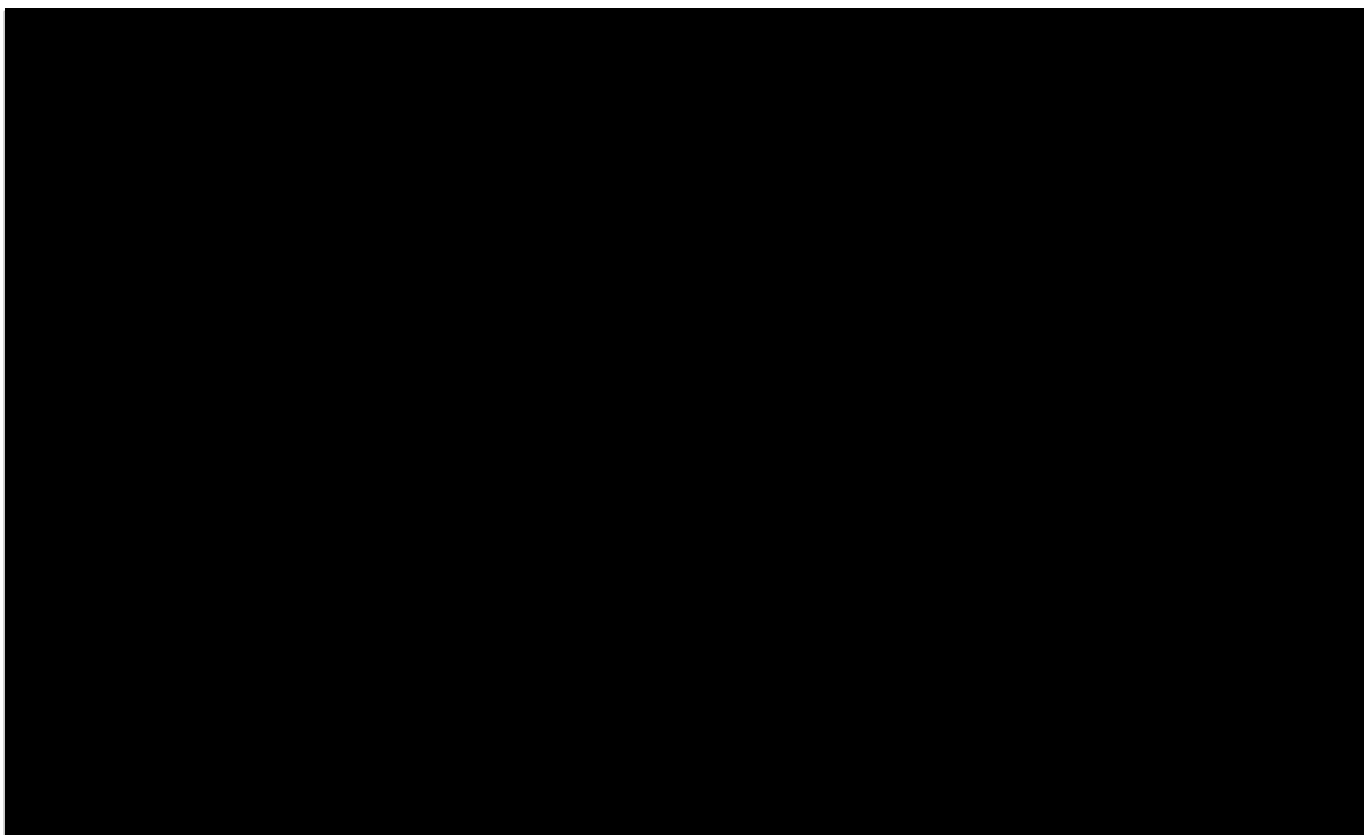


# **Premise Licence Holder- Additional Appendix 2 ENV 917**

# Your immigration status (eVisa)



## Prove your status

If you need to prove your immigration status to someone, you can do this online with a share code.

[Get a share code](#)





## You can now view [REDACTED] right to work details

They have used the 'Prove your right to work' service on GOV.UK to email you a share code.

To view their right to work details, go to the 'View a job applicant's right to work details' service on GOV.UK and enter their:

- date of birth
- share code [REDACTED]

This share code will expire on Wednesday, 7 January 2026.

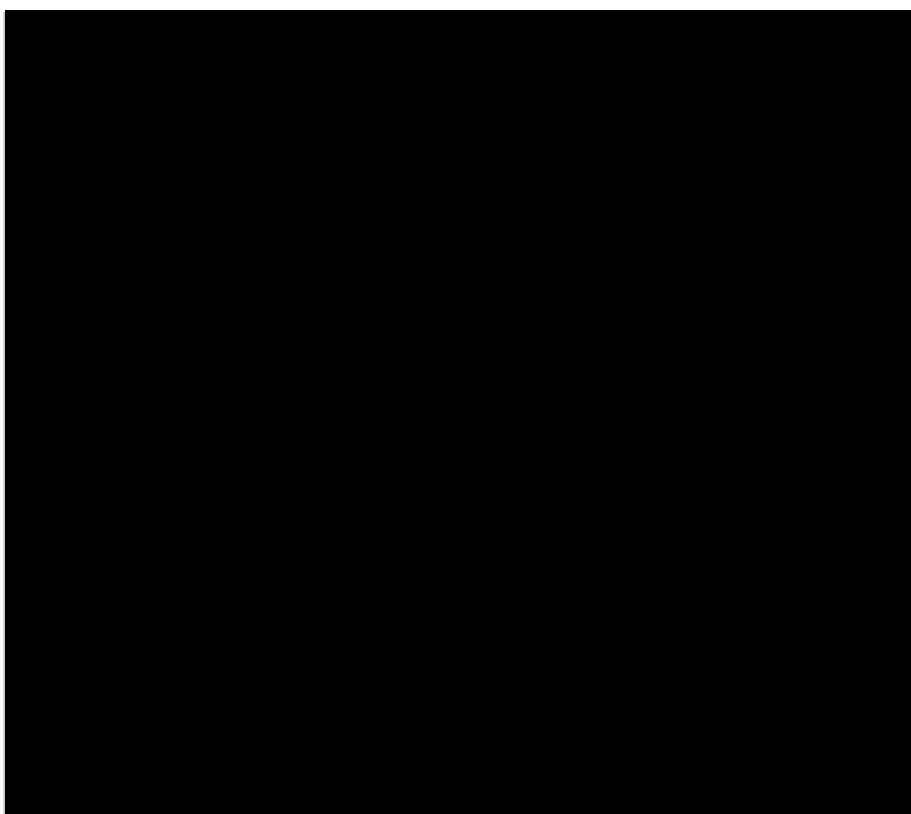
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Please do not reply to this email, as the inbox is not monitored.



**View and prove your immigration status**

# **Your immigration status (eVisa)**

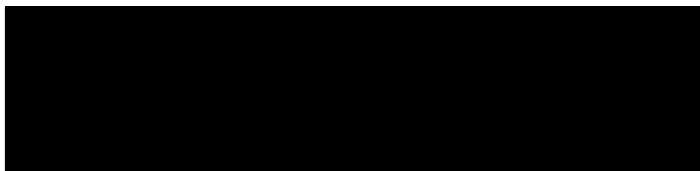


## **Prove your status**

If you need to prove your immigration status to someone, you can do this online with a share code.

## Details to give your employer

### Share code



This code is valid until 30 January 2026.

### What to do next

- 1 Give the share code and your date of birth to the person you want to prove your right to work to.
- 2 To see your right to work, they must enter the share code and your date of birth at [www.gov.uk/view-right-to-work](https://www.gov.uk/view-right-to-work).
- 3 Contact them to make sure they have all the information they need.

**GOV.UK**

## Prove your right to work

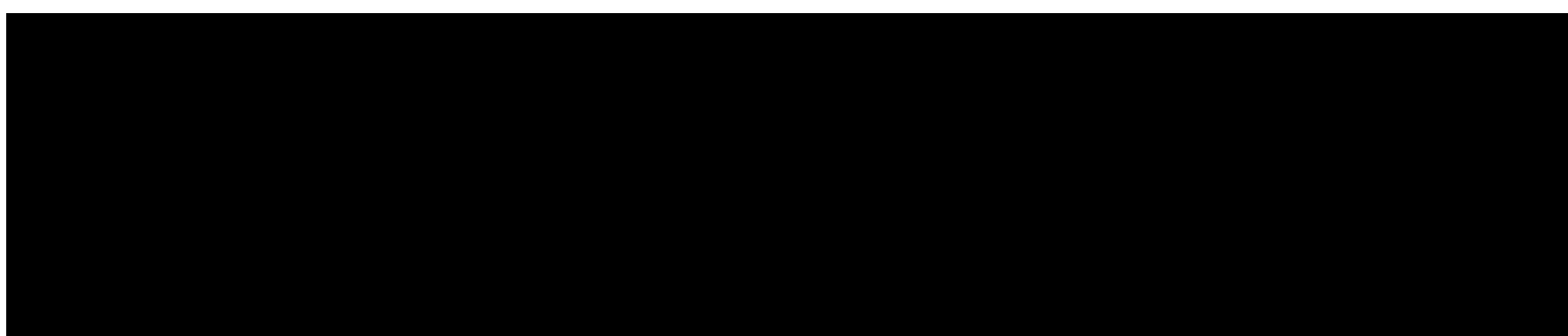
**Beta**

This is a new service – your [feedback](#) will help us to improve it.

[< Back](#)

## Details to give your employer

### Share code



This code is valid until 20 January 2026.

