

BEFORE LONDON BOROUGH OF BRENT LICENSING COMMITTEE
AT THE BRENT CIVIC CENTRE, WEMBLEY

IN THE MATTER OF LICENSING ACT 2003 PREMISES LICENCE
(Review Application)

RE: SIDNEYS OFF-LICENCE, 216 EALING ROAD, WEMBLEY HA0 4QG

WITNESS STATEMENT OF NADARAJAH SIVAPALAN

1. I, NADARAJAH SIVAPALAN, will say as follows.
2. I make this statement in response to the application by PC Nicola McDonald for a review of the premises licence of SIDNEY'S OFF-LICENCE, 216 EALING ROAD, WEMBLEY, HA0 4QC ("Sidneys"), dated 16.12.2015 ("The Application").

Context

3. I Mr Nadarajah Sivapalan have been the lease holder of Sydney's Off Licence since March 1988. At the beginning it was a news agent and grocers and in July 2001 a licence was granted for the sale of alcohol. I am the Designated Premises Supervisor and hold a personal licence. I enclose copy of my DP and personal licence marked S/1.
4. Sydney's has three full-time staff members. My wife Shanthini Sivapalan, and I work full time in the business and Mr M Balasubramaniam is another supporting staff member who works full time. There is a fourth person, Mr Jivan Ramgi, who comes to assist only when the shop is busy.
5. Sydney's opening hours are 9:00 to 23:00 hours on Monday to Saturday and 10:00 to 23:00 on Sundays. I open the shop the shop with Mr balasubramaniam at 9:00 am and I remain in the premises until 17:00 hours when my wife come to relieve me. After taking a short break, I will return to the shop at around 21:30 hours and I close the shop at 23:00 hours. On Sundays I open the shop at 10:00 am and stay there until I close the shop at 22:30 hours.
6. When Mr Balasubramaniam and I are working together, I always remain behind the counter and Mr Balasubramaniam mostly fills the shelves. On occasions, when it is busy, he will serve the customers from the second till (we have two tills in the shop). When my wife takes over, she will remain behind the counter and as usual Mr

Balasubramaniam will assist her filling the shelves and serving when the shop becomes busy. I am responsible for the cash and carry. This is done three times a week. When I go out to do the cash and carry my wife covers for me. The banking is done by me, on a daily basis. Our bankers are Barclays and the Post office which are next door to us. I will only call Mr Jivan Ramgi when we become extremely busy. Mr Ramgi only does the filling and helps me in un loading the goods from the van.

7. Sydney's has had licence to sell alcohol since 2001. It was granted by Brent Magistrates' Court. The licensed hours are Monday to Saturday 8:00 to 23:00 and Sundays from 10:00 to 22:30 hours, but we do not open the shop for all of the licensed hours. There are no conditions attached to my licence. I enclose copy of my premises licence marked s/2 for your reference.
8. My wife, Mrs S Sivapalan has applied for a personal licence and I exhibit a copy of the examination results marked s/3 for your reference.

Response to issues raised in PC MacDonald's Application

9. So far as possible, I respond to the issues raised in PC McDonald's application below.

Under age sales

10. As a Designated Premises Supervisor and personal licence holder, I take the issue of under-age sale very seriously. I was not present on 30.10.2015, so I can not comment in detail upon what happened that day, but I do take responsibility for the incident.
11. I have spoken to Mr Ramgi about the under - age sale and he accepts selling alcohol to customers but he denies selling alcohol to anyone who was under - age. I do not know why he was selling alcohol to customers. I have told him that he should not do so in future.
12. Mr Ramgi cannot read or write English. He can remember speaking to a police officer who asked for his full name and address, which he gave. He says he was then asked to sign a document which he did. He did not understand what was going on and was shocked and panicked when he was spoken to by a police officer. He further accepts that he received some paper work from the police that he now understands as a fixed penalty notice.
13. I am committed to preventing under-age sales and respectfully draw the Cimmittee's attention to the fact in the fifteen years for which Sidney's has had premises licence, there has only been one under-age sale-the incident on 30.10.2015.
14. Sidney's has an age verification policy in place. Until recently we operated the challenge 21 policy. Having looked at the suggested licence conditions in PC McDonald's report, we have introduced challenge 25 policy. We have notices saying 'No ID, NO Sale', 'It is an

offence to sell alcohol to underage persons', and a warning for other people not to buy alcohol for underage persons. I enclose copies marked s/4.

15. All staff have been trained on under-age-sales. They are briefed once a month. I enclose details of training given to staff on under age sales, and enclose the training sheet marked S/5.

16. I enclose records of training to staff on under-age sales marked S/6.

17. From the above , it will be seen that there is already a plan in place to avoid any further under-aged sales, and that written training sheets, including advice on asking for proof of age and the types of evidence that would be accepted have been given to all staff members.

Failure to display the premises licence

18. I do not accept that there was failure to display the premises licence. The premises licence was displayed on the front door of Sidney's at the time of PC McDonald's visit on 30.10.2015 and 31.10.2015. I have also displayed a copy of the licence behind the counter.

19. The premises licence is now displayed in two places, one is at the shop front window and the other is behind the counter. I exhibits photographs marked S/7 for your reference.

No written delegated authority to sell alcohol

20. I do not accept that there was no written delegated authority for other staff members to sell alcohol.

21. I have given written delegated authority to sell alcohol to Mrs Sivapalan and Mr Balasubramaniam and enclose a copy marked S/8 for your reference.

Lack of staff training and licensing knowledge

22. I do not accept that there is a lack of staff training and /or licensing knowledge.

23. As there are only two staffs members that work with, me they were given in - house training which I have already exhibited(s/5).

24. Mr Balasubramania has been given in house training just like other staff members. As set out above, there has only one incident of an under-age sale since I obtained the premises licence in 2001. I believe that Mr Balasubramaniam has sufficient licensing knowledge. I cannot comment on the circumstances in which PC MacDonald reached this conclusion that he had insufficient knowledge, as I wasn't there at the time of her visit.

Lack of supervision by a personal licence holder

25. As set out above, I am present at Sidney's and serving behind the counter for the majority of time during which the shop is open. When my wife obtains her personal licence, there will generally always be a personal licence holder in the shop unless we are away.
26. My wife and I rarely go away. We were away from the UK between 27th October to 2nd November 2015. The reason for our trip was that our son was getting married in Canada.
27. I took 8 day's holiday for my son's PHD graduation in USA, which took place on 12th May 2013. I also took few day's off for my niece's wedding which took place in Sri Lanka on 24th August 2015.
28. When my wife and I go away, we arrange there to be a supervisor that Mr Balasubramaniam can call.
29. When we went to USA Mr P Sivarajah gave cover to the shop and when we went to Canada Mr Kanagalingam gave the cover. Mr Sivarajah and Mr Kanagalingam are both personal licence holders. Mrs Kanagalingam assisted us in banking. I now exhibit the letters marked S/9 from Mr Sivarajah and Mr & Mrs Kanagalingam for your attention.

Public nuisance and anti-social behaviour generated from customers who insist on drinking in the street and nearby park

30. I accept that there is an issue with anti-social behaviour and street-drinking in the area, but do not accept that Sidney's is the cause of the problem. It is a general issue in the area.
31. There are two betting shops in the same parade as Sidney's and one in the next parade. There are people inside the betting shops and also standing outside. In my view, they are the main cause of the issues on our street.
32. There are seven other licensed premises in the vicinity of Sidney's on Ealing Road, six of which have the same licensing hours as Sidney's, 290 Ealing Road Alperton Express Off license operates 24 hours. I exhibit, marked S/10 a map marking the location of these premises.
33. Ealing Road is a very busy road with a variety of shops from Jewellery shops, off license, food & vegetable shops, hot food take away, restaurant and textile shops. The surrounding roads were occupied by people who come around for their day to day shopping. People from other areas, even from Europe, come to Ealing Road to buy mostly jewellery and Textiles. They will then move around the area to buy other items. You can witness people standing in the pavement eating and drinking soft drinks and also consuming alcohol.
34. I do not accept that Sidney's is responsible for any anti social behaviour. I always take steps to make sure that no one stands outside the shop or at the back of the premises. I also do not sell alcohol to any one whom we believe were drunk.

