PUBLIC PROTECTION

- ARS guiz S Jasotharan 18.7.16
- ARS quiz S Jasotharan 25.2.17
- ARS quiz S Jasotharan 1.11.17
- ARS quiz Mrs J Jasotharan 18.7.16
- ARS quiz J Jasotharan 1.2.17
- ARS quiz Daran Siva 4.8.16

3 0 OCT 2018

LICENSING PASSED TO



Additionally, the following evidence is submitted at the request of the premise licence holder;

Refusals register

Please do not hesitate to contact me for further information or clarification on the attached evidence.

Please can you disseminate to appropriate responsible persons and Committee members?

Yours Sincerely

Mark Wilson Principal Trading Standards Officer - Crime and Licensing Staffordshire County Council Trading Standards





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PAGE INTERVIORALLY BL



Test Number: SCCTS/1

Staff Name (print): P. Jaco Holm

Age Restricted Sales Quiz

1 - What products does this store sell that are age restricted? And what are the age restrictions for each of these products?

Age Restricted Product	Age Restriction
Age Restricted Product A 100 hol	. 18
Tabacco	18
Butane.	178
When	16
Medich	LG,
	<u> </u>
,	
	,

2 - What other age restrictions has your store imposed in order to be a responsible retailer and on which products?

Product with self imposed Age Restriction	Age Restriction
	1
· · · · · · · · · · · · · · · · · · ·	

Staffordshire County Council Staff Name (print):
7 – Explain what you should do if the customer doesn't have any ID or produces an unacceptable form of ID
Refuse sole rigide for Reguel books
8 - Explain how you would refuse a sale. No Criety fell the Counter and blane the
politely fell the Coustry and blace the
9 – Once you refuse a sale what should you do next? Region in the Rufusul koole
10 – Explain what you would do if a person you suspect to be drunk tried to buy alcohol. Lefters: Cell Only Dolole
11-Explain what you should do when a customer is aggressive. Stay Control Distense, no cyc Control with constrent if worst cust coul popular
12-Who should you talk to if you feel uncomfortable asking customers for ID and making refusals?
13 – What is one of the first things you should do when you start a shift on the till?
4~Where should the Refusals Book be located?
5 – Who commits an offence for selling alcohol to a person under 18?
Page 2 of 4 the knot unites Stallordshire County Council Trading Standards (Sept. 2013)

Staffordshire Test Number: scots/ Staff Name (print): 3 - Total Print): Staff Name (print): 3 - Total Print): 1
16 – If you (as a staff member) serve alcohol to an under 18 and are caught by Trading Standards and/ or the Police what action can be taken against you?
Standards after by the Lotice must across can be raven against Abrit
prosecution and fine in to some
17 – Explain your company's policy for staff who fail a test purchase by Trading Standards/
Norbad waring money trem
the contraction of the contracti
18 – Name the Designated Premise Supervisor (DPS) for this store
S. JOSETHARAN
19 – Provide the location of the Premise Licence Summary.
TOP Of tabases wit
to aportion protession propries and protession and construction of the first of the distribution of the contract of the contra
20 - Provide the location of a full copy of the Premise Licence.
21 – Where would;you find your written authorisation to sell alcohol and who should issue this?
Top: af Haberen

22 – Alcohol needs to be above a certain ABV (%) to be covered by the legislation; what is this ABV?
0.5/ abs:
23 – You suspect an adult is buying alcohol to pass onto Under 18s (a proxy sale), what
would voit do?
Refuse Jale and eagli to how then they could be prosecution for make in our
They could be with the sure of ferre
Page 3 of 4
the knot unites
Stellordshire Council Trading Standards (Sept. 2013)

1				
S	taffordshire ounty Council	Test Number: SCCTS/I	taff Name (print);	
24 - How r	nuch is the fine fo	or an adult who buys alcoh	ol on behalf of an i	ınder 18?
		- File Color		
**********		***************************************	**********	
		l do if a customer asks to l		
		explición di		
2££	Magalli	to Sel who	- Poul	Cigarolles.
26 – What	does the Statutor	y Tobacco Notice say?	1.	
T.	15: 1110	pal to sell	tebrico p	oduet !
anyo	m und	age uf	18	***************************************
27 – Give t	he location of the	Statutory Tobacco Notice		
		o coit		
		[v 15 1 k i 1 y c 1 c c y c c l b x b i a v a v	
	,	, d. , , , , , , , , , , , , , , , , , ,	***********************	
The following	ng questions only	apply if your store sells ti	reworks.	
29. What i	ic tha ada rabtrict	lon for fireworks. (including	enařklare)Ž	•
Zo VVIIat	is the age restrict	(ir)	sparkiors):	
1+(**********			***,* ** *** * * * * * * * * * * * * *	**********
29 – What	do the Statutory F	Firework Notices say?		
al ac all	old to tale	adult Armen	Olavina Cities	Le au of 18
M, MH i AM		imistiillentaaiingdua		Section Sectio
		s of year can your store ac		
Before	- 15th care	t 19 Houte 1	3 days one	Jo.
?\. A	L wen	an and chi	ا د د در ا	**************************************
	They will the words			Restrictions
Fireworks	Non-Fireworks		Staff Signature	Trainer
Retailer Score	Retaller	(Print)		Signature
(out of 30)	Score (out of 27)	_		
		Selvaration Justilla		. ,
	1	V V	<u> </u>	

Full score is the expected pass mark. A re-sit will be required if not achieved.