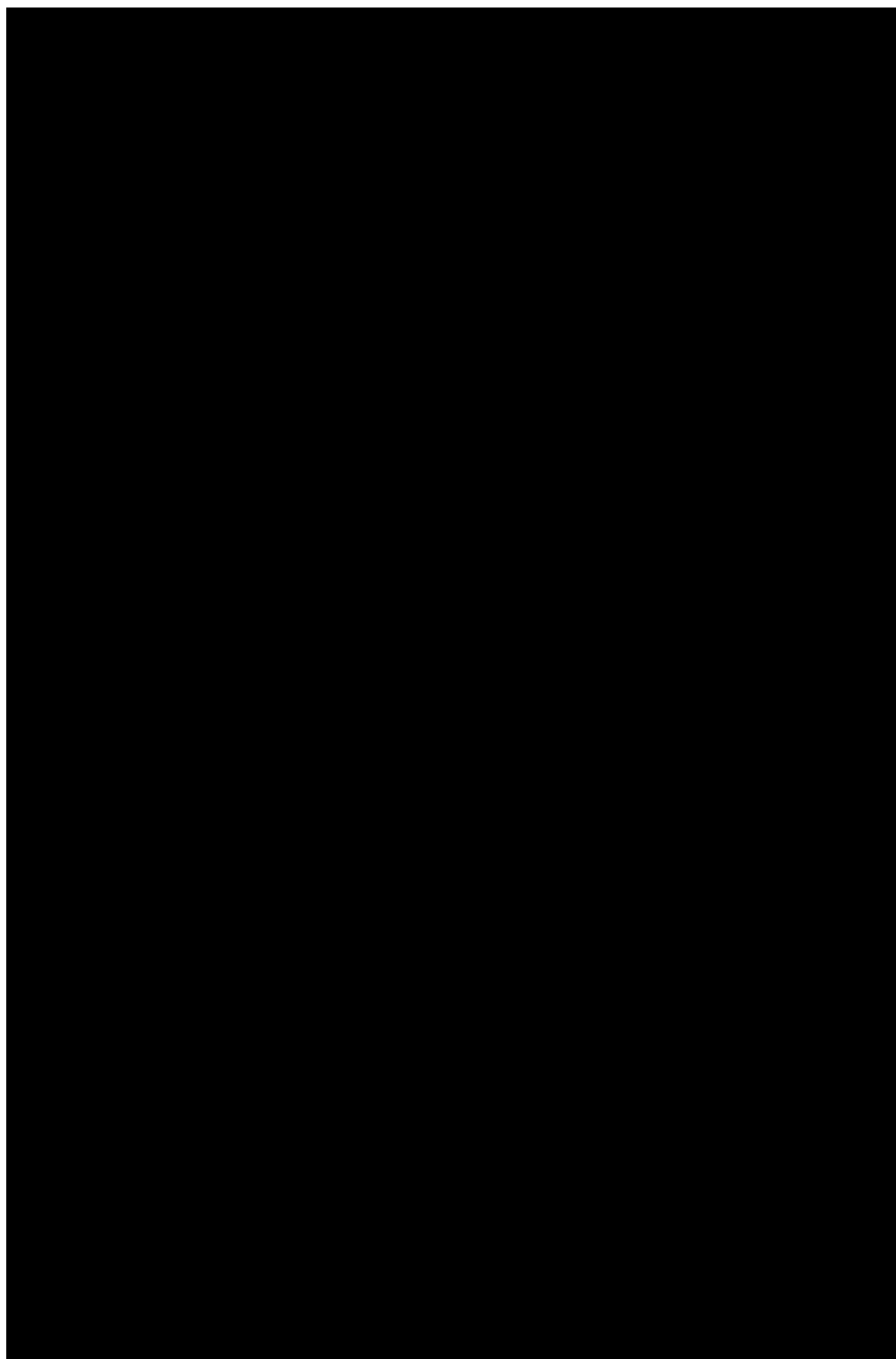
## What to do next

- 1** Give the share code and your date of birth to the person you want to prove your right to work to.



# Your right to work

## Right to work



You have the right to work in the UK until 1 March 2030.



# Your right to work

## Right to work

You have the right to work in the UK until 6 January 2026.

### Conditions

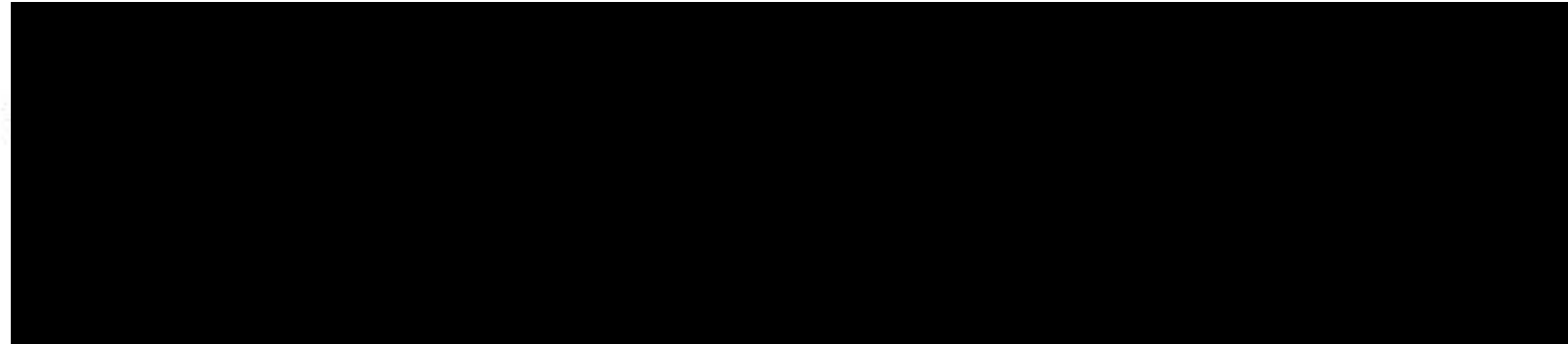
On your current visa, you can work in any job except those listed in the conditions below.

### Restrictions

You cannot work as a professional sportsperson or coach.

# Details to give your employer

## Share code

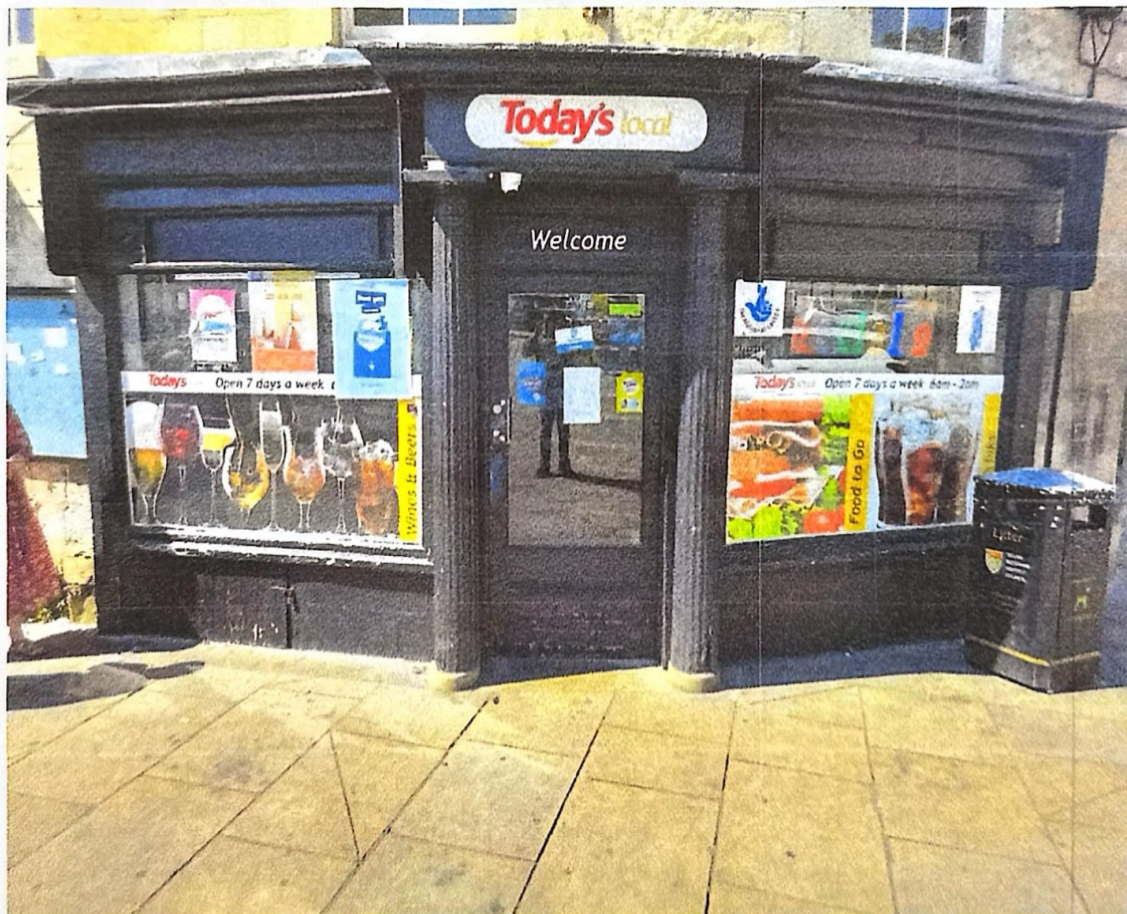


This code is valid until 3 February 2026.