35. I have taken effective steps to prevent any public nuisance and anti social behaviour in relation to Sidney's. This includes: (a) the fact that Sidneys has stopped selling plastic cups, on the advice of the council; (b) installing CCTV; (c) agreeing with the other residents to keep the back gates locked; (d) clearing up rubbish from around the shop; (e) daily routine checks to make sure that the gate at the back of the premises is kept locked, there is no rubbish left outside the shop and that make sure there is no group congregating outside the shop premises.
36. I accept that the authorities have visited Sidney's in the past in order to check my licence, incident book, refusal register and fire safety record's. However, I do not accept that I have not taken on board the advice that they have given me. I have always listen to the officers for example, I have installed CCTV at the request, and, after a visit in 2013, I have completely stopped selling plastic cups. I have also persuaded the owners/occupiers of neighbouring properties to agree to keep the back gate locked when it is not in use.
37. I cannot comment in details on PC McDonald's account of events on 30th October 2015 or 31.10.2015 because I was away in Canada at the time..
38. I have talked to Mr Balasubramaniam about what happened during the officer's visits to Sidney's. He told me that he was not asked to produce a copy of my written authority to sell alcohol. He said that he was only asked about my whereabouts, and that he told the police that i was away from the UK attending my son's wedding in Canada. As set out above, i had given written authority to Mr Balasubramaniam to sell alcohol.
39. In my view, Mr Balasubramaniam has got sufficient English skills to deal with the customers and has sufficient licensing knowledge as there have been no incidents in the past. Many of our customers speaks Gujarati and Mr Balasubramaniam understands Gujarati.
40. I confirm that i I made a call on 3rd November to PC O' Sullivan. I told him that I was back in the shop premises, and he then told me that i could sell alcohol. I confirm receiving a letter dated 4th November requesting a CCTV recording. That was collected by PC McDonald on a later date. I also confirm attending the interview at Brent Civic Centre.

Response to PC MacDonald's account of events on 31st Oct 2015

Response to the Photographs in the bundle

41. The Photographs in the bundle are not clear. It is unclear when or where they were taken. I am therefore unable to comment on them in detail. I can confirm that the land shown in the photograph on page 65 of the bundle does not belong to my shop and is not outside my shop.

Comments upon the issues raised in the Letter of MS Lavine Miller-Johnson, dated 22.12.2015

42. Many of the issues raised in Ms Lavine Miller-Johnson's letter have already been dealt with above.

43. I do not accept that the issue with anti-social behaviour in the area of Ealing Road and the surrounding roads is caused by sales of alcohol by Sidney's. This is a much wider issue in the Wembley area in general.
44. I accept that people were congregating in the gated service road area drinking beers, ciders & spirits but that was not due to the sale of alcohol from my shop. The back yard of the premises is now locked. Only the residents have the keys and access to the back yard. There are visits every day to check the back yard is locked and to make sure that no one drinks in that area.
45. All the residents have agreed to keep the back yard locked and please find enclosed a statement from the residents that I exhibit marked S/11.

Response to letters from local residents

46. I do not accept that Sidney's alcohol licence is the cause of the issues in the area. That can be evidenced from my past record.
47. I strongly object to the request by members of the local community, to revoke the premises licence. I believe that that would be an unjustified interference with my right to run my business.
48. I enclose letters from local residents and shops to support my application that I exhibit S/11.

Response to the conditions suggested by PC McDonald and Lavine Miller-Johnson

49. To put the conditions that PC McDonald and Lavine Miller-Johnson have suggested in context, I would remind the Committee that Sidney's is a very small family business, which I have been running for 27 years since 1988. There are just three full time members of staff.
50. I already comply with many of the suggested conditions. In particular:
- a. I have already installed CCTV to Home Office Guidance standards. It is maintained in good working condition. Recordings are kept for 31 days and shall be made available to police and authorised officers from Brent Council. I enclose photos exhibit marked S/13.
 - b. A CCTV camera is already installed to cover the front entrance of the premises and further cameras have been installed to cover the rear exit and the service road. I exhibit photographs, marked S/14.
 - c. There is already a sign stating "No proof of age – No sale". This is displayed at the point of sale. I now exhibit photographic evidence, marked S/15.

- d. Until recently, we operated a challenge 21 policy. We have now introduced a Challenge 25 policy but, in fact, staff challenge anyone who looks under 30. I enclose evidence by way of exhibit marked S/16.
 - e. I do maintain a clear and unobstructed view into the premises, and shall maintain this at all times
 - f. I keep an incident log at the premises, and are happy to make this available for inspection on request by an authorised officer of Brent Council or the Police. The incident book will record the following:
 - i. All crimes reported to the venue
 - ii. Any complaints received
 - iii. Any incidents of disorder
 - iv. All seizures of drugs or offensive weapons
 - v. Any faults in the CCTV system or searching equipment or scanning equipment
 - vi. Any refusal of the sale of alcohol
 - vii. Any visit by a relevant authority or emergency service
 - g. There is a copy of the premises licence summary, including the hours during which licensable activities are permitted, in the front window of the shop. This is visible from the front entrance to the premises, through which customers enter the shop.
 - h. I have agreed with the neighbouring business owners that the gate at the rear of the premises will be kept locked at all times when not in use. They have agreed that access will only be granted to those that have permitted use of the service road (S/11)
 - i. We have a sign at the rear of the premises, warning members of the public not to trespass or loiter in this area. I exhibit photographic evidence, marked S/17
51. As we already comply with the above measures, and are happy to continue to do so, my view is that it is not necessary for them to be imposed as conditions.
52. The following conditions, which have been suggested by PC McDonald and/or Ms Miller-Johnson are, in my view, unreasonable, disproportionate, and expensive and will not further the licensing objectives. Imposing them will ruin my business or make it unworkable.
- a. It is unworkable for my business to ensure that a personal licence holder is present on the premises, supervising the sale of alcohol throughout the permitted hours for sale. I understand that this is not a legal requirement. I am

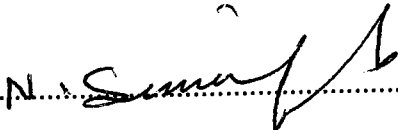
present on the premises for most of the time that the shop is open. When my wife obtains a personal licence, there will generally be a personal licence holder present on the premises at all times. However, it is a small business, with just three staff members and there are times when it is not possible for my wife or I to be present. It would be an unworkable condition.

- b. PC McDonald has suggested that outside of the hours authorised for the sale of alcohol, all alcohol within the trading area is to be secured behind locked grills, locked screens or locked cabinet doors so as to prevent access to the alcohol by customers or staff. In response, I would say that the shop is only opened during the licensing hours and remains closed other time. There are shutters in place at the front and back of the premises when the shop is closed and staff members do not have access to the shop when it is closed. It is a small shop, and most of the alcohol is stored behind the counter. It would not be possible to fit metal grills there. I submit that there are already sufficient measures in place and that it would be disproportionately expensive, without furthering any licensing objective, to make this a condition of my licence. I note that Lavine Miller-Johnson does not suggest that this condition should be imposed. It does not meet any specific concerns raised in the Application.
- c. PC McDonald has suggested that a cash delay safe with a deposit slot and fishing mechanism should be used in the shop. This would be very expensive, and there is no room in the shop for such a safe. The policy of the shop is to do the banking every day from Monday to Saturday. There is no cash left in the shop premises overnight. On Saturday banks close at 3pm so any cash received on Saturday and Sunday is taken and kept in my house where I have a safe. This condition does not relate to any of the concerns about Sidney's, which were raised by PC McDonald in her Application.
- d. PC McDonald has suggested that there should be regular robbery awareness and cash minimisation training given to all staff. I would be happy to attend training and to keep my staff up to date. However, I believe that it would be disproportionate, given the size of the business, to insist on formal training on a frequent basis. This does not relate to any of the concerns about Sidney's, which were raised by PC McDonald in her Application.
- e. PC McDonald has suggested that it should be a condition of Sidney's licence that we do not sell miniature bottles of wine or spirits in units of less than 35cl. She has also suggested that we should not be allowed to sell any single bottles of beer, lager or cider. Ms Miller-Johnson has suggested that we should not be allowed to sell any high strength beers, lagers or ciders above 6% ABV. It would be very damaging for my business if I was not allowed to sell these items. They generate a lot of revenue. I do not have room to store multi-packs of beers/ciders. Most of the people who purchase these items from Sidney's are older people who purchase small or individual drinks to take home with them. I take steps to ensure that people who buy drinks from me do not drink them on the street outside my shop. In any event, there are seven other off-licences in Ealing Road, one of which has a 24-hour licence. There are also pubs and bars.