Page 4 of 4

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The Council Product of State

affordshire County Council Trading Standards (Seet, 2013)

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ALL ALL	Staffor County	dshire
Reported towards	County	Council

Test Number: OTB/2

Staff Name (print) S. JAS CONTRACTOR

Age Restricted Sales Quiz

- 1 What products does this store sell that are age restricted?
- 2 What are the age restrictions for each of these products?
- 3 What are the consequences for selling these products to underage persons?

Questions 1-3 should be answered using the table below:

Age Restricted Product (1)	Age Restriction (2)	Consequences for selling underage (3)	
ALCOHOL.	1-2	undowthe fine fad or Comete in	-movement
Tabece	38	2500 Fine	
Nicofin inhork.		2500 Fine	
produces	18		
Tabacco Ospilar	18	unlimb Am and /6 morts	impround
Capthery	16	Scipe of train or	Q., e.,
Inwhen Colling	16	Scare to Francisco	المستعرف
		,	. !
		, , , , , , , , , , , , , , , , , , , ,	
,			
,			•

4 - What other age restrictions has your store imposed in order to be a responsible retailer and on which products?

Product with self imposed Age Restriction	Age Restriction
energy AMC	140
machine.	LA.
	·

- 5 What does the Challenge 25 Policy mean & when should you use it?
 - a) This premise sells products that are age restricted to 25. / When the customer attempts to purchase one of these products.
 - If a person looks under 25 they must be asked for ID and if they prove they are over 18 (or the legal age for that product) you can serve them, / When a customer attempts to purchase any products that carry an age restriction.
 - c) You must make 25 challenges for ID every day. / When a customer attempts to purchase alcohol.

Page 1 of 5

the knot unites

Cliptorophic County County Trading Standards (April, 201)

Staffordshire County Council	Test Number: 07B/2 Staff Name (print);		
6 - Why do you need to use t	he Challenge 25 Policy?		
- · · · · · · · · · · · · · · · · · · ·	by supermarkets and other businesses.		
	o make alcohol, tobacco etc, difficult to obtain.		
Because it helps me	e to assess people ages and stay compliant with the law.		
7 – What forms of ID are accessing Standards)? (Tick all that ap	eptable to prove someone's age (recommended by Trading		
(a) Valid Passport	d) European Driving Licence		
b) Birth Certificate	(ii) UK Photocard Driving Licence		
c) NUS Card	(A) PASS Hologram Card		
8 - What should you do if the form of ID?	customer doesn't have any ID or produces an unacceptable		
	let them off on this occasion, but to bring it next time.		
 b) Ask a colleague what age they think the person is and if they say over 18 make the sale. 			
	this store operates a strict No ID No Sale Policy.		
9 - How should you refuse the	e sale? {Tick all that apply}		
a) Shout at the person	and tell them should know better.		
(b)) Stay calm and be p	olite		
(6) Apologise and trans	ifer the blame		
	ame & address so you can ring their parents to tell them off,		
10 – When you refuse a sale	what should you do next?		
(a) Put an entry into the			
b) Laugh at the person you've just refused as they walk out the door.			
	usals to all staff and customers,		
11 - What should you do if so	omeone gets aggressive when you refuse to serve them?		
a) Gry and give them	the age restricted item anyway.		
b) Shout back at them	and then cover your ears and hum so you can't hear them.		
Stay calm, use ope from a manager, or	n handed gestures, keep the till between you and call for help if you work alone a Police Officer.		
refusals?	el uncomfortable asking customers for ID and making		
a) Just serve everyon	e; young people don't try to buy products they shouldn't.		
h) Panic each time a i	restricted product is brought to your till and excuse yourself for meorie else has to deal with it.		
(c) Tell the Manager E	Business Owner so they can provide you with more training.		
45	Page 2 of 5 Stallards No County County County Trading Standards (April, 2016)		
the knot u	11 Charles About Assistance Assis		

Staffordshire Test Number:	OTB/2	Staff Name (print): S'J4+05 by	بزيمر		
13 - When you start a shift on the till what should you do first?					
a) Log on and serve customers.					
	nadà.	so you can be prepared if they try agai	n.		
 c) Catch up on the gossip with your 	COHES	fines.			
14 – Where will you find the Refusals Book		411i			
a) Behind the Counter within reach	oi aio	ţ11i•			
b) In the back office.					
c) At the home of the boss.		•			
15 – If you fall a test purchase by Trading S take? (This is dependent on your own company poli- warm) cm civil train	itanda cles)	rds/Police what action will your employ	/er ල්/ා .		
A STATE OF THE STA	1 2 2 2 4 7 8 2	***************************************			
16 – What would you do if you suspected that a person (over 18) you were serving was going to pass the alcohol, tobacco or nicotine inhaling products onto persons who are under 18?					
a) Tut at them but still serve them.		•			
 b) Seive them; it's nothing to do with they leave the store. 					
Refuse the sale and advise the customer that it is an offence to supply alcohol, tobacco or nicotine inhaling products to persons under 18. This is called a Proxy Sale.					
17 – If an adult buys alcohol/ tobacco/ nicotine inhaling products (NIPs) on behalf of an under 18 what are the potential fines associated with that offence? {Tick all that apply}					
(a) £90 PND or OR or OC (Alcohol)		£2500 fine (Tobacço/ NIPs)			
b) £60 PND or DR or DD (Alcohol)		£5000 fine (Tobacco/ NIPs)			
•		£20000 fine (Alcohol)			
c) Unlimited fine (Alcotiol)		,	• "		
The following questions only apply if your store sells tobacco.					
18 - Select the criteria for when you can at	nd can	't open the Tobacco Display?			
(Tick all that apply in the respective columns)					
When you can open the display		When you can't open the display			
Once I have assessed the customer's	1	If the customer looks under 25 and	5		
age and asked for ID if necessary.		doesn't have valid ID. If the customer is over 25 but has a	· · · ·		
As soon às a customer requests it to be	X	person under 18 with them.	X		
opened. To re-stock/ clean/ maintain the gantry -	j.	To expose it for no good reason,	1		
but if the task is interrupted I must close it	٤٠/٠٠	,			
immediately.		To stock the shelves whilst you are			
If the customer is over 25 but has a	V	serving a customer,	1		
person under 18 with them.	ابــــا				
the knot unites	ige 3.	Sialfordshke County Council Trading Stationards (A)	iuceulby ni. 2016)		
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Test Number: OTB/2
Staff Name (pint):