# STORE LOGBOOK

**IMPORTANT FILE**

TODAY'S LOCAL, 10 REDLION SQUARE, STAMFORD, PE9 2AJ

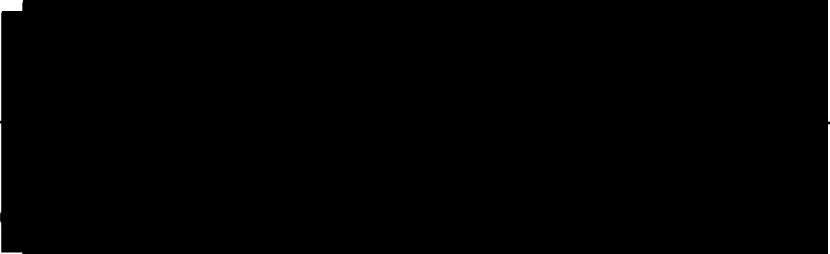




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## LICENSED PREMISES – LOG BOOK

---

NAME OF THE PREMISES:	TODAYS LOCAL
ADDRESS:	10, REDLION SQUARE, STAMFORD - PE9 2AJ
PREMISES LICENCE NUMBER	18188
DPS NAME AND CONTACT PHONE NUMBER	
MANAGER NAME AND CONTACT PHONE NUMBER	

# LICENSED PREMISES LOG BOOK

## INSIDE:

- STAFF AUTHORISED LIST
- REVERSAL BOOK
- INCIDENT BOOK
- LOCAL AUTHORITY/ POLICE/ RELEVANT VISITOR'S BOOK – ALL VISITORS TO RECORD THEIR VISIT IN THE BOOK
- STAFF TRAINING LOG AND MANUAL
- CONDITIONS ON THE LICENCE – COMPLIANCE CHECK

---

## *INTRODUCTION*

---

This log book aims to help Premises Licence Holders, Designated Premises Supervisors and Individual staff with the day-to-day running of their premises and includes guidance on:

- Displaying notices clearly and complying with the Licensing Act 2003
- Keeping record of staff training
- Keeping records of times when sales have been refused and why
- Keeping records of Incidents



---

## *DISPLAYING YOUR PREMISES LICENCE SUMMARY*

---

Your premises Licence Summary must be prominently displayed.

Failure can result in a £500 fine.

The premises licence is the licence granted by South Council Licensing Authority. It can authorise the premises to carry out licensable activities such as:

- The sale of alcohol by retail
- The provision of regulated entertainment (e.g. the performance of a play, an exhibition of a film, an indoor sporting event, boxing or wrestling entertainment, a performance of live music, any playing of recorded music, a performance of dance)

Your premises licence and premises licence summary will state the licensable activities you are allowed to provide and the times you can provide them.

The premises licence summary (or certified copy) must be always displayed in a clearly visible place – e.g. by a main entrance door.

The complies with subsection 57(3)(a) of the Licencing Act 2003

---

# PREMISES LICENCE SUMMARY EXAMPLE

---

(COUNCIL NAME AND LOGO)

## Premises licence summary

Premises licence number

### Premises details

Postal address of premises, or if none, ordnance survey map reference or description

Post town

Post code

Telephone number

Where the licence is time limited the dates

Licensable Activities authorised by the licence

The times the licence authorises the carrying out of licensable activities

The opening hours of the premises

Where the licence authorises supplies of alcohol whether these are on and/or off supplies

Name, (registered) address of holder of premises licence

Registered number of holder, for example company number, charity number (where applicable)

Name of designated premises supervisor where the premises licence authorises the supply of alcohol

State whether access to the premises by children is restricted or prohibited



---

## *NOMINATED HOLDER OF THE PREMISES LICENCE*

---

The Premises Licence Holder(s) must keep the premises licence (or a certified copy) in their custody or under their control. Alternatively, they may nominate in writing another named person who works at the premises to keep it in their custody on their behalf. This complies with subsection 57(2) of the Licensing Act 2003.

See next page for a sample Notice that can be photocopied for repeat use.

To comply with subsection 57(3) of the Licensing Act 2003, this notice must also be prominently displayed at the premises when it is in use.

# Notice specifying the person nominated to hold the Premises Licence

To whom it may concern,

I/ WE ARUNAGAM Kalamothar being the Premises Licence Holder(s) for  
(name and address of the premises) TODAY'S LOCAL, 10 Red Lion Square, PE9 2AJ

give notice that Santhosh Sekar being the position of  
DPS at the premises, is the specified person nominated to keep the premises  
licence, or a certified copy of the licence, at the premises in their custody or under their control as required by subsection  
57(2) of the Licensing Act 2003.

DATE: 30/07/25

SIGNED (PREMISES LICENCE HOLDER):

DATE:

SIGNED (NOMINATED PERSON):





SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

GRANTED

SOUTH KESTEVEN DISTRICT COUNCIL

Date: 28/04/2025

South Kesteven District Council  
The Picture House  
St Catherines Road  
Grantham  
Lincolnshire  
NG31 6TT

Premises licence number 18188

Part 1 – Premises details

Postal address of premises, or if none, ordnance survey map reference or description

Todays Local  
10 Red Lion Square

Post town Stamford  
Lincolnshire

Post code PE9 2AJ

Telephone number 01494 256350

Where the licence is time limited the dates

Licensable activities authorised by the licence

Sale by retail of alcohol

The times the licence authorise the carrying out of licensable activities

Sale by retail of alcohol

06.00 to 02.00 Monday  
06.00 to 02.00 Tuesday  
06.00 to 02.00 Wednesday  
06.00 to 02.00 Thursday  
06.00 to 02.00 Friday  
06.00 to 02.00 Saturday  
06.00 to 02.00 Sunday



**The opening hours of the premises**

06.00 to 02.00 Monday  
06.00 to 02.00 Tuesday  
06.00 to 02.00 Wednesday  
06.00 to 02.00 Thursday  
06.00 to 02.00 Friday  
06.00 to 02.00 Saturday  
06.00 to 02.00 Sunday

**Where the licence authorise supplies of alcohol whether these are on and/or off supplies**

Off the premises

**Part 2****Name, (registered) address, telephone number and e-mail (where relevant) of holder of premises licence**

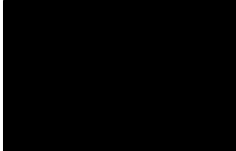
MOHAN RETAIL LTD  
80 WHITE LION ROAD  
AMERSHAM  
BUCKINGHAMSHIRE  
HP7 9JS

**Registered number of holder, for example company number, charity number (where applicable)**

07585287

**Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol**

Santhosh Sekar

**Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises the supply of alcohol**

42335 – South Kesteven District Council

## **Annex 1 – Mandatory conditions**

**Todays Local**  
**10 Red Lion Square**  
**Stamford**  
**Lincolnshire**  
**PE9 2AJ**

### **Supply of alcohol**

1. No supply of alcohol shall be made under this Premises Licence at a time:
  - a) When there is no designated supervisor in respect of the Premises Licence
  - b) When the designated premises supervisor does not hold a personal licence or his or her personal licence is suspended.
2. Every supply of alcohol under the Premises Licence shall be made or authorised by a person who holds a personal licence.

## **SCHEDULE Mandatory Licensing Conditions**

1. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
  - (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises:
    - (a) Games or other activities which require or encourage, or are designed to require or encourage, individuals to:
      - (i) Drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
      - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
    - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
    - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
    - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
    - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).

2. The responsible person must ensure that free, potable tap water is provided on request to customers where it is reasonably available.
3.
  - (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
  - (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
  - (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either –
    - (a) a holographic mark, or
    - (b) an ultraviolet feature.
4. The responsible person must ensure that –
  - (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures:
    - (i) beer or cider: ½ pint;
    - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
    - (iii) still wine in a glass: 125 ml; and
  - (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
  - (c) where a customer does not, in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

**Mandatory condition preventing the sale or supply of alcohol below the permitted price.**

1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
2. For the purposes of the condition set out in paragraph 1
  - (a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
  - (b) “permitted price” is the price found by applying the formula:-
$$P = D + (D \times V)$$
 where:-  
P is the permitted price,
    - i) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
    - ii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;



- (c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence:-
  - i) the holder of the premises licence,
  - ii) the designated premises supervisor (if any) in respect of such a licence, or
  - iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
- (d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- (e) "valued added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.

3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

4. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.

(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

## **Annex 2 – Conditions consistent with the Operating Schedule**

**Today's Local**  
**10 Red Lion Square**  
**Stamford**  
**Lincolnshire**  
**PE9 2AJ**

### **Steps Taken To Promote the Licensing Objectives**

#### **a) General - all four licensing objectives (b,c,d,e)**

Having a Personal Licence Holder on the premises at all times the licence is being used.

Staff training on licensing issues.

Installing a CCTV system.

CCTV system with recording facilities to be in place at site, appropriate staff training to be satisfactorily completed and recorded.

Training records can be made available for inspection upon reasonable request by a relevant officer of a responsible authority. Appropriate training manual, refusals book, Challenge 21 and pass accredited proof of age initiative to be operated by all staff.

#### **b) The prevention of crime and disorder**

Providing adequate lighting.

Age Restrictions.

Search policies.

CCTV system with recording facilities to be in place at site, spirits located behind the counter, appropriate staff training to be satisfactorily completed and recorded. Training records can be made available for inspection upon reasonable request by a relevant officer of a responsible authority.

#### **c) Public safety**

Provision of additional escape routes.

Fire exit notices.

Maintaining fire escapes unobstructed.

CCTV system with recording facilities to be in place at site.

#### **d) The prevention of public nuisance**

Litter clearance.

Considerate loading/unloading arrangements.

Prevention of light pollution.

Notices asking patrons to leave or queue quietly.

Appropriate staff training to be satisfactorily completed and recorded. Training records can be made available for inspection upon reasonable request by a relevant officer of a responsible authority.

e) The protection of children from harm

Proof of age cards.

A limit on the hours during which children can be present on the premises.

Requirement to be accompanied by an adult.

Off-licence sales area will be located away from products that would attract children. This gives the retailer good control on the off-licence and is far away from any other consumable item that would attract children.