Preventing Sidney's from selling these items, when customers can buy them from other shops, would not achieve the licensing objectives alleged by PC McDonald and Ms Lavine Miller-Johnson.

Statement of Truth

I believe that the facts stated herein are true.

SIGNED:N. Sivapalan.....


(NADARAJAH SIVAPALAN)

DATE: 22/02/16

HSL
HEALTH, SAFETY
AND LICENSING

**LONDON BOROUGH OF BRENT
THE LICENSING ACT 2003**

PERSONAL LICENCE - PART 2

Licence Number: 151861

Name: Mr. Nadarajah Sivapalan

Address: 42 Amery Road, Harrow, HA1 3UQ

Expiry Date: 26th September 2015

The holder of this licence is authorised to sell or supply alcohol or to authorise the sale or supply of alcohol in accordance with the Licensing Act 2003.

This personal licence was issued by Brent Council, Health, Safety and Licensing, P.O. Box 411, Brent House, 349-357 High Road, Wembley, Middx, HA9 6EP. Tel: 020 8937 5359.

YOUR RESPONSIBILITIES - You must notify us of:

- a) any change in your name or address
- b) any convictions for relevant or foreign offences
- c) any theft or loss of licence

You also have a duty when required to:

Produce this licence together with your photo ID for examination by a constable or authorised officer, and notify a court if charged with a relevant offence that you hold a personal licence.

Richard Saunders
Director of Environment and Culture

Dated: 19th November 2005





**THE LONDON BOROUGH OF BRENT
THE LICENSING ACT 2003**

Name: Nadarajah Sivapalan

42 Amery Road
Harrow
Middx HA1 3UQ



Expiry Date: 26 September 2015

The holder of this licence is authorised to sell or supply alcohol or to authorise the sale or supply of alcohol in accordance with the Licensing Act 2003.

This personal licence photo ID was issued by Brent Council, Health, Safety and Licensing.

If found please return to: Health, Safety and Licensing, PO Box 411, Brent House, 349 - 357 High Road, Wembley, Middx. HA9 6EP. Tel: 020 8937 5359



Part 2

51

Details of Holder of Premises Licence:

Mr. Nadarajah Sivapalan 42 Amery Road, Harrow, HA1 3UQ
Telephone: 020 8795 2833

Details of Designated Premises Supervisor:

Name: Nadarajah Sivapalan
Address: 42 Amery Road, Harrow, Middlesex, HA1 3UQ
Telephone: 020 8922 0221
Personal Licence Number: 151861
Issuing Authority: London Borough of Brent

Annexe 1 - Mandatory Conditions

- (a) No supply of alcohol may be made at a time when no designated premises supervisor has been specified in the licence or at a time when the designated premises supervisor does not hold a personal licence or his or her licence has been suspended.
- (b) Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
- (c) All persons present on the premises who are required to carry out a security activity must be licensed by the Security Industry Authority.
- (d) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

Embedded Conditions

Alcohol shall not be sold in an open container or be consumed in the licensed premises.

Alcohol shall only be sold between the times specified:

On weekdays, other than Christmas Day, between 08:00 and 23:00 hours

On Sundays, other than Christmas Day, between 10:00 and 22:30 hours

On Christmas Day, from 12:00 to 15:00 and 19:00 to 22:30 hours

On Good Friday, between 08:00 and 22:30 hours

Annexe 2 - Conditions Consistent With the Operating Schedule

None

Annexe 3 - Conditions Attached After a Hearing by the Licensing Authority

None

Annexe 4 - Plans

See attached sheet.



Environment & Culture Dept
Health, Safety & Licensing Unit
P.O. Box 411, Brent House
349-357 High Road, Wembley
Middlesex HA9 6EP
Telephone: 020 8937 5359
Fax: 020 8937 5357
Email: hsl@brent.gov.uk

London Borough of Brent

Premises Licence

PART A

This Premises Licence Summary was granted by Brent Council, Licensing Authority for the area of Borough of Brent.

Signed.....
Director of Environment and Culture

Date: 26 January 2006

Licence number 156261

Licence start date: 24/11/2005

Premises Details

SIDNEY'S NEWS, 216 Ealing Road, Wembley, HA0 4QG
Telephone: 020 8795 2833

Licensable activities and the times authorised by this licence

Supply of Alcohol:

Day	Start Time	End Time
Monday	08:00	23:00
Tuesday	08:00	23:00
Wednesday	08:00	23:00
Thursday	08:00	23:00
Friday	08:00	23:00
Saturday	08:00	23:00
Sunday	10:00	22:30

Non standard timings: Good Friday 08.00hrs to 22.30hrs
Christmas Day 12.00hrs to 15.00hrs and 19.00hrs to 22.30hrs

Whether alcohol is authorised to be supplied on or off the premises: **Off**

The Opening Hours of the Premises:

Day	Start Time	End Time
Monday	08:00	23:00
Tuesday	08:00	23:00
Wednesday	08:00	23:00
Thursday	08:00	23:00
Friday	08:00	23:00
Saturday	08:00	23:00
Sunday	10:00	22:30

Sidney Off Licence

216 Ealing Road
Wembley
HA0 4QG

Opening Hours

Monday	9am	to 11pm
Tuesday	9am	to 11pm
Wednesday	9am	to 11pm
Thursday	9am	to 11pm
Friday	9am	to 11pm
Saturday	9am	to 11pm
Sunday	10am	to 10.30pm

Part 2

Details of Holder of Premises Licence:

Mr. Nadarajah Sivapalan 42 Amery Road, Harrow, HA1 3UQ
Telephone: 020 8795 2833

Details of Designated Premises Supervisor:

Name: Nadarajah Sivapalan
Address: 42 Amery Road, Harrow, Middlesex , HA1 3UQ
Telephone: 020 8922 0221
Personal Licence Number: 151861
Issuing Authority: London Borough of Brent

Annexe 1 - Mandatory Conditions

- (a) No supply of alcohol may be made at a time when no designated premises supervisor has been specified in the licence or at a time when the designated premises supervisor does not hold a personal licence or his or her licence has been suspended.
- (b) Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
- (c) All persons present on the premises who are required to carry out a security activity must be licensed by the Security Industry Authority.
- (d) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

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On Christmas Day, from 12:00 to 15:00 and 19:00 to 22:30 hours

On Good Friday, between 08:00 and 22:30 hours

Annexe 2 - Conditions Consistent With the Operating Schedule

None

Annexe 3 - Conditions Attached After a Hearing by the Licensing Authority

None

Annexe 4 - Plans

See attached sheet.



AWARDING QUALIFICATIONS for LICENSED RETAIL

BIIAB
Infor House
1 Lakeside Road
Farnborough
HAMPSHIRE
GU14 6XP

S3

T 01276 684449
F 01276 23045
E awards@bii.org
W www.biiab.org

EXAMINATION RESULTS

Legal and Social Responsibilities of a Personal Licence Holder

Centre No: C01260
Centre Name: SILVER TRAINING SERVICES LIMITED
Contact Name: Mrs Julia Edwards
Tel No:
Fax No: 01737 850377
Date of Exam: 21/02/2016

24 February 2016

Seq No: 212
Paper No: 8435

Name	DOB	Questions		Result
		Correct	Required	
[2340356] SIVAPALAN SHANTHINI	21/12/1961	37	28	Passed
Total number of candidates 1		Total number of passes 1		

*Please check that this result report lists all candidates who took the examination and that the names and DOB of each candidate are correct. Any discrepancies should be reported **immediately** to BIIAB by fax, telephone or e-mail.*

S4



CO

NO ID
NO
SALE!

UNDER
25?