- 19 A customer asks to buy just two single algarettes what do you do?
 - a) Open a pre-packaged box of cigarettes and serve them with 2 single cigarettes for 50p each.
 - b) Tell them your store doesn't sell them.
 - (c) Refuse the sale because it is illegal to split pre-packed units of tobacco, but explain they can purchase a pre-packaged unit instead.
- 20 What are the words on the Statutory Tobacco Notice?
 - a) You will be asked for ID if you try to buy Tobacco and look under 25.
 - b) Under 18's cannot buy Tobacco.
 - (c) It is illegal to sell tobacco products to anyone under the age of 18.
- 21 Where should the Statutory Tobacco Notice be displayed?
 - a) In the staff room.
 - b) By the till and it doesn't matter if products obscure it so customers can't read it.
 - (a) At the point of sale of Tobacco, clearly visible so customers can read it.

The following questions only apply if your store sells nicotine inhaling products.

- 22 What is classed as a ricotine inhaling product? (Tick all that apply)
 - a) A nicotine inhaling dévice (used to inhale nicotine through a mouth piece) which is disposable.
 - A nicotine inhaling device (used to inhale nicotine through a mouth piece) which is rechargeable.
 - c) Tobacco papers i.e. Rizia.
 - (d) A nicotine cartridge (contains nicotine and forms part of a nicotine inhaling
 - (6) A nicotine refill substance (generally known as e-liquid).
- 23 Who commits an offerice for selling nicotine inhaling products to a person under 18? [Tickall that apply]
 - (a)) The actual seller.
 - b) All Staff who work at the store.
 - (c) The Business Owner.

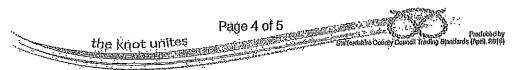
The following questions only apply if your store sells alcohol.

24 - What ABV does a drink need to be above to be classed as alcohol?

a) 2%

b) 1.5%

(c) Ø.5%



	r-'		
Staffordshire County Council	Test Number: OTB/2	ff Name (print):	
25 – Who commits an offence	for selling alcohol to a be	rson under 18? (Tic	k all that apply}
	mless authorised by Trading Standard	A PARTY AND A STATE OF THE PARTY AND A STATE O	ctual seller.
c) All Staff who work at			ısiness Owner.
(6) The Designated Pre		the Li	cence Holder.
on What hannens If you (as a		ohol to an under 18 atapply)	and are caught
a) They will shout at yo	u.		
You can be Issued w	vith a CR/ CC/£90 PND of	r prosecuted and u	nlimited fine.
	nal Licence (If I have one)	•	
₩			
27 – Who is the Designated Pr	Treethar	***************	*****************
28 - Where would you find the	Premise Licence Summa	ary displayed in sto	re?
28 - Where would you find the			
29 - Where would you find a fi	ull copy of the Premise Lin the Polder	cence?	
30 - Where would you find you	ur written authorisation to	sell alcohol?	
. •			
The following questions onl	y apply if your store sei	is meworks.	
31 - How old does the custom	er have to be to buy adul	t fireworks?	
a) 16	b) 18 (d) 12	
82 - How old does the custom	rer have to be to buy spat	klere?	
a) 16) 12	
33 – What times of year can y		works?	
go constantă petă ja oros ja oa o săs gioa fice sonă bosso.		************	*************
**************************************	, m d (d j ž o p z a to 4 4 a j 4 o v i d t a a o e z o d i a d	*************	
Score Date	Staff hame	Staff Signature	Trainer
(out of 17/ 21/29/30/33)	(Print)		Signature
Full score is the expected pass main	S. Travettaro	ot achieved.	
. Full score is the expected pass man	Page 5 of 5	- 4.1240.000 F	Survey of St.
the knot u		Stationshire County Co	Produced by pacific Tracing Standards (April, 2016)

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Test Number: SCCTS/2

Staff Name (print): Signs storem

Age Restricted Sales Quiz

1/11/17

1 – What products does this store sell that are age restricted? And what are the age restrictions for each of these products?

Age Restricted Product		Age Restriction	_
Tabaccio		18	
Tabacco ALAOHOC Implies *	١	1-8	
families *		1.8	_
Medicin'		16	
VIOI'S A		es It valued	12,187
fine works.		18.	_
Spren paint		/6	_
			_
			_
	<u> </u>		_]
			4
	 		1

2 – What other age restrictions has your store imposed in order to be a responsible retailer and on which products?

Product with self imposed Age Restriction	Age Restriction
Caffeine Supplement	15
Energy Din a	/(==

3 - What does the Challenge 25 Policy mean?

a) This premise sells products that are age restricted to 25.