Appropriate staff training to be satisfactorily completed and recorded. Training records can be made available for inspection upon reasonable request by a relevant officer of a responsible authority. Refusals book, spirits located behind the counter, Challenge 21 and pass accredited proof of age initiative to be operated by all staff.

### **Annex 3 – Conditions after a Hearing**

**Todays Local  
10 Red Lion Square  
Stamford  
Lincolnshire  
PE9 2AJ**

Conditions attached after a hearing by the licensing authority

(Date of Hearing)

(Committee Report No)

## **Annex 4 – Plans**

**Todays Local  
10 Red Lion Square  
Stamford  
Lincolnshire  
PE9 2AJ**



**Authority to sell alcohol**

I, ARUMUGAM KALAMOHAN being a Personal Licence holder, hereby certify that

[REDACTED]

has received training in licensing law, company policy and their responsibilities when selling alcohol.

I therefore authorise [REDACTED] to sell alcohol by retail for consumption off the premises at TODAY'S LOCAL  
10 Red Lion Square, PE9 2AJ

Signed ...

[REDACTED]

Print Name A. Kalamohan

Dated 20/07/24

I, [REDACTED] am aware of my responsibilities with regard to licensing law. I understand that I am authorised to sell alcohol.

Signed [REDACTED]

Print Name [REDACTED]

Dated 20/07/24

**Authority to sell alcohol**

I, Arumugan Kalampayan being a Personal Licence holder, hereby certify that

.....  
has received training in licensing law, company policy and their responsibilities when selling alcohol.

I therefore authorise..... to sell alcohol by retail for consumption off the premises at Today's Local  
10 Red Lion Square, PE9 2AJ

Signed .....  
.....

Print Name A. KALAMPAYAN

Dated 20/8/25

I, ..... am aware of my responsibilities with regard to licensing law. I understand that I am authorised to sell alcohol.

Signed .....  
.....

Print Name .....  
.....

Dated 15/07/2025

**Authority to sell alcohol**

I, [REDACTED] being a Personal Licence holder, hereby certify that

[REDACTED]  
has received training in licensing law, company policy and their responsibilities when selling alcohol.

I therefore authorise [REDACTED] alcohol by retail for consumption off the premises at Today's Local, Stamford,  
10 Red Lion Sq. PE9 2AJ.

Signed [REDACTED]

Print Name [REDACTED]

Dated 08/01/24

I, [REDACTED] am aware of my responsibilities with regard to licensing law. I understand that I am authorised to sell alcohol.

Signed [REDACTED]

Print Name [REDACTED]

Dated 08/01/24

**Authority to sell alcohol**

I, ..... being a Personal Licence holder, hereby certify that

.....  
has received training in licensing law, company policy and their responsibilities when selling alcohol.

I therefore authorise..... to sell alcohol by retail for consumption off the premises at Today's Local, 10 Reelion Square, Stamford. PE9 2AJ.

**Signed** .....

**Print Name** .....

**Dated** 22/01/2024

I, ..... am aware of my responsibilities with regard to licensing law. I understand that I am authorised to sell alcohol.

**Signed** .....

**Print Name** .....

**Dated** 21/01/2024

**Authority to sell alcohol**

I, ..... being a Personal Licence holder, hereby certify that

.....  
has received training in licensing law, company policy and their responsibilities when selling alcohol.

I therefore authorise ..... to sell alcohol by retail for consumption off the premises at .....  
Today's local, Stamford  
10 Red Lion Sq. PE9 2AJ

Signed .....

Print Name .....

Dated ..... 28/02/25 .....

I, ..... am aware of my responsibilities with regard to licensing law. I understand that I am authorised to sell alcohol.

Signed .....

Print Name .....

Dated ..... 03/02/25 .....

**Authority to sell alcohol**

I, [REDACTED] being a Personal Licence holder, hereby certify that

[REDACTED]  
has received training in licensing law, company policy and their responsibilities when selling alcohol.

I therefore authorise [REDACTED] to sell alcohol by retail for consumption off the premises at TODAYS LOCAL  
10, REDLION SQUARE STAMFORD, PE9 2AJ

Signed [REDACTED]

Print Name [REDACTED]

Dated 28/02/25

I, [REDACTED], am aware of my responsibilities with regard to licensing law. I understand that I am authorised to sell alcohol.

Signed [REDACTED]

Print Name [REDACTED]

Dated 28-02-25





Refusals Register

Keep the Register close to the counter but out of SIGHT!



## Best Practice

If a customer fails to produce valid photo-ID that confirms his or her age, the sale should be **REFUSED** and recorded in this Refusals Register after the customer has left the premises.

**Keep the register close to the counter but out of SIGHT!**



(01/02) CitizenCard (03) Passport (04) Young Scot card (05) Driving licence

All staff should know where this Refusals Register is kept, and should write an entry whenever an age-related sale is **REFUSED**. A Trading Standards Officer will ask to see it if they visit your store.

The manager will sign off and date each page of this register, which will be kept in a safe place away from customers. The Register may need to be produced in the event that local authority enforcement officers undertake test purchases, other enforcement activity or if a threat of legal action against the premises' manager or staff arises.

[no1dnosale.com](http://no1dnosale.com)

## Age Restrictions

Which products are restricted?

**18**

Tobacco products, papers, cigarettes, rolling tobacco  
Alcohol, including pre-mixed drinks and 'shot tubes'  
Cigarette lighter refills, butane  
Solvents, including glues and intoxicating substances  
Fireworks and sparklers  
Knives, razor blades (except safety razors)  
18 Videos, DVDs and PEGI 18 rated games  
R18 videos, but you need a special licence to sell these  
Newspapers and magazines with any 18/R18 DVDs or games attached  
Tattoos and sunbeds

**16**

Lottery, including the National Lottery, scratchcards and the Health Lottery  
Party poppers, cracker snaps  
Pets and animals  
Liquour confectionery  
Petrol, paraffin and liquefied petroleum gas  
PEGI 16 rated games  
Aerosol spray paints

**15**

15 videos, DVDs and games  
Newspapers and magazines with any 15 DVDs or games attached

**12**

12 Videos, DVDs and PEGI 12 games  
Christmas crackers  
Newspapers and magazines with any 12 DVDs or PEGI 12 games attached

**PENALTIES** vary depending on the product and the circumstances of the sale. A seller of alcohol can receive a fixed penalty of £90 but may be fined up to £5,000 in the magistrate's court. A seller of tobacco products can be fined up to £2,500.

A shop owner could receive a fine of up to £5,000 for an alcohol sale but this can be £20,000 for repeated breaches. They would also receive a criminal record and can have conditions placed on any licence they hold or apply for.

Other sanctions can include having your lottery terminal removed, loss of your licence to supply alcohol or fireworks or being prohibited from supplying tobacco products.



If you have a petrol station on site, there is an additional restriction prohibiting a person under 16 years of age from operating the petrol pumps.



Please record all refusals on the register below

## Refusals Register

NO.	Date	Product	Time	Name of person or description	Observations	Staff member
01	Example 01/01/15	Cigarettes	7:10 PM	Male 14 years Blonde, 5ft 11"	Nervous and refusing to show ID	Allen Smith
02						
03						
04						
05						
06						
07						
08						

Manager's Signature:

Date:

Additional pages can be downloaded from [noidnosale.com](http://noidnosale.com)



Please record all refusals on the register below

## Refusals Register

NO.	Date	Product	Time	Name of person or description	Observations	Staff member
09						
10						
11						
12						
13						
14						
15						
16						

Manager's Signature:

Date:

Additional pages can be downloaded from [noidnosale.com](http://noidnosale.com)



Please record all refusals on the register below

## Refusals Register

NO.	Date	Product	Time	Name of person or description	Observations	Staff member
17						
18						
19						
20						
21						
22						
23						
24						
Manager's Signature:				Date:		

Additional pages can be downloaded from [noidnosale.com](http://noidnosale.com)



Please record all refusals on the register below

## Refusals Register

No.	Date	Product	Time	Name of person or description	Observations	Staff member
25						
26						
27						
28						
29						
30						
31						
32						
Manager's Signature:				Date:		

Additional pages can be downloaded from [noidnosale.com](http://noidnosale.com)





Please record all refusals on the register below

## Refusals Register

NO.	Date	Product	Time	Name of person or description	Observations	Staff member
33						
34						
35						
36						
37						
38						
39						
40						
Manager's Signature:					Date:	

Additional pages can be downloaded from [noidnosale.com](http://noidnosale.com)



Please record all refusals on the register below

## Refusals Register

NO.	Date	Product	Time	Name of person or description	Observations	Staff member
4-1						
4-2						
4-3						
4-4						
4-5						
4-6						
4-7						
4-8						

Manager's Signature:

Date:

Additional pages can be downloaded from [noidnosale.com](http://noidnosale.com)





## Sample Record Book – How to Record – Incident Record!

- Record all crimes reported to the venue.
- Record all ejections of patrons.
- Record any complaints received.
- Record any incidents of disorder.
- Record any fault in the CCTV system.
- Record any refusal of the sale of alcohol and the name of the member of staff.
- Record who refused the sale.
- Record details of any officer of a responsible authority who visits the premises, including their name, job title and the responsible authority they represent.