DRINK AWARE.CO.UK

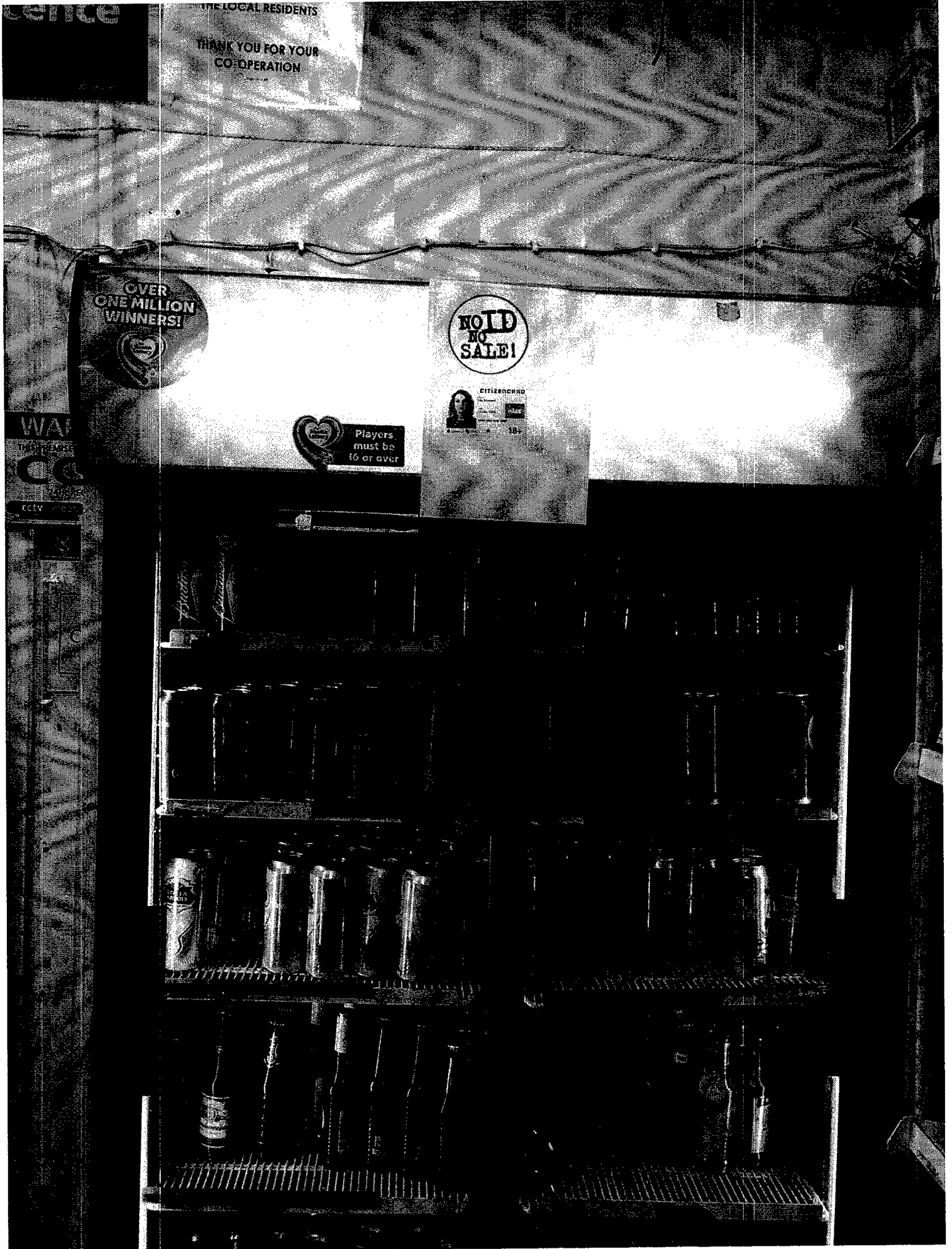
ORACCO

LOOKING FOR?
IF YOU WISH TO PURCHASE
TOBACCO PRODUCTS PLEASE
ASK A MEMBER OF STAFF

- CIGARETTES
- TOBACCO
- CIGARS

IT IS ILLEGAL TO
SELL TOBACCO
PRODUCTS TO
ANYONE UNDER
THE AGE OF 18

**NO TID
NO
SALE!**





Staff training checklist for -- alcohol

Staff member full name: ~~MRS. SHANTHINI~~...SIVAPALAN

A new checklist should be used to record when;

- a new staff member is appointed
- changes to the shops alcohol licence or policies have occurred
- when carrying out refresher training for existing staff.

It is an important way to demonstrate how you are trying to comply with the specific requirements of your alcohol licence and the objectives of 2003 Licensing Act, so should be kept in a safe place. We would recommend best practice is to keep completed checklists on the shop premises in a clearly labelled and accessible 'alcohol licence' file.

1. What the law says about selling alcohol & the penalty staff and the business can face if an underage sale occurs?	✓
2. That the shop has to have a licence to sell alcohol. That they understand what the licence requires and the consequences for them and the business should any person sell alcohol in breach of any aspect of the alcohol licence.	✓
3. What the alcohol licence and annexed conditions requires. For example this includes basic requirements, such as; ensuring alcohol is only sold during licensing hours, mandatory conditions as well as any conditions that are set out in the Annexes to the alcohol licence that are specific to your individual premises, e.g. where in the shop alcohol can be displayed for sale.	✓
4. Why selling alcohol underage and underage drinking is a problem for local communities, as well as the harm caused to underage drinkers themselves?	✓
5. What your shop policy is for challenging customers for proof of age?	✓
6. What your shop policy is, for the types of proof of age (ID) staff should accept?	✓
7. What to look out for in relation to fake ID and how to check ID to ensure the person is who they claim to be?	✓
8. What to do if they challenge someone using fake or someone else's ID?	✓
9. How to operate any 'till prompt' system installed?	✓
10. The signs to look out for that the customer may be buying alcohol for others who are underage ('Proxy purchasing')?	✓
11. What staff should do if they suspect the person they are serving is a 'proxy purchaser'?	✓

Staff training checklist for -- alcohol

Staff member full name: **MR. MUTHUKUMARASAMY BALASUBRAMANIAM**

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- changes to the shops alcohol licence or policies have occurred
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1. What the law says about selling alcohol & the penalty staff and the business can face if an underage sale occurs?	✓
2. That the shop has to have a licence to sell alcohol. That they understand what the licence requires and the consequences for them and the business should any person sell alcohol in breach of any aspect of the alcohol licence.	✓
3. What the alcohol licence and annexed conditions requires. For example this includes basic requirements, such as; ensuring alcohol is only sold during licensing hours, mandatory conditions as well as any conditions that are set out in the Annexes to the alcohol licence that are specific to your individual premises, e.g. where in the shop alcohol can be displayed for sale.	✓
4. Why selling alcohol underage and underage drinking is a problem for local communities, as well as the harm caused to underage drinkers themselves?	✓
5. What your shop policy is for challenging customers for proof of age?	✓
6. What your shop policy is, for the types of proof of age (ID) staff should accept?	✓
7. What to look out for in relation to fake ID and how to check ID to ensure the person is who they claim to be?	✓
8. What to do if they challenge someone using fake or someone else's ID?	✓
9. How to operate any 'till prompt' system installed?	✓
10. The signs to look out for that the customer may be buying alcohol for others who are underage ('Proxy purchasing')?	✓
11. What staff should do if they suspect the person they are serving is a 'proxy purchaser'?	✓

12. What your shop policy is if a customer becomes aggressive because of a refusal to sell alcohol and steps staff should take to protect themselves?	✓		
13. What to do if person they are serving is 'drunk' and what your store policy is as to what 'drunk' means?	✓		
14. Where and how to record any refusals to sell, challenges for proof of age, use of fake ID or any other incidents such as aggressive or abusive customers etc?	✓		
15. Why it is important to record incidents/refusals to sell?	✓		
16. The law that staff under the age of 18 are not allowed to sell alcohol to anyone and the consequences for breaking this law?	✓		
17. What the shop policy is for an under 18 year old to get authorisation for sales involving alcohol?	✓		
<p>The above areas are a best practice minimum only. Use the section below to write down other areas of shop practice that you train staff on, that will help you avoid selling alcohol to under 18's or help your shop comply with the objectives of the licensing Act 2003. For example, if you operate a banning system for problem customers, what do staff need to know for it to operate successfully? (If you need more space, note this is the case below and securely attach an additional sheet).</p>			
Full name of person trained	Signature	Position in shop	Date dd/mm/yyyy
MR. MUTHUKOMARASAMY BALASORAMANIAM	M. Balasoram	SHOP ASSISTANT	03/02/16
Full name(s) of trainer(s)			
Full name of Designated Premises Supervisor or personal licence holder authorising person trained to sell alcohol (NB Under 18's cannot be authorised to sell alcohol)			
MR. NADARAJAH SIVAPALAN	N. Sivapalan	MANAGER	03/02/16

Staff training checklist for -- alcohol

Staff member full name: **MRS. SHANTHINI SIVAPALAN**

A new checklist should be used to record when;

- a new staff member is appointed
- changes to the shops alcohol licence or policies have occurred
- when carrying out refresher training for existing staff.

