

# Memorandum

**Community Safety &  
Enforcement**  
Trading Standards and Licensing Section

**From** Adrian Winter  
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**Your Ref** WK201615021

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**To** Royal Borough of Greenwich Licensing Section

The Trading Standards Section of the Royal Borough of Greenwich as a responsible authority under the Licensing Act 2003, make representation on the grounds of the protection of children from harm licensing objective, in connection with the licence application received for Arnott Close Post Office, 6 Arnott Close, Thamesmead, London SE28 8BG.

Trading Standards and the applicant have reached an agreement for the following additional conditions to be included on any licence granted:

1. The Challenge 25/Think 25 proof of age scheme shall be operated at the premises. All customers who appear under the age of 25 will be challenged to prove that they are over 18 when attempting to purchase alcohol. Acceptable forms of ID include a photo driving licence, passport, or home office approved identity card bearing the holographic 'PASS' mark. If the person seeking alcohol is unable to produce an acceptable form of identification, no sale or supply of alcohol shall be made to or for that person.
2. All staff shall be trained in the law about the sale of alcohol. Such training will include challenging every individual who appears to be under 25 years of age and to refuse service where individuals cannot produce acceptable means of identification, acceptable forms of ID and using the refusal register. Such training (including any refresher training) will be logged and provided not less than every six months. The training log will be made available for inspection by Police and "authorised persons"
3. A refusals log must be kept at the premises, and made immediately available on request to the police or an "authorised person". The refusals log is to be inspected on a monthly basis by the DPS and noted in the log and a record made in the log of any actions that appear to be needed to protect young people from harm. The log must record all refused sales of alcohol and include the following:

- a) the identity of the member of staff who refused the sale
  - b) the date and time of the refusal
  - c) the alcohol requested and reason for refusal
  - d) description of the person refused alcohol
4. The following posters shall be displayed conspicuously on the premises in customer facing areas:
- a) 'Think 25' or similar poster to advise potential purchasers that suitable proof of age will be required for all purchasers who appear to be under 25.
  - b) Don't Buy Alcohol for Under 18's', 'It's A Crime' or similar proxy sales poster intended to warn adults not to buy alcohol for those under 18 years-of-age.
5. The Premises Licence Holder will ensure that legible copies of the receipts for all alcohol goods purchased will be retained on the premises for at least 6 months and be made immediately available on request to the police or an "authorised person". The documents must include the following details:
- i. Seller's name and geographical address
  - ii. Seller's company details, if applicable
  - iii. Seller's VAT details, if applicable
  - iv. Vehicle registration detail, if applicable
6. The Premises Licence Holder shall not purchase any alcohol goods from door to door sellers.

A copy of an e-mail from the applicant's agent agreeing to the conditions and for the conditions to be included in their licence is attached. I confirm that the Trading Standards Section agrees that the formal hearing can be dispensed with if the above conditions are included on any licence granted.

Trading Standards thanks the applicant for their cooperation in coming to an agreement over the conditions which we would like to see included in their premise licence.

Adrian Winter  
Trading Standards Officer