INCIDENT RECORD					
Date & Time of the Incident	Personal Details of Person(s) Involved	Description of the Incident	Action Taken (Please record Ref number if applicable)	Name of the Employee recording the Incident	
e.g 25/05/2023 8pm	Drunken Male	Throw and Broke the Bottles Outside	Made a Record	A Robert	
e.g 31/05/2023 9am	Group of Young People	Making Nuisance, Gathering Near Alcohol Area	Asked to Leave the Premises	M Kim	
e.g 12/12/2023 2pm	CCTV Broken Down/Fault	System Overloaded – Not Recording	Told the manager/ CCTV Technician Called In	B James	
e.g 26/12/2023 7pm	Customer Lady Look Age 50	Complained that her Daughter Bought Alcohol/Energy Drink	Report Taken, Informed Manager, Asked the customer to come again when the manager is there.	J Will	







# Licensing/ Police/ Council Officer's & Other Visitor's Record Book

Date & Time	Name(s) / ID(s) of Visiting Officer(s)
Comment / Follow-Up Action Needed	
Date & Time	Name(s) / ID(s) of Visiting Officer(s)
Comment / Follow-Up Action Needed	

# Licensing Act 2003

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## *STAFF TRAINING MANUAL & LOG BOOK*

---

ALL MATERIAL COVERED IN THE TRAINING  
ENCLOSED

**UNDER  
25?**

Please be  
prepared to show  
proof of age when  
buying alcohol

Acceptable forms of ID:  
• Cards bearing  
the PASS  
logo  
• Photographic  
Driving Licence  
• Passport

**25**

**u25**

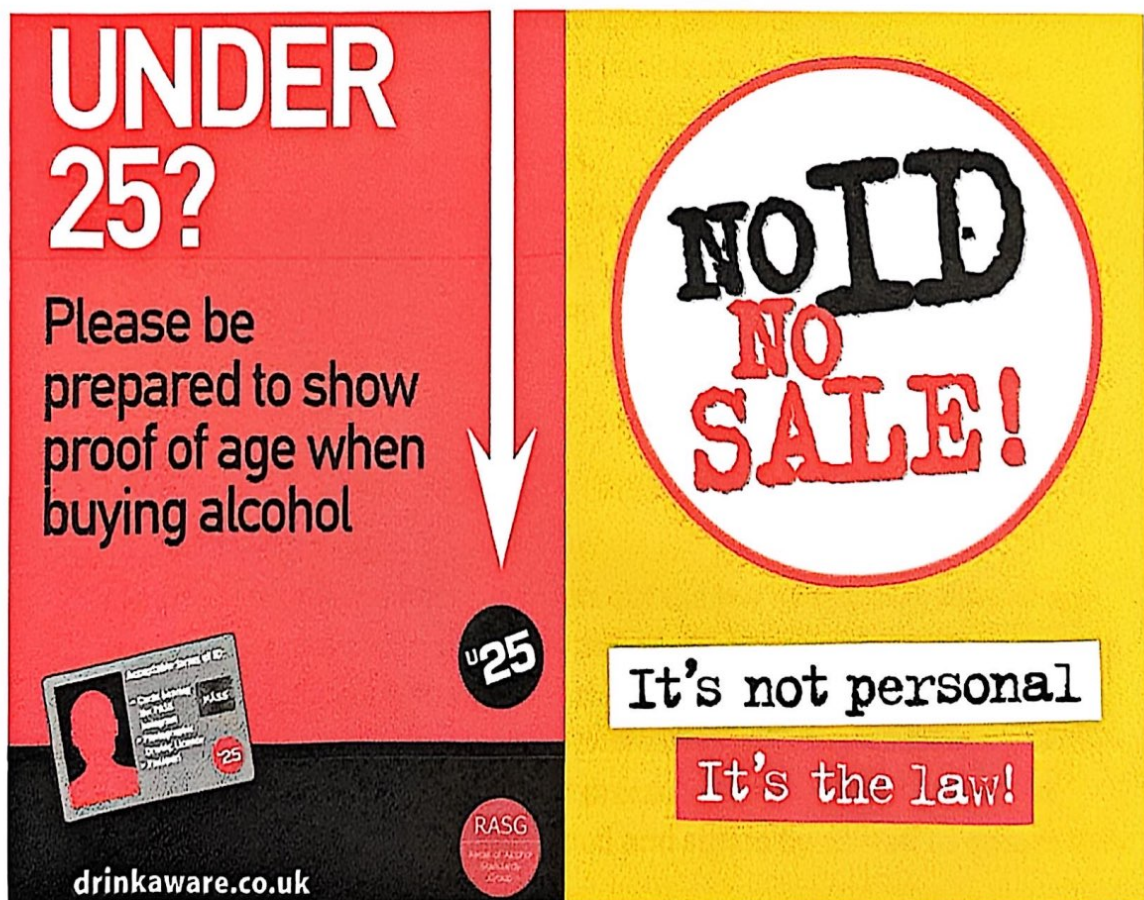
**RASG**  
REAL AGE  
STANDARD  
GROUP

[drinkaware.co.uk](http://drinkaware.co.uk)



If a customer is not happy that you have asked them to provide their ID, as you believe they are under 25, politely show them these posters which are displayed in the store.

REMEMBER – IT IS YOUR JOB TO ASK FOR ID!





# AGE RESTRICTED PRODUCTS SALES – WHAT WILL HAPPEN?

## CRITERIA

A strategy for reducing the number of underage sales is being developed by Trading Standards.

The strategy includes the following elements:

- Widely publicised telephone hotlines to encourage the public to report retailers who illegally sell age restricted products.
- A positive campaign, of which this pack is an essential part to raise retailers' awareness of the law and suggest ways staff can be supported in dealing with difficult customers.
- Test purchase at premises which are identified by calls to the hotline.
- Prosecution of persistent offenders.
- Support for a proof of age scheme which would assist retailers to meet their legal obligations.

## CONTENTS

- **INFORMATION SHEETS**

Each information sheet briefly sets out the law as it affects sales of age restricted products. In the main, these laws are enforced by Trading Standards Officers who work for the Local Authority.

To ensure that you have taken all precautions necessary to avoid an illegal sale the sheet should be read and signed by all staff to ensure they are aware of the law.

Make sure that new staff read and sign the sheets as part of their training programme. Use is as a reminder every few months.

- **REFUSAL RECORD**

To prove that you do refuse to sell, this notebook makes it easy to keep details of each refusal. **KEEP IT NEAR THE POINT OF SALE!**

## TRADING STANDARDS

### SOLVENT & BUTANE GAS LIGHTER REFILLS

To be read and signed by all staffs – CHALLENGE 25

- It is illegal to sell substances to persons under 18 if you know or think that the substance or its fumes are likely to be inhaled for the purpose of “getting high”.
- It is also an offence to sell substances you think will be sniffed, to persons acting on behalf of someone who is under 18.
- It is an offence to sell butane gas lighter refills to anyone under 18.
- If you are not sure refuse the sale.
- If you suspect an older person is buying on behalf of someone under 18, to inhale – refuse the sale.

The law does not give list of possible substances which may be inhaled- it is up to you to decide whether a particular young person is going to abuse the product. The main products that are misused to “get high” are:

- Butane gas
- Certain types of glues
- Correction fluids
- Many types of aerosol sprays



Remember you commit an offence:

- If you break the law and sell butane gas lighter refills to anyone under 18.
- If you sell “sniffable” substances to anyone under 18, or someone acting on their behalf - If you know or think they will be used for “getting high”.

DATE	STAFF NAME	SIGNATURE
26/10/23		
20/07/24		
15/07/20		

## TRADING STANDARDS

# ALCOHOL



To be read and signed by all staffs – CHALLENGE 25

- It is illegal to sell ALCOHOL to anyone under 18.
- It is illegal to sell liqueur chocolates to anyone under the age of 16.
- Staff under the age of 18 must not sell alcohol without the knowledge of the sale by the license responsible person over 18.
- If you are not sure the customer is 18 (alcohol) or 16 (liqueur chocolates), ask for proof of age.
- If you are still not sure, REFUSE THE SALE!
- All premises which sell alcohol, must have a licence.
- The licence must affix to the licensed premises a notice in a conspicuous place stating, their name and the word "Licensed" followed by what the premises are licensed for.
- It is illegal for anyone under 18 to attempt to purchase alcohol.
- If you sell alcohol to a person under 18 your alcohol licence may be at risk.

Remember you commit an offence,

- If your premises doesn't have a licence to sell alcohol and you sell alcohol.
- If you break the law and sell alcohol to a person under 18 or liqueur chocolates to a child under 16.
- If a member of your staff who is under 18, sell alcohol without your knowledge or the knowledge of the responsible person who is over 18.

DATE	STAFF NAME	SIGNATURE
26/10/23		
20/07/24		
16/07/20		

# FIREWORKS



To be read and signed by all staffs – CHALLENGE 25

- It is illegal to sell FIREWORKS to anyone under 18.
- If you are not sure that the customer is over the age of 18, ask for proof of age.
- If you are still not sure, REFUSE THE SALE!
- It is an offence to sell caps, party poppers, throwdowns, novelty matches etc, to anyone under 16.
- You must be registered with Trading Standards to keep fireworks in your shop.
- All fireworks must be stored and displayed for sale in a safe and secure manner.

Remember you commit an offence,

- If you sell fireworks to anyone under 18.
- If you sell caps, party poppers, throwdowns, novelty matches etc, to anyone under 16.

DATE	STAFF NAME	SIGNATURE
26/10/23		
20/07/24		
18/07/23		



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## TRADING STANDARDS

### SPRAY PAINTS

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To be read and signed by all staffs – CHALLENGE 25

- It is illegal to sell SPRAY PAINTS to anyone under 16.
- If you are not sure that the customer is over the age of 18, ask for proof of age.
- If you are still not sure, REFUSE THE SALE!
- Remember, that the law forbids all Spray Paints sales to children.
- Make sure the warning notice "It is illegal to sell a Spray Paint device to anyone under the age of 16" can be clearly seen at all times.

Remember you commit an offence,

- If you sell Spray Paints to a child under 16.
- If you do not display the warning notice so it can be easily seen.