It is an important way to demonstrate how you are trying to comply with the specific requirements of your alcohol licence and the objectives of 2003 Licensing Act, so should be kept in a safe place. We would recommend best practice is to keep completed checklists on the shop premises in a clearly labelled and accessible 'alcohol licence' file.

1. What the law says about selling alcohol & the penalty staff and the business can face if an underage sale occurs?	✓
2. That the shop has to have a licence to sell alcohol. That they understand what the licence requires and the consequences for them and the business should any person sell alcohol in breach of any aspect of the alcohol licence.	✓
3. What the alcohol licence and annexed conditions requires. For example this includes basic requirements, such as; ensuring alcohol is only sold during licensing hours, mandatory conditions as well as any conditions that are set out in the Annexes to the alcohol licence that are specific to your individual premises, e.g. where in the shop alcohol can be displayed for sale.	✓
4. Why selling alcohol underage and underage drinking is a problem for local communities, as well as the harm caused to underage drinkers themselves?	✓
5. What your shop policy is for challenging customers for proof of age?	✓
6. What your shop policy is, for the types of proof of age (ID) staff should accept?	✓
7. What to look out for in relation to fake ID and how to check ID to ensure the person is who they claim to be?	✓
8. What to do if they challenge someone using fake or someone else's ID?	✓
9. How to operate any 'till prompt' system installed?	✓
10. The signs to look out for that the customer may be buying alcohol for others who are underage ('Proxy purchasing')?	✓
11. What staff should do if they suspect the person they are serving is a 'proxy purchaser'?	✓

Staff training checklist for -- alcohol

Staff member full name: MR. M. V. THUKUMARASAMY BALASUBRAMANIAM

A new checklist should be used to record when;

- a new staff member is appointed
- changes to the shops alcohol licence or policies have occurred
- when carrying out refresher training for existing staff.

It is an important way to demonstrate how you are trying to comply with the specific requirements of your alcohol licence and the objectives of 2003 Licensing Act, so should be kept in a safe place. We would recommend best practice is to keep completed checklists on the shop premises in a clearly labelled and accessible 'alcohol licence' file.

1. What the law says about selling alcohol & the penalty staff and the business can face if an underage sale occurs?	✓
2. That the shop has to have a licence to sell alcohol. That they understand what the licence requires and the consequences for them and the business should any person sell alcohol in breach of any aspect of the alcohol licence.	✓
3. What the alcohol licence and annexed conditions requires. For example this includes basic requirements, such as; ensuring alcohol is only sold during licensing hours, mandatory conditions as well as any conditions that are set out in the Annexes to the alcohol licence that are specific to your individual premises, e.g. where in the shop alcohol can be displayed for sale.	✓
4. Why selling alcohol underage and underage drinking is a problem for local communities, as well as the harm caused to underage drinkers themselves?	✓
5. What your shop policy is for challenging customers for proof of age?	✓
6. What your shop policy is, for the types of proof of age (ID) staff should accept?	✓
7. What to look out for in relation to fake ID and how to check ID to ensure the person is who they claim to be?	✓
8. What to do if they challenge someone using fake or someone else's ID?	✓
9. How to operate any 'till prompt' system installed?	✓
10. The signs to look out for that the customer may be buying alcohol for others who are underage ('Proxy purchasing')?	✓
11. What staff should do if they suspect the person they are serving is a 'proxy purchaser'?	✓

12. What your shop policy is if a customer becomes aggressive because of a refusal to sell alcohol and steps staff should take to protect themselves?	✓		
13. What to do if person they are serving is 'drunk' and what your store policy is as to what 'drunk' means?	✓		
14. Where and how to record any refusals to sell, challenges for proof of age, use of fake ID or any other incidents such as aggressive or abusive customers etc?	✓		
15. Why it is important to record incidents/refusals to sell?	✓		
16. The law that staff under the age of 18 are not allowed to sell alcohol to anyone and the consequences for breaking this law?	✓		
17. What the shop policy is for an under 18 year old to get authorisation for sales involving alcohol?	✓		
<p>The above areas are a best practice minimum only. Use the section below to write down other areas of shop practice that you train staff on, that will help you avoid selling alcohol to under 18's or help your shop comply with the objectives of the licensing Act 2003. For example, if you operate a banning system for problem customers, what do staff need to know for it to operate successfully? (If you need more space, note this is the case below and securely attach an additional sheet).</p>			
Full name of person trained	Signature	Position in shop	Date dd/mm/yyyy
MR. MUTHUKUMARA SAMY BALASUBRAMANIAM	M. Muthu	SHOP ASSISTANT	03/01/16
Full name(s) of trainer(s)			
Full name of Designated Premises Supervisor or personal licence holder authorising person trained to sell alcohol. (NB Under 18's cannot be authorised to sell alcohol)			
MR. NADARAJAH SIVAPALAN	N. Sivan	MANAGER	03/01/16

Staff training checklist for -- alcohol

Staff member full name: MRS. SHANTHINI SIVAPALAN

A new checklist should be used to record when;

- a new staff member is appointed
- changes to the shops alcohol licence or policies have occurred
- when carrying out refresher training for existing staff.

It is an important way to demonstrate how you are trying to comply with the specific requirements of your alcohol licence and the objectives of 2003 Licensing Act, so should be kept in a safe place. We would recommend best practice is to keep completed checklists on the shop premises in a clearly labelled and accessible 'alcohol licence' file.

1. What the law says about selling alcohol & the penalty staff and the business can face if an underage sale occurs?	✓
2. That the shop has to have a licence to sell alcohol. That they understand what the licence requires and the consequences for them and the business should any person sell alcohol in breach of any aspect of the alcohol licence.	✓
3. What the alcohol licence and annexed conditions requires. For example this includes basic requirements, such as; ensuring alcohol is only sold during licensing hours, mandatory conditions as well as any conditions that are set out in the Annexes to the alcohol licence that are specific to your individual premises, e.g. where in the shop alcohol can be displayed for sale.	✓
4. Why selling alcohol underage and underage drinking is a problem for local communities, as well as the harm caused to underage drinkers themselves?	✓
5. What your shop policy is for challenging customers for proof of age?	✓
6. What your shop policy is, for the types of proof of age (ID) staff should accept?	✓
7. What to look out for in relation to fake ID and how to check ID to ensure the person is who they claim to be?	✓
8. What to do if they challenge someone using fake or someone else's ID?	✓
9. How to operate any 'till prompt' system installed?	✓
10. The signs to look out for that the customer may be buying alcohol for others who are underage ('Proxy purchasing')?	✓
11. What staff should do if they suspect the person they are serving is a 'proxy purchaser'?	✓

12. What your shop policy is if a customer becomes aggressive because of a refusal to sell alcohol and steps staff should take to protect themselves?	✓		
13. What to do if person they are serving is 'drunk' and what your store policy is as to what 'drunk' means?	✓		
14. Where and how to record any refusals to sell, challenges for proof of age, use of fake ID or any other incidents such as aggressive or abusive customers etc?	✓		
15. Why it is important to record incidents/refusals to sell?	✓		
16. The law that staff under the age of 18 are not allowed to sell alcohol to anyone and the consequences for breaking this law?	✓		
17. What the shop policy is for an under 18 year old to get authorisation for sales involving alcohol?	✓		
<p>The above areas are a best practice minimum only. Use the section below to write down other areas of shop practice that you train staff on, that will help you avoid selling alcohol to under 18's or help your shop comply with the objectives of the licensing Act 2003. For example, if you operate a banning system for problem customers, what do staff need to know for it to operate successfully? (If you need more space, note this is the case below and securely attach an additional sheet).</p>			
Full name of person trained	Signature	Position in shop	Date dd/mm/yyyy
MRS. SHANIMINI SIVAPALAN	S. Sivan	CASHIER	03/12/15
Full name(s) of trainer(s)			
Full name of Designated Premises Supervisor or personal licence holder authorising person trained to sell alcohol (NB Under 18's cannot be authorised to sell alcohol)			
MR. NADARAJAH SIVAPALAN	N. Sivan	MANAGER	03/12/15

Staff training checklist for -- alcohol

Staff member full name: **MR. MUTHUKUMARASAMY. BALASUBRAMANIAM**

A new checklist should be used to record when;

- a new staff member is appointed
- changes to the shops alcohol licence or policies have occurred
- when carrying out refresher training for existing staff.