(b) If a person looks under 25 they must be asked for ID and if they prove they are over 18 you can serve them.

o) You must make 25 challenges for ID everyday.

4 – When should you use the Ghallenge 25 Policy?

a) When the customer attempts to purchase a product restricted to 25.

b) When a customer attempts to purchase alcohol.

When a customer attempts to purchase any products that carry an age restrictler

5 - Why do you need to use the Challenge 25 Policy?

a) Because it is used by supermarkets and other businesses.

b) Because we want to make alcohol difficult to obtain.

Because it helps me to assess people ages and stay compliant with the law.

Page 1 of 4

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Sialfordshire County Council Flading Standards (Sept. 2013)

in Society Land		
316	Statto	rdshire
	Correti	, G-1111 Q
111.02, 131.02	County	Council

Test Number; SCCTS/2

Staff Name prints: S. 3-4-5714- Ferr

6 – What forms of ID are acceptable to prove someone's age (recommended by Trading Standards)? {Tick all that apply}

創 UK Valid Passport

d) European Driving Licence

b) Birth Certificate

W UK Photocard Driving Licence

c) NUS Card

(f) PASS Hologram Card

7 - What should you do if the customer doesn't have any ID or produces an unacceptable form of ID?

a) Tell them that you'll let them off on this occasion, but to bring it next time.

b) Ask a colleague what age they think the person is and if they say over 18 make the sale.

② Refuse the sale as this store operates a strict No ID No Sale Policy.

8 - How should you refuse the sale? {Tick all that apply}

a) Shout at the person and tell them should know better.

(b) Stay calm and be polite

Apologise and transfer the blame

d) Ask them for their name and address so you can ring their parents to tell them off.

9 - When you refuse a sale what should you do next?

Put an entry into the store's refusals book,

b) Laugh at the person you've just refused as they walk out the door.

c) Shout about the refusals to all staff and customers:

10 - What should you do if a person you suspect to be drunk tries to buy alcohol?

a) Shout at them for being drunk and tell them they won't get served here!!

(D) Politely refuse to serve them and note it in the Refusals Book.

c) Push them out of the shop.

11 - What should you do if someone gets aggressive when you refuse to serve them?

a) Cry and give them the alcohol anyway.

b) Shout back at them and then cover your ears and hum so you can't hear them.

(a) Stay calm, use open handed gestures, keep the till between you and call for help from a manager, or if you work alone a Police Officer.

12 - What do you do if you feel uncomfortable asking customers for ID and making refusals?

a) Just serve everyone; young people don't try to buy products they shouldn't.

b) Panic each time a restricted product is brought to your till and excuse yourself for a tollet break so someone else has to deal with it.

Tell the Manager/ Business Owner so they provide you with more training.

13 – When you start a shift on the till what should you do first?

a) Log on and serve customers.

句) Check what refusals have been made that day so you can be prepared if they try

c) Catch up on the gossip with your colleagues.

rils.

Staffordshire Test Number: SccTS/2 Staff Name (print): Staff Name
15 – Who commits an offence for selling alcohol to a person under 18? {Tick all that apply} (a) The young person (unless authorised by Trading Standards/ Police). (b) The actual seller. (c) All Staff who work at the store. (d) The Business Owner (e) The Designated Premise Supervisor (DPS)
16 – What happens if you (as a staff member) serve alcohol to an under 18 and are caught by Trading Standards and/ or the Police? {Tick all that apply} a) They will shout at you. b) You can be issued with an £90 Penalty Notice for Disorder or prosecuted and fined up to £5000. c) Lose my iob. I can lose my Personal Licence (if I have one).
17 - If you have failed a test purchase by Trading Standards/ Police what action will your employer take? {This is dependent on your own company policies} More from Or Lose of John
18 - Who is the Designated Premise Supervisor (DPS) for this store? MIL. 5: JASSTHARIAN
19 – Where would you find the Premise Licence Summary displayed in store?
700 Ut. tabacco Couunter.
20 – Where would you find a full copy of the Premise Licence?
21 - Where would you find your written authorisation to sell alcohol?
Ton of fabocco Counter.
22 What ABV does a drink need to be above to be classed as alcohol? a) 2% b) 1.5% c) 0.5%
23 – What would you do if you suspected that a person (over 18) you were serving was going to pass the alcohol onto Under 18s? a) Tut at them but still serve them. b) Serve them, it's nothing to do with you what they do with the alcohol as they leave
the store. Refuse the sale and advise the customer that it is an offence to supply alcohol to persons under 18. This is called a Proxy Sale.
Page 3 of 4 the knot unites Ridfordshire Geunly Council Tradinin Standards (Sept. 2013)

	Staffordshire County Council	Test Number: SCCT9/	Staff Name (print):	D. BURGLANDIN.
associated (2) b) f	d With that öffenç	ol on behalf of an unde ≶? {Tick all that apply} ne called a Penalty No en to court		
26 – What	Open a pre-packa on pence each, ell them your sto Refuse the sale be explain they can p are the words on ou will be asked	y just two single cigare ged box of cigarettes are doesn't sell them. ecause it is illegal to surchase a pack of the Statutory Tobaco for ID if you try to buy	and serve them with 2 glit pre-packed units o nstead. p Notice?.	l single cigarettes for f
(c)) lt		obacco products to any	·	18.
a) li b) B	i the staff roóm. y the till and it do	utory Tobacco Notice I esn't matter if product of Tobacco, clearly vi	s obscure it so custom	nèrs çan't read it. n read it.
The followi	ng questions only	rapply if your store se	lls fireworks.	
28 – How c	id does the custo	mer have to be to buy	fireworks?	*
29 – How o	ld does the custo	mer have to be to buy	sparklers?	ı
30 - What f	imes of vear can	vour etore actually sel	fireworke?	in chu num
Fireworks Retailer Score (out of 30)	Non-Fireworks Refaller Score (out of 27)	Staff name (Print)	Stáff Signature	Trainer Signature
	27	S. Dasontam		46
Full score is th	e expected pass ma	rk. A re-sit will be required	I If not achieved.	<u> </u>