DATE	STAFF NAME	SIGNATURE
26/10/23		
20/09/24		
15/07/25		



# KNIVES



To be read and signed by all staffs – CHALLENGE 25

- It is illegal to sell any knife to anyone under 18, or similar item which is made or adapted for use for causing injury to a person.
- If you are not sure that the customer is over the age of 18, ask for proof of age.
- If you are still not sure, REFUSE THE SALE!
- It is an offence to market a knife in such a way that suggest, it is suitable for combat or otherwise encourage behaviour involving the use of the knife as a weapon.
- It is an offence to sell any flick knife.

Remember you commit an offence,

- If you sell knives to anyone under 18 which is made or adapted for causing injury.
- If you market a knife which suggests, it could be used as a weapon.

DATE	STAFF NAME	SIGNATURE
26/10/23		
20/07/24		
15/07/23		

## TRADING STANDARDS

### LOTTERY TICKETS and SCRATCH CARDS



To be read and signed by all staffs – CHALLENGE 25

- It is illegal to sell LOTTERY TICKETS to anyone under 18.
- It is illegal to sell SCRATCH CARDS to anyone under 18
- If you are not sure that the customer is over the age of 18, ask for proof of age.
- If you are still not sure, REFUSE THE SALE!
- It is illegal for a member of staff who is under the age of 16 to sell lottery tickets or scratch cards.

Remember you commit an offence,

- If you sell lottery tickets to anyone under 18.
- If you sell lottery scratch cards to anyone under 18.
- If a member of staff under 16 sells lottery tickets or scratch cards.



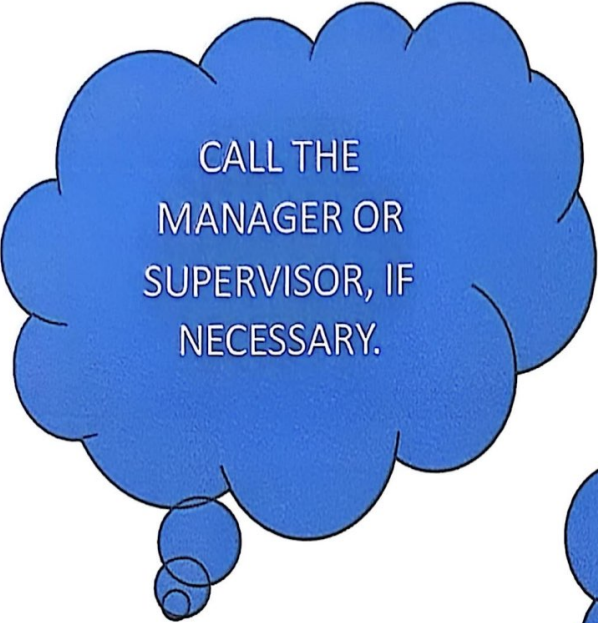
DATE	STAFF NAME	SIGNATURE
26/10/23		
20/07/24		
15/07/25		

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*DEALING WITH VULNURABLE CUSTOMERS*

---

If the customer is vulnerable,



CALL THE  
MANAGER OR  
SUPERVISOR, IF  
NECESSARY.



EXPLAIN THE LEGAL  
ISSUE.



BE POLITE AND  
UNDERSTANDING.



APPOLIGIES FOR  
INCONVINIENCE!

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## *STAFF TRAINING – MANUAL PLUS*

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### Alcohol Sales


IT IS IMPORTANT, ALL STAFF KNOW THE FOUR LICENSING OBJECTIVES.



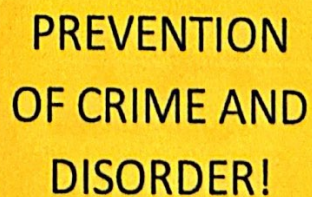
PUBLIC  
SAFETY!



PROTECTION  
OF CHILDREN  
FROM HARM!



PREVENTION  
OF PUBLIC  
NUISANCE!



PREVENTION  
OF CRIME AND  
DISORDER!



---

## STAFF TRAINING – MANUAL PLUS

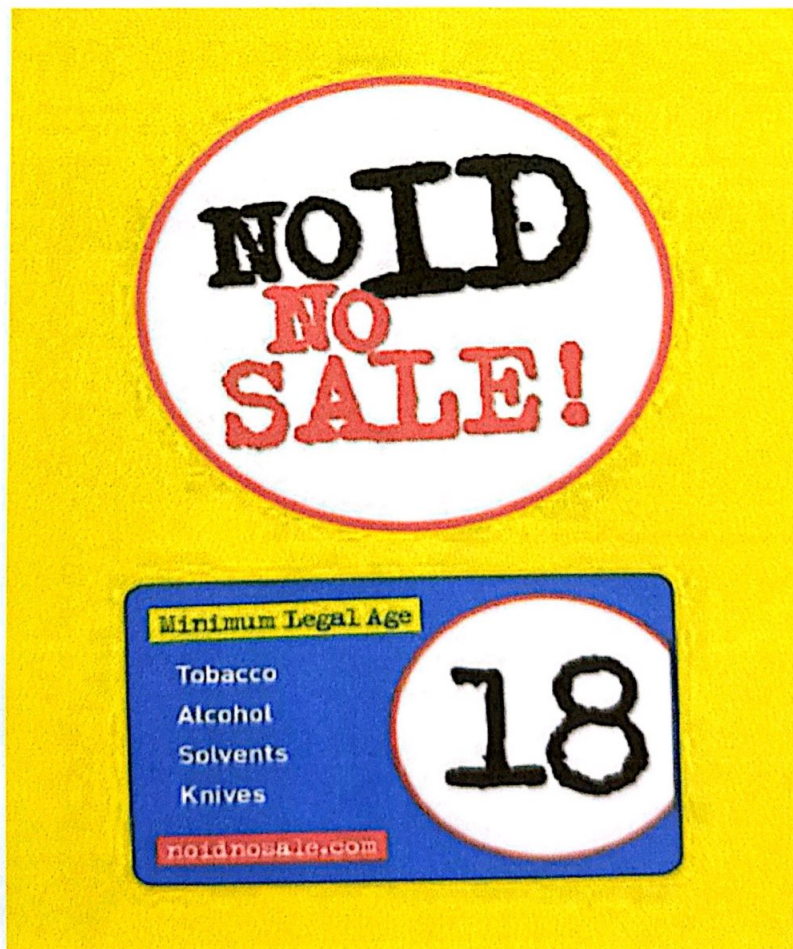
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### Underage Sales

PERHAPS THE MOST IMPORTANT ASPECT OF RUNNING A LICENSED PREMISE IS TO PREVENT UNDERAGE SALES.

THEREFORE, THE FOLLOWING PRECDURE MUST BE FOLLOWED:

- IF A PERSON APPEARS TO BE UNDER 25 YEARS OF AGE, THEN THEY MUST BE ASKED FOR ID.
- ACCEPTABLE IDs ARE,
  - PASSPORT
  - DRIVING LICENCE
  - PASS ACCREDITED ID CARD SUCH AS CITIZEN CARD





## STAFF TRAINING – MANUAL PLUS

### Underage Sales

#### WHEN ID IS PRESENTED, CHECK THE FOLLOWING

##### PASSPORT

Look for Hologram: Check that the passport is intact and has not been tampered with. For example, the photo does not stand up from the page or that the transparent cover over the photo is not damaged.

Photo Likeness: Check the photo is a likeness of the person purchasing the alcohol.

Date of birth: check the date of birth on the passport.

##### DRIVING LICENCE

Look for Hologram: Check that the passport is intact and has not been tampered with. For example, the photo does not stand up from the page or that the transparent cover over the photo is not damaged.  
(DVLA Hologram in older cards)

Check the Surname/triangle/one way sign/steering wheel/embossed section 9.

Photo Likeness: Check the photo is a likeness of the person purchasing the alcohol.

Date of birth: check the date of birth on the passport.

##### THE LICENCE, PASS ACCREDITED CARDS

Look for Hologram: Check that the passport is intact and has not been tampered with. For example, the photo does not stand up from the page or that the transparent cover over the photo is not damaged.

Photo Likeness: Check the photo is a likeness of the person purchasing the alcohol.

Date of birth: check the date of birth on the passport.

---

## STAFF TRAINING – MANUAL PLUS

---

### Underage Sales

#### CONSEQUENCES OF AN UNDERAGE SALE

If an underage sale takes place the following may occur.

- A fine of any amount for the member of staff who sells the alcohol or a fixed penalty of £90.
- A fine of any amount or a fixed penalty of £90 for the DPS.
- The Licence can be reviewed.
- Also, defendants may have to pay court costs.

The police can issue a fixed penalty notice of £90 for the following offences,

- Consumption of alcohol by an under 18-year-old.
- Selling alcohol to an under 18-year-old, obtaining alcohol for an under 18-year-old.
- Allowing consumption of alcohol by and under 18-year-old.
- Allowing delivery of alcohol to an under 18-year-old.

It is an offence to persistently sell alcohol to someone under 18-year-old.

THE OFFENCE IS COMMITTED IF ON TWO OR MORE OCCASIONS IN THREE CONSECUTIVE MONTHS' ALCOHOL IS SOLD UNLAWFULLY TO A PERSON UNDER 18-YEAR-OLD AT THE SAME PREMISES.

The fine can be unlimited and/or six months in jail.



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# STAFF TRAINING – MANUAL PLUS

---

## Underage Sales

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The fine can be unlimited and/or six months in jail.

If this occurs the police or trading standards can agree that alcohol will not be sold from the premises for a period of from 48 to 336 hours instead of prosecution.

### OTHER CONSEQUENCES

- Children are more vulnerable when drunk.
- They may supply to even younger children.
- They may be more inclined to commit anti-social behaviour.

