

Please ask for/reply to

Your Ref:
Our Ref: Do You PASS?
Date:xx/xx/2013

Dear Sir / Madam

Preventing the sale of age restricted products to young persons.

Croydon Council Trading Standards, working in partnership with the Metropolitan Police expect a level of competence from local businesses with regard to the selling of age restricted products (alcohol, tobacco, fireworks, knives etc.).

To help support local businesses we provide a programme of FREE nationally accredited training courses called "Do You PASS" on Age Restricted Products. All attendees are given a free high quality resource pack which includes information on what the law requires; steps you can take to avoid making illegal sales and examples of documentation you can use to help you comply.

WE ARE RUNNING AN EXTRA FREE EVENT FOR FIREWORK SELLERS BEFORE THE SALE SEASON STARTS. Two sessions are available on Friday October 25th in the Council Chamber, Croydon Town Hall. Choose from 10.30am to 1.00pm, or 1.30pm to 4.00pm. WE URGE YOU TO BOOK UP NOW AS SPACES ARE LIMITED. To book please contact us on the above telephone number or email address.

By attending and passing such a course and implementing the systems & procedures you learn in the training you would satisfy Croydon Trading Standards that you and your staff have acquired a satisfactory level of competence to sell age restricted products.

IMPORTANT: Trading Standards & the Metropolitan Police undertake test purchase exercises using young volunteers (who will be under the legal age limits required) and observed by officers. You should presume your shop will be one in which a test purchase may occur over firework season. Covert recording equipment may be used during these test purchase attempts and the recordings used as evidence in any enforcement proceedings/licence review.

We would urge you to review your procedures and staff training regarding age restricted products. Should a sale be made of an age restricted product to a Trading Standards volunteer this may lead to formal enforcement action, up to and including prosecution/review of premises licence.

Yours sincerely,

Croydon Trading Standards



fta fairtradingaward[®]
do you PÁSS?
helping you prevent underage sales

The do you **PÁSS?** module is part of TSI's **successful fair trading award (FTA)**.

The module is delivered by TSI accredited trainers in a two-and-a-half hour session, including a short examination, assessed and certificated by TSI. It is designed to be an interactive session focusing on the main issues that affect every retailer of age-restricted products – the legal requirements and diligence.

The training is supported by a high quality resource pack which is available from local councils.

It includes:

- what the law requires of business and staff
- proxy sales and what this means for your business
- steps you can take to avoid making illegal sales:
 - challenge 25
 - checking and accepting proof of age cards
 - use of refusal logs
 - staff training

"A very good course, well presented and useful information obtained. Thank you" National grocery retailer

"I would advise people in business to attend this training, which will help them" Newsagent

"I am glad that I came to this training as it has refreshed my memory and I am now up-to-date and informed" NISA local

"It would be good to go into companies and run this in the store for the whole team"
National retailer

contact details:

Trading Standards
020 8407 1311



www.tradingstandards.gov.uk/fta