Page 4 of 4

the knot unites

Staffordshire County Council Trading Standards (Sept. 2019)



Test Number: SCCTS/2

Staff Name (print): Mrs. 5 3050 Novan

Age Restricted Sales Quiz

1 – What products does this store sell that are age restricted? And what are the age restrictions for each of these products?

estricted Product	Age Restriction
	18
	18
National Lottery/Schafely Courd	16
Butane	18
modicine	1.6
	<u>,</u>

2 – What other age restrictions has your store imposed in order to be a responsible retailer and on which products?

roduct with self imposed Age Restriction	Age Restriction	
A/N		

3 - What does the Challenge 25 Policy mean?

a). This premise sells products that are age restricted to 25.

(b) If a person looks under 25 they must be asked for ID and if they prove they are over 18 you can serve them.

c) You must make 25 challenges for ID everyday.

4 - When should you use the Challenge 25 Policy?

a) When the customer attempts to purchase a product restricted to 25.

b) When a customer attempts to purchase alcohol,

(c))When a customer attempts to purchase any products that carry an age restriction

5 - Why do you need to use the Challenge 25 Policy?

a) Because it is used by supermarkets and other businesses.

b) Because we want to make alcohol difficult to obtain.

(c) Because it helps me to assess people ages and stay compliant with the law.

Page 1 of 4

The knew unites

Produced by Stelfordshire County Council Trading Stendards (Sept. 2013)

. were characteristic and the second		or Maria Cartain and Cartain and Cartain	
Mediniks of the			
Staffordshire County Council	Test Number: SCGTS/2	Staff Name (print): www.	Nood-C-c
6 – What forms of ID are accep Standards)? {Tick all that apply	navia w brove some	one's age (recommen	ded by Trading
(a) UK Valid Passport	<u>d</u>) Europea	an Driving Licence	
b) Birth Certificate c) NUS Card	(, e)/UK Phot	tocard Driving Licence)
·		ologram Card	
7 – What should you do if the cu form of ID?			
 a) Tell them that you'll let b) Ask a colleague what a the sale. 	age they think the pe	erson is and if they say	/ over 18 make
c) Refuse the sale as this	store operates a sti	rict No ID No Sale Poli	cy.
8 – How should you refuse the s a) Shout at the person an	ale? {Tick all that ap	oply}	•
∫ byStay calm and be polite	9	now beiter,	
(a) Apologise and transfer	the blame		
d) Ask them for their name			ts to tell them off.
9 – When you refuse a sale what (a) Put an entry into the sto	t should you do next	?	
b) Laugh at the person yo	u've just réfused as	thev walk out the door	•
c) Shout about the refusal	s to all staff and cus	tomers.	Ť
10 – What should you do if a pers a) Shout at them for being (b) Politely refuse to serve c) Push them out of the sh	drunk and tell them them and note it in f	they won't det served	cohol? here!!
11 - What should you do if some	one gëts aggressive	when you refuse to se	erve them?
a) Cry and give them the a b) Shout back at them and	liconol anvwav:		
(c))Stay calm, use open har from a manager, or if you	ngea gestures, keep	the till between vou a	nd call for help
12 – What do you do if you feel ur refusals?	ncomförtable asking	customers for ID and	making
a) Just serve everyone; you b) Panic each time a restric a toilet break so someon (c))Tell the Manager/ Busine	ited product is broug le else has to deal w	iht to your till and excu ith if.	ise yourself for
13 – When you start a shift on the	tili what should you	do first?	
Log on and serve custom Dheck what refusals have again.	iers. e been made that da	ay so you can be prep	ared if they try
c) Catch up on the gossip w	ith your colleagues.		
2. 1719		. อ. กโร	
		Allegaro.	CONTRACTOR OF THE PARTY OF THE

Page 2 of 4

the knot unites

Produced by
Staffordshire Council Trading Standards (Sept. 2013)

Staffordshire Test Number: SccTS/2 Staff Name (print):	
14 - Where will you find the Refusals Book? (a) Behind the Counter within reach of the till. b) In the back office. c) At the home of the boss.	
a) The young person (unless authorised by Trading Standards/ Police). c) All Staff who work at the store. e) The Designated Premise Supervisor (DPS) (DPS) (Tick all that apply) (b) The actual seller. (d) The Business Owner (f) The Licence Holder	
16 – What happens if you (as a staff member) serve alcohol to an under 18 and are caught by Trading Standards and/ or the Police? {Tick all that apply} a) They will shout at you. b) You can be issued with an £90 Penalty Notice for Disorder or prosecuted and fined up to £5000. c) Lose my lob. d) I can lose my Personal Licence (if I have one).	
17 – If you have failed a test purchase by Trading Standards/ Police what action will your	
employer take? {This is dependent on your own company policies}	
more training and warring	
18 - Who Is the Designated Premise Supervisor (DPS) for this store?	
SELVAYA TIMOUNI, SESSIT VALLAVIA	,
19 – Where would you find the Premise Licence Summary displayed in store?	
Top of the Tobacco display unit	
20 – Where would you find a full copy of the Premise Licence?	
back office	
21 – Where would you find your written authorisation to sell alcohol?	
Displayed above tabueco display unit	
22 – What ABV does a drink need to be above to be classed as alcohol? a) 2% b) 1.5% ①0.5%	
23 – What would you do if you suspected that a person (over 18) you were serving was going to pass the alcohol onto Under 18s? a) Tut at them but still serve them. b) Serve them, it's nothing to do with you what they do with the alcohol as they leave the store.	
c) Refuse the sale and advise the customer that it is an offence to supply alcohol to persons under 18. This is called a Proxy Sale.	
Page 3 of 4 the knot unites Stafferdshire County Council Trading Standards (Sept. 2013)	