---

## STAFF TRAINING – MANUAL PLUS

---

### Licensing Hours

Please make yourself familiar with the displayed premises licence!



**IT IS ILLEGAL TO SELL OUTSIDE THESE HOURS AND AN UNLIMITED FINE CAN BE IMPOSED**

**SALES CANNOT TAKE PLACE A MINUTE BEFORE OR AFTER THESE HOURS**



---

## *STAFF TRAINING – MANUAL PLUS*

---

### Licensing Hours

There are different types of conditions on the premises licence:

- Mandatory conditions.
- Operating schedule conditions.

#### **MANDATORY CONDITIONS**

The Secretary of State considers it appropriate for the promotion of the licensing objectives to specify mandatory conditions. Depending on the licensable activities and the type of premises you are operating, will result in certain mandatory conditions.

#### **BREACHING CONDITIONS**

Breaching any of the conditions listed on a premises licence or club premises certificate is a serious offence.

If you breach the conditions, you could get an unlimited fine and/ or six months' imprisonment.

You will be prosecuted for each condition that is being breached.

A responsible authority or interested party can apply to review the premises or club premises certificate. Where they can provide evidence that the licensing objectives are not being addressed by breaches of conditions.

You could therefore be prosecuted and the licence or certificate is reviewed which could end in revocation, suspension or loss of hours or licensable activities.



---

## STAFF TRAINING – MANUAL PLUS

---

### Proxy Sales

Staff need to bear in mind that adults may attempt to purchase alcohol for people under 18 years age.

Staff should ensure that they use their best endeavours to prevent this.

The following may mean that people are buying for persons who are UNDERAGE,

- A person may purchase a great deal of alcohol which may signal they are purchasing for other people. They may however just be having party. IF YOU ARE IN ANY DOUBT, ASK THE PURCHASER IF THE ALCOHOL IS FOR THEIR OWN CONSUMPTION.
- Very often the children will be waiting for the alcohol not far from the shop. OBSERVE WHAT IS GOING ON OUTSIDE, DO NOT OBSCURE VIEW FROM WINDOW.
- Underage people may come into shop and ask for say, "Two cans of stella and coke" and you refused the sale. Immediately or soon after an adult asks for "Two cans of stella and coke"- THIS IS A SURE SIGN THAT IT IS LIKELY A PROXY SALE.
- SIGNS SHOULD BE PUT UP IN THE SHOP NEAR THE ALCOHOL SALES SECTION, REMINDING CUSTOMERS THAT IT IS A CRIMINAL OFFENSE.



---

## STAFF TRAINING – MANUAL PLUS

---

### Proxy Sales

#### ALCOHOL ON BEHALF OF PERSONS UNDER 18 YEARS OF AGE!

If staff suspect an individual, then they can remind them of this law.

Also, an individual may return to the shop for more alcohol. It should be asked "WHY THE DID NOT BUY THE ALCOHOL THEY NEEDED ON THE FIRST VISIT".

If in doubt say it is a licensing requirement that they cannot serve a person more than once in a day.

Remind people it is a criminal offence to supply under 18 with alcohol.

**IF ANY DOUBTS, DO NOT SERVE!**

It is a criminal  
offence to buy  
alcohol on  
behalf of a child.

You could face an  
unlimited fine.

[drinkaware.co.uk](http://drinkaware.co.uk)



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## STAFF TRAINING – MANUAL PLUS

---

### Proxy Sales

#### Group of people!

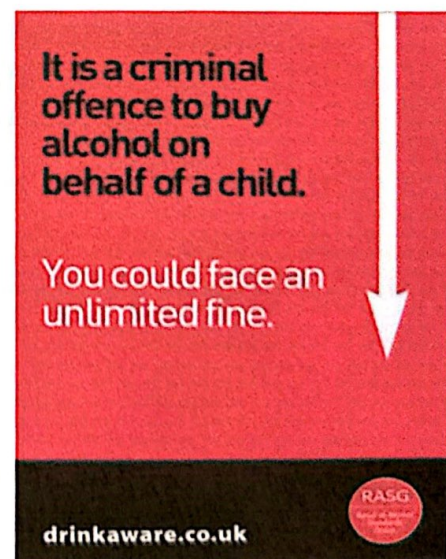
- A group of people may come into the shop to buy alcohol.
- One person in the group may be over 18. However, in this case THE WHOLE GROUP SHOULD BE ASKED FOR ID.
- However, common sense should prevail.

#### Two adults and a 7-year-old coming into the shop and the adults purchasing alcohol!

- Obviously, family group should not be asked to provide ID for children so young.

#### A parent come in the shop and their child who is a teenager but not 18, starts selecting the alcohol for the parent!

- In this case, clearly the alcohol is for the teenager. So, THE SALE SHOULD BE DECLINED. Explaining that it is a condition of the licence to ask all persons in the group for ID and that the matter is out of your hands.
- Obviously common sense must prevail. But do not forget it is you that will be held responsible by the police if the adult pass alcohol on to under 18 and if you did not carry out the required checks.





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## STAFF TRAINING – MANUAL PLUS

---

### DRUNKS AND STREET DRINKERS

PLEASE DO NOT SERVE DRUNKS OR STREET DRINKERS!



#### HOW DO WE DEFINE A DRUNK

This is a very difficult process sometimes.

Many so-called experts have trouble with this.

**WE ONLY MUST GO OUT ON A FRIDAY NIGHT TO SEE MANY CLUBS AND BARS, HAVE A TOTAL DISREGARD OF THIS AND SEEM TO GET AWAY WITH IT.**



In an OFF-LICENCE, a drunk is described as:

- SOMEONE WHO IS UNSTEADY ON THERE FEET
- HAS TROUBLE SPEAKING AND SLURS THEIR WORDS
- HAS TROUBLE SORTING OUT THEIR MONEY AND DROPPING THEIR MONEY
- HAVE LCOHOL SMELL ON THEIR BREATH ALTHOUGH SOME ARE GOOD AT HIDING THE SMELL.

**IF IN DOUBT DO NOT SERVE!**



**Please be respectful  
to our neighbours  
and local residents.**

**Please leave our  
premises quietly  
and don't cause any  
disturbance to  
anyone in the area.**

**Thank you.**

### **REFUSALS POLICY**

We welcome all customers to the shop but please note that;

#### **WE WILL NOT SELL ALCOHOL TO:**

- (1) Any person recognised or identified as a street drinker (regardless of their level of inebriation at the time);
- (2) Any person found to be drinking alcohol in the street;
- (3) Any person who is drunk or appears to be drunk;
- (4) Any person suspected of trying to buy alcohol for another person who is drunk or appears to be drunk;
- (5) Any person unable to provide valid ID when requested by staff;
- (6) Any person who is verbally or physically abusive towards staff or customers.
- (7) To any person suspected of trying to buy alcohol for another person who may be underage.

Any person in breach of this policy on these premises may be reported to the Police. This shop supports the Council and the Police in the prevention of crime and disorder, and our CCTV images may be used in the prevention and detection of crime.



Poster supplied by  
Answers Investigation

## PRIVATE DETECTIVES

Solving Personal Problems & Corporate Issues

Call us on: 01483 200999

Or visit us at: [www.answers.uk.com](http://www.answers.uk.com)



**ANSWERS**  
**INVESTIGATION**

### IMPORTANT NOTICE

**Please do not drink  
alcohol purchased  
from this shop  
outside the shop, or  
in the streets.**

Our CCTV cameras are recording at all  
times and images will be provided to the  
Police in the event of any problems.

Thank you.

**Rentokil**  
Control Pro







## Cookies on UK Visas and Immigration services

We use some essential cookies to make this service work.

We would like to use analytics cookies so we can understand how you use this service and make improvements.

[Accept analytics cookies](#)

[Reject analytics cookies](#)

[View cookies](#)



## Your right to work

You can work in the UK until 4 February 2024.

### Details

You can work:

- up to 20 hours a week during term time
- full-time during the holidays

You must share proof of your term dates with your employer.

You can also work on a placement which is part of the course your student visa is based on. The work placement must be:

- a compulsory part of your course



- assessed as part of your course

Read more about volunteering, working for a student union and other types of work.

## Conditions

You cannot:

- work as an entertainer
- work as a professional sportsperson or coach
- run a business or be self-employed - unless you have applied for a start-up visa



**Do not give this page to your employer. It is not proof of your right to work.**

To share your details with an employer, you need to create a share code.

Continue

If you have a biometric residence card, biometric residence permit, or Frontier Worker permit, you must get a share code to prove your right to work. You cannot use your card or permit as proof.

If any of your details or information on this page is not correct, contact UK Visas and Immigration.

## Cookies on UK Visas and Immigration services

We use some essential cookies to make this service work.

We would like to use analytics cookies so we can understand how you use this service and make improvements.