It is an important way to demonstrate how you are trying to comply with the specific requirements of your alcohol licence and the objectives of 2003 Licensing Act, so should be kept in a safe place. We would recommend best practice is to keep completed checklists on the shop premises in a clearly labelled and accessible 'alcohol licence' file.

1. What the law says about selling alcohol & the penalty staff and the business can face if an underage sale occurs?	✓
2. That the shop has to have a licence to sell alcohol. That they understand what the licence requires and the consequences for them and the business should any person sell alcohol in breach of any aspect of the alcohol licence.	✓
3. What the alcohol licence and annexed conditions requires. For example this includes basic requirements, such as; ensuring alcohol is only sold during licensing hours, mandatory conditions as well as any conditions that are set out in the Annexes to the alcohol licence that are specific to your individual premises, e.g. where in the shop alcohol can be displayed for sale.	✓
4. Why selling alcohol underage and underage drinking is a problem for local communities, as well as the harm caused to underage drinkers themselves?	✓
5. What your shop policy is for challenging customers for proof of age?	✓
6. What your shop policy is, for the types of proof of age (ID) staff should accept?	✓
7. What to look out for in relation to fake ID and how to check ID to ensure the person is who they claim to be?	✓
8. What to do if they challenge someone using fake or someone else's ID?	✓
9. How to operate any 'till prompt' system installed?	✓
10. The signs to look out for that the customer may be buying alcohol for others who are underage ('Proxy purchasing')?	✓
11. What staff should do if they suspect the person they are serving is a 'proxy purchaser'?	✓

12. What your shop policy is if a customer becomes aggressive because of a refusal to sell alcohol and steps staff should take to protect themselves?	✓		
13. What to do if person they are serving is 'drunk' and what your store policy is as to what 'drunk' means?	✓		
14. Where and how to record any refusals to sell, challenges for proof of age, use of fake ID or any other incidents such as aggressive or abusive customers etc?	✓		
15. Why it is important to record incidents/refusals to sell?	✓		
16. The law that staff under the age of 18 are not allowed to sell alcohol to anyone and the consequences for breaking this law?	✓		
17. What the shop policy is for an under 18 year old to get authorisation for sales involving alcohol?	✓		
<p>The above areas are a best practice minimum only. Use the section below to write down other areas of shop practice that you train staff on, that will help you avoid selling alcohol to under 18's or help your shop comply with the objectives of the licensing Act 2003. For example, if you operate a banning system for problem customers, what do staff need to know for it to operate successfully? (If you need more space, note this is the case below and securely attach an additional sheet).</p>			
Full name of person trained	Signature	Position in shop	Date dd/mm/yyyy
MR. MUTHUKUMARASAMY BALASUBRAMANIAM	M. Babu	SHOP ASSISTANT	03/12/15
Full name(s) of trainer(s)			
Full name of Designated Premises Supervisor or personal licence holder authorising person trained to sell alcohol (NB Under 18's cannot be authorised to sell alcohol)			
MR. NADARAJAH SIVAPALAN	N. Sivan	MANAGER	03/12/15

Staff training checklist for -- alcohol

Staff member full name: MRS. SHANMUGI SIVAPALAN

A new checklist should be used to record when;

- a new staff member is appointed
- changes to the shops alcohol licence or policies have occurred
- when carrying out refresher training for existing staff.

It is an important way to demonstrate how you are trying to comply with the specific requirements of your alcohol licence and the objectives of 2003 Licensing Act, so should be kept in a safe place. We would recommend best practice is to keep completed checklists on the shop premises in a clearly labelled and accessible 'alcohol licence' file.

1. What the law says about selling alcohol & the penalty staff and the business can face if an underage sale occurs?	✓
2. That the shop has to have a licence to sell alcohol. That they understand what the licence requires and the consequences for them and the business should any person sell alcohol in breach of any aspect of the alcohol licence.	✓
3. What the alcohol licence and annexed conditions requires. For example this includes basic requirements, such as; ensuring alcohol is only sold during licensing hours, mandatory conditions as well as any conditions that are set out in the Annexes to the alcohol licence that are specific to your individual premises, e.g. where in the shop alcohol can be displayed for sale.	✓
4. Why selling alcohol underage and underage drinking is a problem for local communities, as well as the harm caused to underage drinkers themselves?	✓
5. What your shop policy is for challenging customers for proof of age?	✓
6. What your shop policy is, for the types of proof of age (ID) staff should accept?	✓
7. What to look out for in relation to fake ID and how to check ID to ensure the person is who they claim to be?	✓
8. What to do if they challenge someone using fake or someone else's ID?	✓
9. How to operate any 'till prompt' system installed?	✓
10. The signs to look out for that the customer may be buying alcohol for others who are underage ('Proxy purchasing')?	✓
11. What staff should do if they suspect the person they are serving is a 'proxy purchaser'?	✓

Staff training checklist for -- alcohol

Staff member full name: **MR. MUTHUKOMARASAMY BALASUBRAMANIAM**

A new checklist should be used to record when;

- a new staff member is appointed
- changes to the shops alcohol licence or policies have occurred
- when carrying out refresher training for existing staff.

It is an important way to demonstrate how you are trying to comply with the specific requirements of your alcohol licence and the objectives of 2003 Licensing Act, so should be kept in a safe place. We would recommend best practice is to keep completed checklists on the shop premises in a clearly labelled and accessible 'alcohol licence' file.

1. What the law says about selling alcohol & the penalty staff and the business can face if an underage sale occurs?	✓
2. That the shop has to have a licence to sell alcohol. That they understand what the licence requires and the consequences for them and the business should any person sell alcohol in breach of any aspect of the alcohol licence.	✓
3. What the alcohol licence and annexed conditions requires. For example this includes basic requirements, such as; ensuring alcohol is only sold during licensing hours, mandatory conditions as well as any conditions that are set out in the Annexes to the alcohol licence that are specific to your individual premises, e.g. where in the shop alcohol can be displayed for sale.	✓
4. Why selling alcohol underage and underage drinking is a problem for local communities, as well as the harm caused to underage drinkers themselves?	✓
5. What your shop policy is for challenging customers for proof of age?	✓
6. What your shop policy is, for the types of proof of age (ID) staff should accept?	✓
7. What to look out for in relation to fake ID and how to check ID to ensure the person is who they claim to be?	✓
8. What to do if they challenge someone using fake or someone else's ID?	✓
9. How to operate any 'till prompt' system installed?	✓
10. The signs to look out for that the customer may be buying alcohol for others who are underage ('Proxy purchasing')?	✓
11. What staff should do if they suspect the person they are serving is a 'proxy purchaser'?	✓

12. What your shop policy is if a customer becomes aggressive because of a refusal to sell alcohol and steps staff should take to protect themselves?	✓		
13. What to do if person they are serving is 'drunk' and what your store policy is as to what 'drunk' means?	✓		
14. Where and how to record any refusals to sell, challenges for proof of age, use of fake ID or any other incidents such as aggressive or abusive customers etc?	✓		
15. Why it is important to record incidents/refusals to sell?	✓		
16. The law that staff under the age of 18 are not allowed to sell alcohol to anyone and the consequences for breaking this law?	✓		
17. What the shop policy is for an under 18 year old to get authorisation for sales involving alcohol?	✓		
<p>The above areas are a best practice minimum only. Use the section below to write down other areas of shop practice that you train staff on, that will help you avoid selling alcohol to under 18's or help your shop comply with the objectives of the licensing Act 2003. For example, if you operate a banning system for problem customers, what do staff need to know for it to operate successfully? (If you need more space, note this in the case below and securely attach an additional sheet).</p>			
Full name of person trained	Signature	Position in shop	Date dd/mm/yyyy
MR. MUTHUKUMARASAMY BALASOBRAMANIAM	M. Balzer	SHOP ASSISTANT	03/11/15
Full name(s) of trainer(s)			
Full name of Designated Premises Supervisor or personal licence holder authorising person trained to sell alcohol (NB Under 18's cannot be authorised to sell alcohol)			
MR. NADARAJAH SIUAPALAN	N. Seewin	MANAGER	03/11/15

Staff training checklist for -- alcohol

Staff member full name: MRS. SHANTHINI... SIVAPALAN..