	taffordshire ounty Council	Test Number: SGCTS/2	täff Name (print);	
associated (a)£ b) £	with that offence	l on behalf of an under 18 ? {Tick all that apply} e called a Penalty Notice en to court		tial fines .
a) Q 50 b) To (c) Ro	pen a pre-packat Dence each. all them your stor afuse the sale be	/ just two single cigarettes ged box of cigarettes and e doesn't sell them, cause it is illegal to split p urchase a pack of 10 inste	serve them with 2 s re-packed units of t	
a) Yo b) U	ou will be asked f nder 18s cannot l	the Statutory Tobacco No or ID if you try to buy Tob buy Tobacco. bacco products to anyone	acco and look unde	·
a) In b) B ₎	the staff room. / the till and it do	itory Tobacco Notice be d esn't matter if products ob of Tobacco, clearly visible	scure it so custome	
The followin	ng questions only	apply if your store sells fi	reworks.	
28 – How o	ld does the custo	mer have to be to buy fire	works?	
***********	, ()	vi)14''''	ลังมรุ่งการสุดและสานการให้ Hamaniba	**************
29 – How o	ld does the custo	mer have to be to buy spa	ırklers?	
*******	l.en	À	***********************	******************
30 – What t	imes of year can	your store actually sell fire	eworks?	
	M	1	**************	2 g 2°p x 2 x p x x x x x x x x x x x x x x x
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	*\$ 4 5 , * * * * * * * * * * * * * * * * * *	***************************************	***************************************	*****************
Fireworks	Non-Fireworks	Staff name	Staff Signature	Trainer
Retailer Score	Retailer Score	(Print)		Signature
(out of 30)	(out of 27)	Mirs. Jaminia	<u> </u>	

Full score is the expected pass mark. A re-sit will be required if not achieved.



March 1	Staffor	rdshire Coundl
Mary Mary	County	Council

Test Number: OJB/1	<u>.</u>			
	'Stáff Name (print):	Daniuma	<u>Dasothara</u>	ľ

Age Restricted Sales Quiz

	1	 What proc 	duots does	s this store	sell that are	age restricted?
--	---	-------------------------------	------------	--------------	---------------	-----------------

- 2 What are the age restrictions for each of these products?
- 3 What are the consequences for selling these products to underage persons? Questions 1-3 should be answered using the table below:

Age Restricted Product (1)	Age Restriction (2)	Consequences for selling underage (3)
Alcohol	18	
Tobacco	18	,
mational lottery	16	
Lighter	. 18	
Lightex (unlatile substance)	18	
Butane	10	
- ·		
, , , , , , , , , , , , , , , , , , ,		
,		

4- What other age restrictions has your store imposed in order to be a responsible retailer and on which products?

Product with self imposed Age Restriction	. , ,	Age Restriction
Energy attinks		16

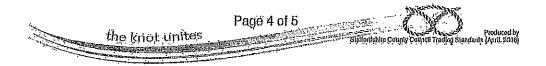
5 – Explain the Challenge 25	doesn't Look 25	they should be	asker
Provide IP . if:	Away can provide as	and the Table	
confirms they a	Awey Can Provide ac or organ 18 and above use the Challenge 25 Policy?	-, 1 can sever Them	ι,
6 - Explain why you need to	use the Challenge 25 Policy?		
lthelpsme	de asses People	s ages and + s-ha	1
Liki Lailgass	n the law		
		ordshire County Council Trading Standards (April 2016)	

Staffordshire Test Number: OTB/I Staff Name (print):
7-Name the acceptable forms of ID (as recommended by Trading Standards)? Valid Pass Port Ak Phado Card Driving Licence, Pass Hologram Cand
8 – Explain what you should do if the customer doesn't have any ID or produces an unacceptable form of ID?
9-Explain how you would refuse a sale? A Rologise and transiter the blame
10 - When you refuse a sale what should you do next? Pud on: Entry into the store refusale book
11 - Explain what you should do when a customer is aggressive when you refuse to serve them?
from a mongrer or mark alone a Police officer
12 - Who should you talk to if you feel uncomfortable asking customers for ID and making refusals?
can provide more training
13 - What is one of the first things you should do when you start a shift on the till?
was proposed if They try again.
14 – Where should the Refusal Book be located?
Behind the counter within reach of the
15 - What action will your employer take if you fall a test purchase by Trading Standards and/ or the Police?
and worning
Page 2 of 5 the knot-unites Slälfordshirio Coulding Council Trading Slandards (April, 2010)

