

## RESPONSIBLE RETAILER SCHEME

### Application for Registration under the Responsible Retailer Scheme

#### Part 1 – Applicant's Details

1. Title: Mr  Mrs  Miss  Ms  Other (please specify)

Surname:

KARTAL

Other name(s):

METIN

2. Home Address:

34 Sterling Avenue  
Waltham Cross  
EN3 8DE

Postcode:

3. Telephone:

Daytime:

02083658226

Mobile:

0798568795

Evening:

4. Email Address:

A4-sema89@hotmail.com

[please give as many contact details as possible in case we need to contact you]

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:

ATAKAN ROAD CENTRE

6. Postal Address of Premises:

315-319 WEST GREEN ROAD

Postcode:

N15 3PA

7. Number of staff employed in the business:

≈ 10

8. Premises Licence Schedule Displayed on Premises:

Yes/No

Services Provided:

Health and Safety  
Trading Standards  
Street Enforcement  
Street Trading

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

Aln. M. KARVAL.

10. Age Verification Policy in Operation at Premises: VERBAL

Yes/ No

11. Details and Records of Staff Training around Age Restricted Products: NONE

12. Record of Refusals Register Available and Inspected: NONE

Yes/ No

Date of Last Entry:                     

13. Age Verification Posters displayed on the premises: ONLY LOTTERY - POSTERS IN  
PACK SHOWN ASKED TO  
DISPLAY.

Yes/ No

Type:                     

14. Statutory Notices displayed on premises (where applicable). (Tobacco & Fireworks)

Yes/ No

Type:                     

15. Policy in place on Proxy Sales: VERBAL

Yes/ No

16. Type of Age Restricted Products within Premises:

Alcohol:	<input checked="" type="checkbox"/>
Tobacco:	<input checked="" type="checkbox"/>
Fireworks:	<input type="checkbox"/>
Knives:	<input type="checkbox"/>
Solvents:	<input checked="" type="checkbox"/>
Other:	<input checked="" type="checkbox"/>

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

12      KEPT FOR 1 MONTH

18. Any Prompts on Electronic Tills SCANNED

Yes/ No

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

DO NOT STORE, DISPLAY OR SELL ILLICIT/ILLEGAL TOBACCO PRODUCTS & ALCOHOL BY NON DUTY/TAX PAID, NON ENGLISH LABELS, NO HEALTH WARNINGS ETC. DO NOT SELL TO UNDER AGE PERSONS ETC. OFFENCES MAY LEAD TO SUSPENSION OR REVOCATION OF LICENCE

**Part 3 – Signature**

22. Name of Applicant:

Signature:	MR Bolef T
Print Name:	Berfol
Capacity:	Manager
Date:	30-11-16

**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** 30.11.16 **SIGNED** M.L. Bolef T

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

**Return completed form to:**

Trading Standards Service, Alexandra House, 6<sup>th</sup> Floor, 10 Station High Road, London N22 7TR.  
Telephone: 020 8489 4519

**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 Licences 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: **The Chief Trading Standards Officer, Haringey Trading Standards, Alexandra House, 6<sup>th</sup> Floor, 10 Station Road, Wood Green, London, N22 7TR.**  
E-mail [tradingstandards@haringey.gov.uk](mailto:tradingstandards@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 Data Protection Act 1998. 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.

Add conditions to current Licence under "The Prevention of Crime and Disorder"

1. The Premises Licence Holder and Designated Premises Licence Holder shall ensure alcohol is only purchased from an authorised wholesaler and shall produce receipts for the same upon request for inspection. (An authorised wholesaler means an established warehouse or trade outlet with a fixed address and not a van or street trader, even if they claim they are part of, or acting on behalf of, an authorised wholesaler who provides full itemised VAT receipts).
2. The Premises Licence Holder and Designated Premises Supervisor shall ensure persons responsible for purchasing alcohol do not take part in any stock swaps or lend or borrow any alcohol goods from any other source unless the source is another venue owned and operated by the same company who also purchase their stock from an authorised wholesaler.
3. The Premises Licence Holder shall ensure all receipts for alcohol goods purchased include the following details:
  - I. Seller's name and address
  - II. Seller's company details, if applicable
  - III. Seller's VAT details, if applicable
  - IV. Vehicle registration detail, if applicable
4. Legible copies of the documents referred to in Condition 3 above shall be retained on the premises and made available for inspection by Police and authorised Council Officers on request.
5. Copies of the documents referred to in Condition 3 above shall be retained on the premises for period of not less than twelve months.
6. An ultra violet light shall be purchased and used at the store to check the authenticity of all stock purchased which bears a UK Duty Paid stamp.
7. Where the trader becomes aware that any alcohol may be not duty paid they shall inform The Council of this immediately.
8. All tobacco products which are not on the covered tobacco display cabinet shall be stored in a container clearly marked 'Tobacco Stock'. This container shall be kept within the store room or behind the sales counter.
9. Tobacco shall only be taken from the covered tobacco display cabinet behind the sales counter in order to make a sale.
10. Only products available for retail sale can be stored at the licensed premises.
11. Only Employees of the business who have been formally trained on age restricted sales may serve behind the counter
12. Only Staff who have undertaken appropriate training (as agreed with the Licensing Authority) to be present at the premises during trading hours
13. Staff to undertake appropriate training (as agreed with the Licensing Authority) in all aspects of relevant Licensing legislation, law and practice in relation to age restricted sales. This training will be recorded and refreshed on a regular basis and must be available upon request by Police, Trading Standards or Licensing officers
14. The premises to maintain a record to include successful challenges to proof of age and this record to be available upon request by Police, Trading Standards or Licensing officers