A new checklist should be used to record when;

- a new staff member is appointed
- changes to the shops alcohol licence or policies have occurred
- when carrying out refresher training for existing staff.

It is an important way to demonstrate how you are trying to comply with the specific requirements of your alcohol licence and the objectives of 2003 Licensing Act, so should be kept in a safe place. We would recommend best practice is to keep completed checklists on the shop premises in a clearly labelled and accessible 'alcohol licence' file.

1. What the law says about selling alcohol & the penalty staff and the business can face if an underage sale occurs?	✓
2. That the shop has to have a licence to sell alcohol. That they understand what the licence requires and the consequences for them and the business should any person sell alcohol in breach of any aspect of the alcohol licence.	✓
3. What the alcohol licence and annexed conditions requires. For example this includes basic requirements, such as; ensuring alcohol is only sold during licensing hours, mandatory conditions as well as any conditions that are set out in the Annexes to the alcohol licence that are specific to your individual premises, e.g. where in the shop alcohol can be displayed for sale.	✓
4. Why selling alcohol underage and underage drinking is a problem for local communities, as well as the harm caused to underage drinkers themselves?	✓
5. What your shop policy is for challenging customers for proof of age?	✓
6. What your shop policy is, for the types of proof of age (ID) staff should accept?	✓
7. What to look out for in relation to fake ID and how to check ID to ensure the person is who they claim to be?	✓
8. What to do if they challenge someone using fake or someone else's ID?	✓
9. How to operate any 'till prompt' system installed?	✓
10. The signs to look out for that the customer may be buying alcohol for others who are underage ('Proxy purchasing')?	✓
11. What staff should do if they suspect the person they are serving is a 'proxy purchaser'?	✓

12. What your shop policy is if a customer becomes aggressive because of a refusal to sell alcohol and steps staff should take to protect themselves?	✓		
13. What to do if person they are serving is 'drunk' and what your store policy is as to what 'drunk' means?	✓		
14. Where and how to record any refusals to sell, challenges for proof of age, use of fake ID or any other incidents such as aggressive or abusive customers etc?	✓		
15. Why it is important to record incidents/refusals to sell?	✓		
16. The law that staff under the age of 18 are not allowed to sell alcohol to anyone and the consequences for breaking this law?	✓		
17. What the shop policy is for an under 18 year old to get authorisation for sales involving alcohol?	✓		
<p>The above areas are a best practice minimum only. Use the section below to write down other areas of shop practice that you train staff on, that will help you avoid selling alcohol to under 18's or help your shop comply with the objectives of the licensing Act 2003. For example, if you operate a banning system for problem customers, what do staff need to know for it to operate successfully? (If you need more space, note this is the case below and securely attach an additional sheet).</p>			
Full name of person trained	Signature	Position in shop	Date dd/mm/yyyy
MRS SHANTHINI SIVAPALAN	S. Sivan	CASHIER	03/10/15
Full name(s) of trainer(s)			
Full name of Designated Premises Supervisor or personal licence holder authorising person trained to sell alcohol (NB Under 18's cannot be authorised to sell alcohol)			
MR. NADARAJAN SIVAPALAN	N. Sivan	MANAGER	03/10/15

Staff training checklist for -- alcohol

Staff member full name: MR: MUTHUKOMARASAMY BALASUBRAMANIAM

A new checklist should be used to record when;

- a new staff member is appointed
- changes to the shops alcohol licence or policies have occurred
- when carrying out refresher training for existing staff.

It is an important way to demonstrate how you are trying to comply with the specific requirements of your alcohol licence and the objectives of 2003 Licensing Act, so should be kept in a safe place. We would recommend best practice is to keep completed checklists on the shop premises in a clearly labelled and accessible 'alcohol licence' file.

1. What the law says about selling alcohol & the penalty staff and the business can face if an underage sale occurs?	✓
2. That the shop has to have a licence to sell alcohol. That they understand what the licence requires and the consequences for them and the business should any person sell alcohol in breach of any aspect of the alcohol licence.	✓
3. What the alcohol licence and annexed conditions requires. For example this includes basic requirements, such as; ensuring alcohol is only sold during licensing hours, mandatory conditions as well as any conditions that are set out in the Annexes to the alcohol licence that are specific to your individual premises, e.g. where in the shop alcohol can be displayed for sale.	✓
4. Why selling alcohol underage and underage drinking is a problem for local communities, as well as the harm caused to underage drinkers themselves?	✓
5. What your shop policy is for challenging customers for proof of age?	✓
6. What your shop policy is, for the types of proof of age (ID) staff should accept?	✓
7. What to look out for in relation to fake ID and how to check ID to ensure the person is who they claim to be?	✓
8. What to do if they challenge someone using fake or someone else's ID?	✓
9. How to operate any 'till prompt' system installed?	✓
10. The signs to look out for that the customer may be buying alcohol for others who are underage ('Proxy purchasing')?	✓
11. What staff should do if they suspect the person they are serving is a 'proxy purchaser'?	✓

Staff training checklist for -- alcohol

Staff member full name: MRS. SHANMUGINI SIVAPALAN

A new checklist should be used to record when;

- a new staff member is appointed
- changes to the shops alcohol licence or policies have occurred
- when carrying out refresher training for existing staff.

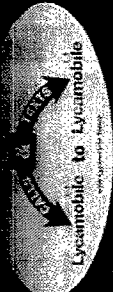
It is an important way to demonstrate how you are trying to comply with the specific requirements of your alcohol licence and the objectives of 2003 Licensing Act, so should be kept in a safe place. We would recommend best practice is to keep completed checklists on the shop premises in a clearly labelled and accessible 'alcohol licence' file.

1. What the law says about selling alcohol & the penalty staff and the business can face if an underage sale occurs?	✓
2. That the shop has to have a licence to sell alcohol. That they understand what the licence requires and the consequences for them and the business should any person sell alcohol in breach of any aspect of the alcohol licence.	✓
3. What the alcohol licence and annexed conditions requires. For example this includes basic requirements, such as; ensuring alcohol is only sold during licensing hours, mandatory conditions as well as any conditions that are set out in the Annexes to the alcohol licence that are specific to your individual premises, e.g. where in the shop alcohol can be displayed for sale.	✓
4. Why selling alcohol underage and underage drinking is a problem for local communities, as well as the harm caused to underage drinkers themselves?	✓
5. What your shop policy is for challenging customers for proof of age?	✓
6. What your shop policy is, for the types of proof of age (ID) staff should accept?	✓
7. What to look out for in relation to fake ID and how to check ID to ensure the person is who they claim to be?	✓
8. What to do if they challenge someone using fake or someone else's ID?	✓
9. How to operate any 'till prompt' system installed?	✓
10. The signs to look out for that the customer may be buying alcohol for others who are underage ('Proxy purchasing')?	✓
11. What staff should do if they suspect the person they are serving is a 'proxy purchaser'?	✓

12. What your shop policy is if a customer becomes aggressive because of a refusal to sell alcohol and steps staff should take to protect themselves?	✓		
13. What to do if person they are serving is 'drunk' and what your store policy is as to what 'drunk' means?	✓		
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15. Why it is important to record incidents/refusals to sell?	✓		
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<p>The above areas are a best practice minimum only. Use the section below to write down other areas of shop practice that you train staff on, that will help you avoid selling alcohol to under 18's or help your shop comply with the objectives of the licensing Act 2003. For example, if you operate a banning system for problem customers, what do staff need to know for it to operate successfully? (If you need more space, note this is the case below and securely attach an additional sheet).</p>			
Full name of person trained	Signature	Position in shop	Date dd/mm/yyyy
MRS SHANATHINI SIVAPALAN	S. Sivan	CASHIER	03/09/15
Full name(s) of trainer(s)			
Full name of Designated Premises Supervisor or personal licence holder authorising person trained to sell alcohol (NB Under 18's cannot be authorised to sell alcohol)			
MR. NADARAJAH SIVAPALAN	N. Sivan	MANAGER	03/09/15

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Lycamobile
Call the world for less