Staffordshire Test Numbers County Council	Staff Name (print):
was going to pass the alcohol, tobacc who is under 18? If of use sole and adv	pected that a person (over 18) you were serving to or nicotine inhaling products onto someone 13e the customer, it is sayn. 3 or alcohol. Finhaling products to Persons
17 - What are the potential fines associate hicotine inhaling products (NIPs) on b Alcohol: £ 9 PND BY CA or Co	ا کا سائلہ d with an adult who buys alcohol/ tobacco/
The following questions only apply if you	our store sells tobacco. In the tobacco display and three reasons when
you cannot open the tobacco display?).
When you can open the display	When you can't open the display
Re-3-tox, Clean	and doesn't house valid
If the customeri's over	To stock the shelves whilst one serving a coustoner
25 hall hats a fewson throwalls I have a steeseed the line I have a steeseed the line I I is necessiony	TO ENDOSE FOR YOU good
	ner asks to buy just two single cigarettes?
20 - What does the Statutory Tobacco Not it is illegal to sell to under the age of 18	ice say? obacco Products to anyone
21 – Where is the Statutory Tobacco Notice	e displayed in the store?
٠	•

Page 3 of 5

Staffordshire Test Number: OTB/1 Staff Name (print):
The following questions only apply if your store sells nicotine inhaling products.
22 – What components make up an E – cigarette and are classed as a nicotine inhaling product?
A. nicoline inhaling dianice which is rechargeable or/ Dis Posable, a nicoline contridge a nicoline relill subatine
23 – Who commits an offence for selling hicotine inhaling products to a person under 18?
,
The following questions only apply if your store sells alcohol,
24 – What ABV does a drink need to be above to be classed as alcohol?
25-Who commits an offence for selling alcohol to a person under 18? [No. Sellev., Buyist 1. Des Premise Licence holder and three young Person.
26—What happens If you (as a staff member) serve alcohol to an under 18 and are caught by Trading Standards and/ or the Police? LLLCLED O Pol / Prosecuted and unlimited fine
~
27 – Who is the Designated Premise Supervisor (DPS) for this store?
28 - Where would you find the Premise Licence Summary displayed in store? Licking the ANN Classic Charles Cha
30 – Where would you find your written authorisation to sell alcohol?
Too of the tobaces unit



Staffordshire Test Number: OTB/1 Staff Name (p/lot):
The following questions only apply if your store sells fireworks.
31 – How old does the customer have to be to buy adult fireworks?
32 – How old does the customer have to be to buy sparklers?

33 - What times of year can your store actually sell fireworks? between 15 th and her to 10th november 3 days up 10 and including the se new year team, 3 days up 10 and some Staff signature Trainer Signature Signature
including Divali 2 3 days of to and new years say, 3 days up to
Score Date Staff name Staff Signature Trainer (out of 17/ 21/23/20/33) (Prinit) Staff Signature Signature
33 1/2/17 5. JASO THARAN - C

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PAGE INTERVIORALLY BL



Test Number: SCCTS/2

[⊥]Staff Namé (print):

4/2/16

Age Restricted Sales Quiz

1 - What products does this store sell that are age restricted? And what are the age restrictions for each of these products?

Age Restricted Product	Age Restriction
Mahacco Q Sundries	18
ALCOHOL .	(@
SCRATCH CARD / LOTTERY.	
Medicine (paracotmul éto)	<u> </u>
Shaving I blade	18
Dragendey Pest Q Condomo	
1	

2 – What other age restrictions has your store imposed in order to be a responsible retailer and on which products?

Product with self imposed Age Restriction	Age Restriction
, dia -	

3 - What does the Challenge 25 Policy mean?

A) This premise sells products that are age restricted to 25.

b) If a person looks under 25 they must be asked for ID and if they prove they are over 18 you can serve them.

c) You must make 25 challenges for ID everyday.

4 - When should you use the Challenge 25 Polloy?

a) When the customer attempts to purchase a product restricted to 25.

b) When a customer attempts to purchase alcohol.

hen a customer attempts to purchase any products that carry an age restriction

5 - Why do you need to use the Challenge 25 Policy?

a) Because it is used by supermarkets and other businesses.

b) Because we want to make alcohol difficult to obtain.

c) Because it helps me to assess people ages and stay compliant with the law.

Page 1 of 4

the knot unites

Stattardshire County Council Trading Standards (Sept. 2019)

Staffordshire County Council	Test Number: Scotsiz Staff Name (print):
6 – What forms of ID are accept Standards)? (Tick all that apply)	table to prove someone's age (recommended by Turning
(a) ÚK Valid Passport b) Birth Gertificate c) NUS Card	d) European Driving Licence © UK Photocard Driving Licence ① PASS Hologram Card
7 – What should you do if the cu form of ID?	istomer doesn't have any ID or produces an unacceptable
a) Tell them that you'll let b) Ask a colleague what a the sale.	them off on this occasion, but to bring it next time, age they think the person is and if they say over 18 make
, _	store operates a strict No ID No Sale Policy.
(b) Stay calm and be polited (c) Apologise and transfer	d tell them should know better. the blame
	e and address so you can ring their parents to tell them of
9 – When you refuse a sale what (a) Put an entry into the sto b) Laugh at the person you c) Shout about the refusals	should you do next? pre's refusals book, I've just refused as they walk out the door. I to all staff and customers,
Anonour at them for being	son you suspect to be drunk tries to buy alcohol? drunk and tell them they won't get served here!! them and note it in the Refusals Book. op.
b) Shout back at them and c) Stay calm, use open han	one gets aggressive when you refuse to serve them? lcohol anyway. then cover your ears and hum so you can't hear them, ided gestures, keep the till between you and call for help I work alone a Police Officer.
12 – What do you do if you feel un refusals?	comfortable asking customers for ID and making
 a) Just serve everyone; you b) Panic each time a restric a tollet break so someone 	ing people don't try to buy products they shouldn't. ted product is brought to your till and excuse yourself for e else has to deal with it. ss Owner so they provide you with more training.
13 – When you start a shift on the	till what should you do first?
a) Log on and serve custom b) Check what refusals have again. c) Catch up on the gossip w	e been made that day so you can be prepared if they try
ile	મેરુ

