



Brent & Harrow Trading Standards Service

WORKING IN PARTNERSHIP



Age Restricted Products Responsible Trader Scheme

APPLICATION FORM

TRADING NAME :

TRADING ADDRESS:

OWNER/CONTACT.....

DAYTIME TEL NO.....

SOLE TRADER / PARTNERSHIP / LIMITED COMPANY (Delete as applicable)

The form must be signed by a director, partner or the owner of the business (please indicate which after the signature).

Number of full time employees involved in the sale of age related products:.....

Number of part time employees involved in the sale of age related products:.....

Number of casual helpers involved in the sale of age related products:.....

SELF HELP CHECK LIST: Tick each one that is true for your business (Not all will apply to you. Tick as many as you feel appropriate).

I have reminder notices for staff on all tills where age restricted products might be sold.

I have the statutory tobacco warning notice on public display (where appropriate)

I have other warning notices on display

I have completed training or intend to complete training by
for all staff that might make sales of age restricted goods.

Application Form

The training topics included:

- Summary of the law and product identification
- How important to the business is this issue.
- Age identification – don't guess
- Proof of Age – what is acceptable
- Refusal – How to do it, deal with aggression
- Typical excuses used by young persons
- Sale refused record – how to complete

Other matters and feedback

The training record has a feedback element so that the staff can contribute to improving the precautions I take.

I have a signed record of the training by each member of staff.

I will conduct refresher training everymonths

I observe my staff and discuss my findings. I record my observations in their training record

New staff are fully trained before they are allowed to sell age-restricted products

All the age restricted products I have identified are behind a counter and have to be asked for.

I have a "Sale refused" book in relation to all age restricted products.

If you have an EPOS system.

My tills have an automatic age restriction warning when particular products are scanned

I have age warning stickers placed over bar codes to prevent scanning of age restricted goods without their removal by a member of staff.

Other precautions I have put in place are: (Continue on a separate sheet if necessary)

I agree to abide by the terms and conditions and the information in this application form is true.

Name (please print).....**Company Position**

Signed.....

Date.....