Lycamobile
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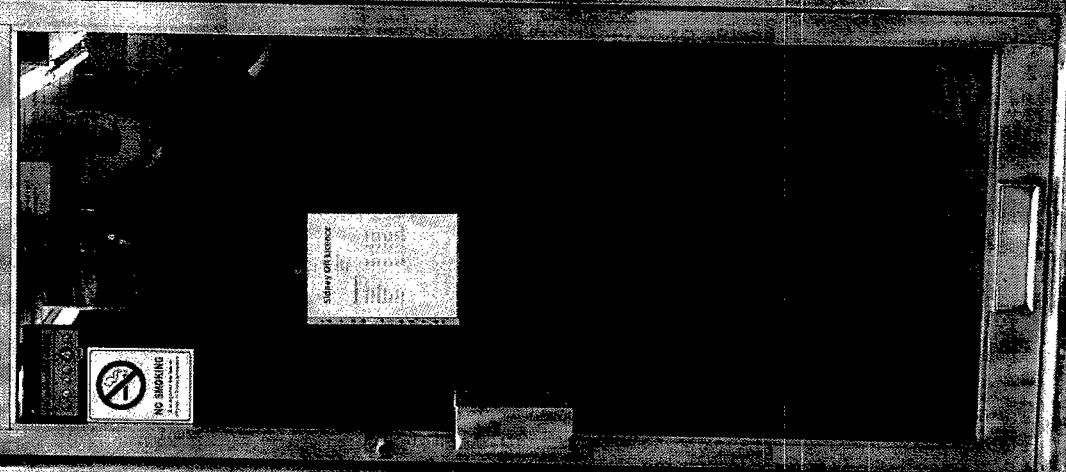
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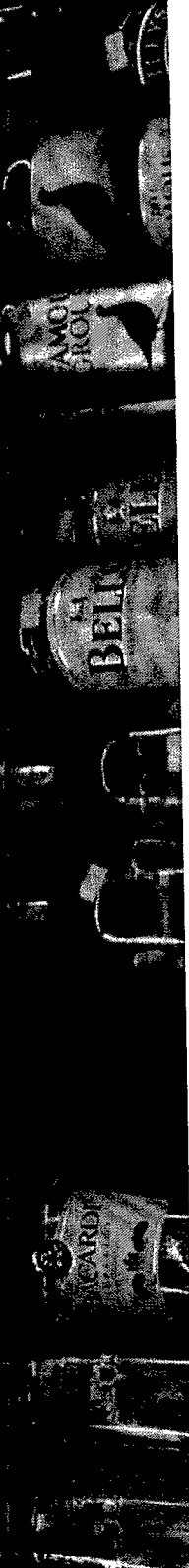
Area	Area
1. Name of Premises	2. Name of Premises
2. Address	3. Address
3. Name of Licensee	4. Name of Licensee
4. Name of Licensee	5. Name of Licensee
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Application Form

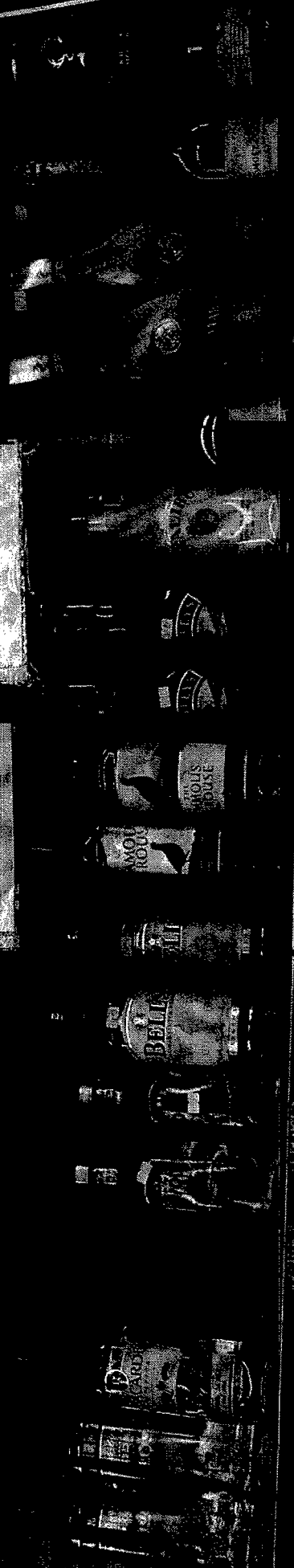
1. Name of Applicant
2. Address
3. Telephone No.
4. Name of Premises
5. Nature of Business
6. Name of Proprietor
7. Name of Manager
8. Name of Clerk
9. Name of Cashier
10. Name of Barman
11. Name of Bartender
12. Name of Waiter
13. Name of Waitress
14. Name of Porter
15. Name of Cook
16. Name of Baker
17. Name of Butcher
18. Name of Grocer
19. Name of Draper
20. Name of Tailor
21. Name of Shoemaker
22. Name of Saddler
23. Name of Upholsterer
24. Name of Jeweller
25. Name of Goldsmith
26. Name of Silversmith
27. Name of Watchmaker
28. Name of Clockmaker
29. Name of Optician
30. Name of Dentist
31. Name of Surgeon
32. Name of Physician
33. Name of Apothecary
34. Name of Dispenser
35. Name of Pharmacist
36. Name of Chemist
37. Name of Bookbinder
38. Name of Stationer
39. Name of Printer
40. Name of Bookshop
41. Name of Music Shop
42. Name of Toy Shop
43. Name of Stationery Shop
44. Name of Printing Shop
45. Name of Bookbinding Shop
46. Name of Stationery Shop
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49. Name of Stationery Shop
50. Name of Printing Shop

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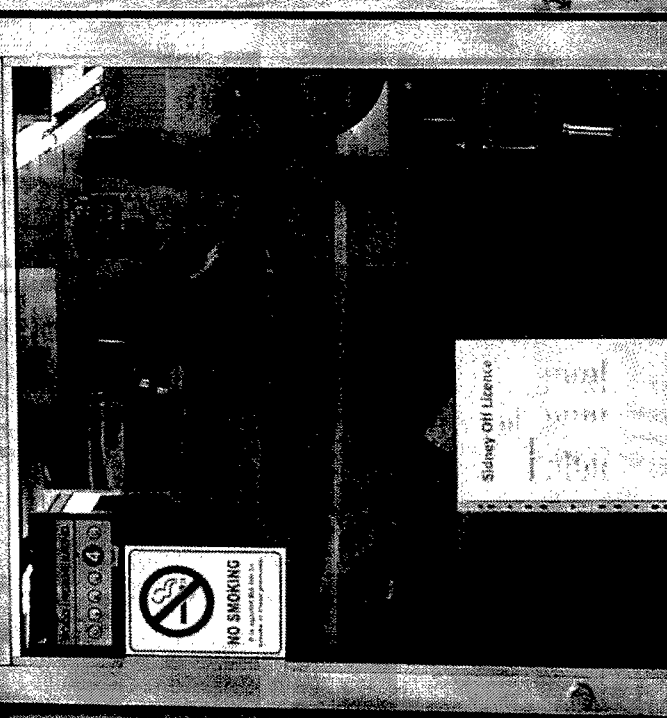
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TO WHOM IT MAY CONCERN (58)

NAME OF PREMISE :- SIDNEYS OFF LICENCE

ADDRESS OF PREMISES :- 216 EALING ROAD
WEMBLEY

MIDDLESEX

HA0 4QG

LICENCE NUMBER :- 156261

I MR. NADARAJAH SIVAPALAN being the designated premises supervisor named in the licence of the above premises hereby authorise the following person Mrs. SHANTHINI SIVAPALAN to sell or supply alcohol on these premises at any time during permitted hours.

NAME :- N. SIVAPALAN

SIGNATURE :- N. Sivapalan

DATE :- 10/11/12

TO WHOM IT MAY CONCERN (58)

NAME OF PREMISE - SIDNEYS OFF LICENCE

ADDRESS OF PREMISES - 216 EALING ROAD
WEMBLEY
MIDDLESEX
HA04QG

LICENCE NUMBER - 156261

I MR. NADARAJAH SIVAPALAN being the designated premises supervisor named in the licence of the above premises hereby authorise the following persons
MR. M. BALASUBRAMANIAM to sell or supply alcohol on these premises at any time during permitted hours.

NAME - MR. N. SIVAPALAN

SIGNATURE: N. Sivapalan

Date - 10 / 11 / 12