Staffordshire Test Number: SCCTS/2 Staff Name (print):
14 – Where will you find the Refusals Book? a) Behind the Counter within reach of the till. b) In the back office. c) At the home of the boss.
15 – Who commits an offence for selling alcohol to a person under 122 (Tick all that apply) a) The young person (unless authorised by Trading Standards/ Police). b) The actual seller. c) All Staff who work at the store, c) The Designated Premise Supervisor (DPS) f) The Licence Holder
16 – What happens if you (as a staff member) serve alcohol to an under 18 and are caught by Trading Standards and/or the Police? {Tick all that apply} a) They will shout at you. b) You can be issued with an £90 Penalty Notice for Disorder or prosecuted and fined up to £5000. (c) Lose my job.
d) I can lose my Personal Licence (If I have one).
17 – If you have failed a test purchase by Trading Standards/ Police what action will your employer take? {This is dependent on your own company policies}
Verbal warning, more training.
18 – Who is the Designated Premise Supervisor (DPS) for this store?
Selvare than Jasotharan
19 – Where would you find the Premise Licence Summary displayed in store?
Above the Robacco display wint:
20 – Where would you find a full copy of the Premise Licence?
Back office
21 Where would you find your written authorisation to sell alcohol?
Displayed abour Tobasco display unit:
22 – What ABV does a drink need to be above to be classed as alcohol? a) 2% b) 1,5% c) 0.5%
23 – What would you do if you suspected that a person (over 18) you were serving was going to pass the alcohol onto Under 18s? a) Tut at them but still serve them. b) Serve them, it's nothing to do with you what they do with the alcohol as they leave the store.
c) Refuse the sale and advise the customer that it is an offence to supply alcohol to persons under 18. This is called a Proxy Sale.
Page 3 of 4 the knot unites Rialfordshire County Council Triding Standards (Segi. 2013)

St. St.	affordshire ounty Council	Test Number: SCCTS	Staff Name (print):	
associated v a)£9 b)£6	with that offence	? {Tick all that apply} ie called a Penalty No	er 18 what are the pote otice for Disorder (PND	•
a) Op 50 b) Tel c) Rel	en a pre-packad pence each. Il them your stor fuse the sale be	ged box of cigarettes e doesn't sell them.	ettes what do you do? and serve them with 2 plit pre-packed units of instead.	•
a) You b},⊎no	u will be asked f der 18s cannot i	ouy Tobacço.	o Notice? Tobacco and look und yone under the age of	
a) In the b) By the color of th	he staff room, the till and it doe he point of sale	of Tobacco, clearly v	is obscure it so customi isible so customers car	ers can ⁱ t read it. i read it.
28 – How old	does the custo	apply if your store so mer have to be to bu		.,
29 – How old	does the custor	ner have to be to bu N/A	/ˈsparkle̞rs?	
30 – What tim	nes of year can	your store actually se	ll fireworks?	******************
*************	*************	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	\$\$	
Retailer F Score S	Von-Fireworks Retailer Score out of 27)	Staff name (Print)	Staff Signature	Trainer Signature
	<u> </u>	7	<u></u>	

Full score is the expected pass mark. A re-sit will be required if not achieved.



Refusals/Challenge Register

It.is important that all staff involved in the sale of age testricted products make an accurate record of all occasions on which they refuse to sell to a customer.

They can also record all challenges even where acceptable. It is provided.

	Age Restricted Products	
	Alcohoí	18 years
	Cigarette Lighter Refill (Butane)	18 years
	Fireworks	. 18 years
	Knives	18 years
	Tobacko	18 years
	Lottery	16 years
	BB-Guns .	. 18 years
	Ωλά/οὰρίΛ	TZ/T5/1-8 yeats
*******	Party Poppers	16 yëars
	Video Games	12/16/18 years
_		

Age restricted Products	
Alsohol	18 years
Clgarette Lighter Refill (Butane)	18 years
Fireworks	. 18 years
Knives	18 ਮੁਵੰਬਾਤ
Tobacto	18 years
Lottery	16 years
BB-Guns .	. 18 years
Video/ipVD	72/75/78 years
Rarty Poppers	15 yëars
Video Games	12/16/18 years

This book may appear as part of the evidence in court to demonstrate that this business operates in a manner which follows good practice in selling age:

restricted products.

Therefore each Entry must be checked by the owner or makinger and each page should be signed and dated to show that cheeks have been made.

For further copies of this book or advice please contact: Public Protection, Trading Standards, c/o Block A. Tipping Street, Stafford, ST16 2DH, Télephone: 0300.111 8000. & 08453-303-313

.... End Date

Jan.2013

Start Date 01 - 03 - 2015

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It is important thereal! sixth hydroed in the sale of age restricted products makes, hydroed to resort of all occasions on which they take to get to a customer. They can also recordalicing, ender on the provided, endes oven where acceptable ID is provided.

This book may appear as phy thre evidence in court to demonstrate that in bus finess operates in a manner-which follows good bus fines in selling age restricted products.

Therefore each entry must be the creeked by the conner of manager and each page it clearly be signed, and died to show that checks in our been fined to show that checks in the been fined to

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