

RESPONSIBLE RETAILER SCHEME

Application for Registration under the Responsible Retailer Scheme

Part 1 – Applicant’s Details		
1. Title:		
Surname:		
Other name(s):		
2. Home Address:		
Postcode:		
3. Telephone:	Daytime:	
	Mobile:	
	Evening:	
4. Email Address:		
<i>[please give as many contact details as possible in case we need to contact you]</i>		

As the Premises Licence Holder/Designated Premises Supervisor/Proprietor/Manager (please delete as appropriate) of the premises hereinafter mentioned I HEREBY MAKE APPLICATION in respect of REGISTRATION UNDER THE RESPONSIBLE RETAILER SCHEME at the premises of which particulars are given below:

The following sections to be filled in by the Officer.

Part 2 – Premises Details	
5. Business/Trading Name of Premises:	
6. Postal Address of Premises:	
Postcode:	
7. Number of staff employed in the business:	
8. Premises Licence Schedule Displayed on Premises: Yes/No	

9. Number of staff employed in the business with Personal Licences:
(Issuing Licensing Authorities and Licence numbers).

10. Age Verification Policy in Operation at Premises :
Yes/No

11. Details and Records of Staff Training around Age Restricted Products:

12. Record of Refusals Register Available and Inspected:
Yes/No
Date of Last Entry:

13. Age Verification Posters displayed on the premises:

Yes/No
Type:

14. Statutory Notices displayed on premises (where applicable). (Tobacco & Fireworks)
Yes/No

Type:

15. Policy in place on Proxy Sales:
Yes/No

16. Type of Age Restricted Products within Premises:

Alcohol:	
Tobacco:	
Fireworks:	
Knives:	
Corrosive Products	
Solvents:	
Other:	

17. Coverage by CCTV within premises: (How many cameras & number of days recording)

18. Any Prompts on Electronic Tills
Yes/No

19. Any other comments from the Officer Inspecting the Premises:

Part 3 – Signature

22. Name of Applicant:	
Signature:	
Print Name:	
Capacity:	
Date:	

I AM AWARE OF THE PROVISIONS OF THE RESPONSIBLE RETAILER SCHEME AND THE RELEVANT CONDITIONS AND I HEREBY APPLY FOR REGISTRATION UNDER THE SCHEME.

I CERTIFY that to the best of my knowledge and belief, the information contained in this application is true

DATE..... SIGNED.....

If the applicant signs on behalf of a Company or partnership, the capacity of the Applicant should be stated.

Return completed form to:

Commercial Environmental Health & Trading Standards

4th Floor - Alexandra House

10 Station Road

Wood Green

London

N22 7TR

Or Email to ehandts@haringey.gov.uk

DATA PROTECTION

Personal information provided in an application form and during the period of any subsequent Registration is normally held for a period of five years from the expiry of the last consecutive Registration held. It will be used primarily for the purpose of the licensing function concerned although it may also be used for data matching purposes across various licensing functions.

Personal information held for the purposes of Registration will be held and used in accordance with the requirements of the General Data Protection Regulation 2018 to assist the Council in the prevention and detection of fraud so that it can protect the public funds it administers the Council may use information provided for licensing purposes within this Authority for data matching purposes. It may also data match information provided for licensing purposes with other public bodies that regulate, administer or are in receipt of public funds for the purposes of the prevention and detection of fraud.

FREEDOM OF INFORMATION

Information held by the Council may need to be disclosed in response to a request for it within the terms of the Freedom of the Information Act 2000. This information excludes that which is in any other way already in the public domain.

FOR OFFICIAL USE ONLY

Date of Inspection

Name of the Officer carrying Inspection out.....

Recommendation

Date reported to Scheme Manager.....

Decision.....

Entered on Schedule: – Date

RESPONSIBLE RETAILER SCHEME

CONDITIONS OF MEMBERSHIP

As a participant in the Responsible Retailer Scheme, I agree to comply with the following conditions:

- I agree to abide by all legislation relating to the sale of all age restricted products,
- My staff and I will operate a Challenge 25 scheme when selling any age restricted products and will only accept bona-fide forms of identification as proof of age (e.g. passport, driving licence). If customers cannot prove they are old enough to make the purchase, then my staff will refuse the sale,
- I will use a refusals register or similar system, and will check on a regular basis that my staff keep the register or system up to date by logging any sales refusals made to underage customers,
- I will ensure that my sales staff, continue to receive regular training on all the legislation applicable to age restricted products, and keep an up-to date record of the training given to staff members. At the very least I will get them to read through and sign that they have read the material as provided,
- If, applicable I will display clearly visible signs required by legislation, stating minimum age requirements for the products I sell (e.g. statutory notices for tobacco products and fireworks),
- I fully understand that Haringey Trading Standards Service can carry out test purchasing of age- restricted products at my business premises, utilising child volunteers, at any time when the premises are open for trade,
- I agree to abide by all legislation relating to the retail supply of alcohol and tobacco, including that legislation enforced by Environmental Health Services and HM Revenue & Customs,
- I fully understand that Haringey Regulatory Services reserves the right to refuse or revoke membership of the scheme if there is any evidence of non-compliance with the conditions of the scheme, and that my participation in the scheme will be reviewed if there are any significant changes in my business circumstances.

SUSPENSION OF MEMBERSHIP

To maintain the credibility and integrity of the Responsible Retailer Scheme, any members who fail test purchases for age restricted products, are identified by Police as allegedly selling to those underage or who are identified by other enforcement agencies such as HMRC as being in breach of relevant legislative provisions will be notified in writing that their membership is to be suspended.

The offending business will be instructed to remove from display on their premises any branding materials, i.e. the membership display sticker etc, which could mislead consumers into thinking the business is still an active member of the scheme. Failure to comply with this instruction will be considered to be a potential breach of the Consumer Protection from Unfair Trading Regulations 2008. This is a criminal offence.

Suspension from the Responsible Retailer Scheme will be for a minimum period of 3 months from the date of the alleged breach of the legislative provisions. Suspension from the Responsible Retailer Scheme will not preclude legal proceedings also being brought against a retailer. Also suspension from the Responsible Retailer Scheme will not prevent Reviews of Premises Licenses by a Responsible Authority entitled to take such an action under the Licensing Act 2003.

Before allowing membership to resume, Haringey Trading Standards Service and/or Police will make efforts to ascertain through follow-up test purchases and reference to other relevant enforcement agencies, whether the retailer in question is acting responsibly and is indeed worthy of renewed membership of the Responsible Retailer Scheme. Repeated test purchase failures and sales to underage persons of age restricted products from the premises, as identified by Police Officers, will lead to expulsion from the scheme. Businesses will be notified in writing when the suspension has been lifted and new Responsible Retailer branding material will be provided at this point.

Members have a right of appeal against the decision by Haringey Council Regulatory Services to suspend membership. Appeals must be made in writing within one calendar month of the date of notification of suspension. Please state clearly in your appeal any mitigating circumstances that you feel should be taken into consideration by the Appeals Panel.

Decisions on appeals against suspension will be made by a panel of the relevant Regulatory Services Team Managers, after reviewing any evidence submitted by the appellant. The decision of the Appeals Panel is final, and will be notified to appellants within one calendar month of the appeal being received.

Appeals against suspension should be addressed to: **Commercial Environmental Health & Trading Standards**
4th Floor - Alexandra House, 10 Station Road, Wood Green, London N22 7TR.