[Accept analytics cookies](#)

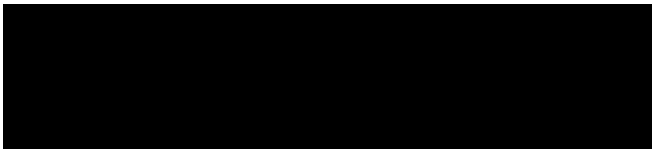
[Reject analytics cookies](#)

[View cookies](#)



## Details to give your employer

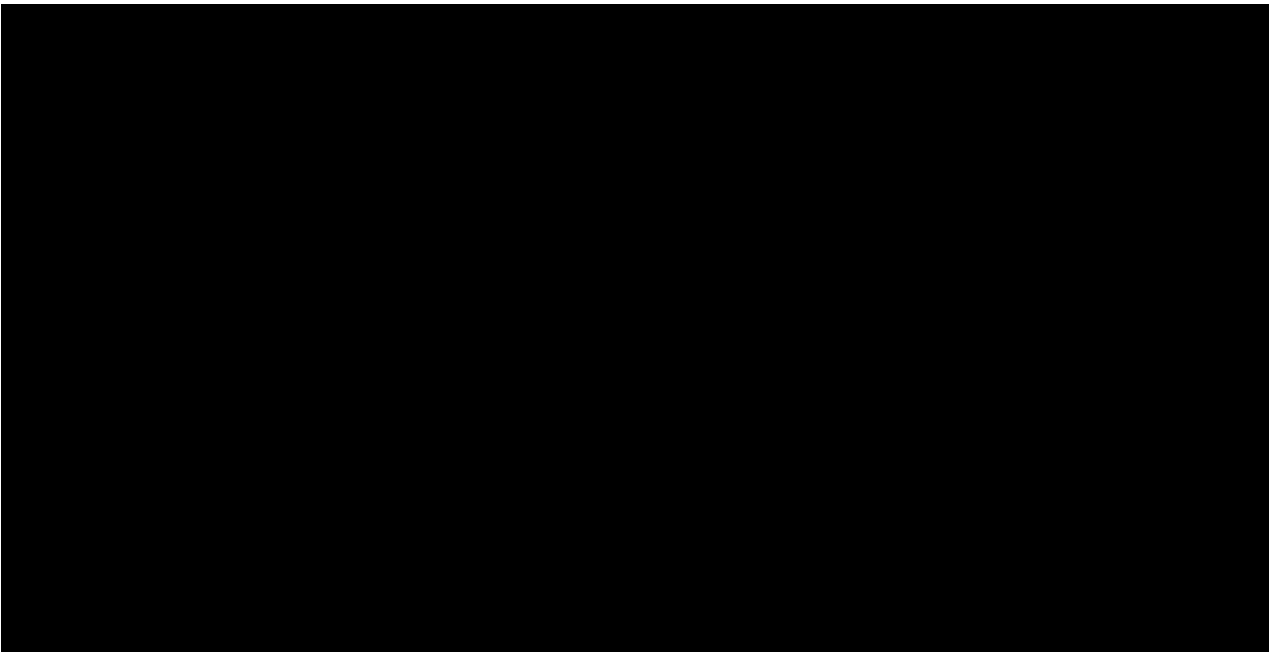
### Share code



This code is valid until 1 January 2024.

### What to do next

- 1 Give the share code and your date of birth to the person you want to prove your right to work to.
- 2 To see your right to work, they must enter the share code and your date of birth at [www.gov.uk/view-right-to-work](https://www.gov.uk/view-right-to-work).
- 3 Contact them to make sure they have all the information they need.



They have the right to work in the UK until 17 June 2027, subject to the conditions and restrictions below.

**Conditions**

No self-employment, except where all the following apply:

- they have no premises that they own, other than their home
- the total value of any equipment used in their business does not exceed £5,000
- they have no employees

**Restrictions**

They cannot work as a professional sportsperson or coach.

**If you employ this person**

To avoid a penalty, you must:

- check this looks like the person you meet face to face or by video call
- keep a secure copy of this online check (either electronically or in hard copy), for the duration of the employment and for 2 years after

You must do this check again when their permission to be in the UK expires on 17 June 2027.

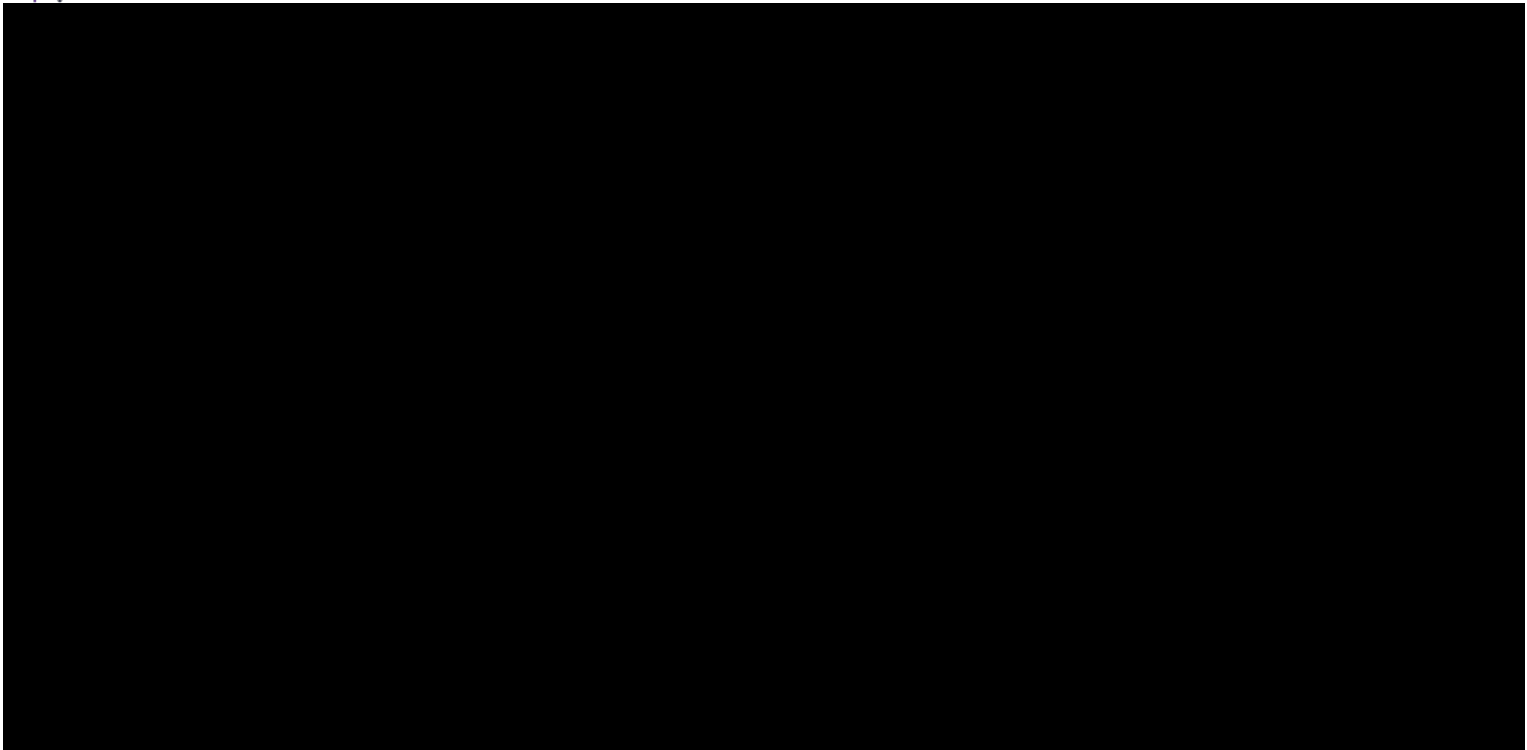
Read the employers' code of practice to find out more about right to work checks.

You cannot accept a job applicant's biometric residence card, biometric residence permit, or Frontier Worker permit as proof of their right to work. Ask them for a share code instead.

Details of check

Company name	Date of check	Reference number
Mohan Retail Ltd	7 November 2025	WE-J53LM63-S7





## Restrictions

They cannot work as a professional sportsperson or coach.

## If you employ this person

To [avoid a penalty](#), you must:

- ☐ check this looks like the person you meet face to face or by video call
- ☐ keep a secure copy of this online check (either electronically or in hard copy) for the duration of the employment and for 2 years after

You must do this check again when their permission to be in the UK expires on 14 November 2027.

Read the [employers' code of practice](#) to find out more about right to work checks.

You cannot accept a job applicant's biometric residence card, biometric residence permit, or Frontier Worker permit as proof of their right to work. Ask them for a share code instead.

## Details of check

### Company name

AKMS Retail Ltd

### Date of check

7 November 2025

### Reference number

WE-MN2LM63-X3

## **Correspondence with Police – October 2025**

**From:** Arumugam Kalamohan <mohanretail@hotmail.co.uk>  
**Sent:** 21 October 2025 20:24  
**To:** Braithwaite, Katherine (824) <katherine.braithwaite@lincs.police.uk>  
**Cc:** redlion square <10redlionsquare@gmail.com>  
**Subject:** Re: Todays Local Red Lion Square

Good Evening,

I can confirm pen drive is ready to collect.

Staff on D  
Manager -

Regards  
Kalamohan

---

**From:** Braithwaite, Katherine (824) <katherine.braithwaite@lincs.police.uk>  
**Sent:** 20 October 2025 15:18  
**To:** Arumugam Kalamohan <mohanretail@hotmail.co.uk>  
**Subject:** Todays Local Red Lion Square

Good afternoon Mr Kalamohan.

I am aware that your store experienced an incident with an aggressive customer on the 17<sup>th</sup> October 2025. This incident was reported into the police.

Could I please request a copy of all your CCTV footage for this store between the times of 1630-1700hrs?

Are you also able to confirm the names of the shop assistant and manager who were involved please and spoke to the attending police officers?

Once the footage is ready for collection please let me know and I will ask that a colleague collect it from the store.

Thanks and kind regards,

*Kat*

**Pc Kat Braithwaite**

Alcohol Licensing Officer / Family Liaison Officer



[katherine.braithwaite@lincs.police.uk](mailto:katherine.braithwaite@lincs.police.uk)



Lincolnshire Police Headquarters, Deepdale Lane, Nettleham LN2 2LT



[www.lincs.police.uk](http://www.lincs.police.uk)



[@LincsPolice](https://twitter.com/LincsPolice)



[Lincolnshire Police](https://www.facebook.com/LincolnshirePolice)



[@LincsPolice](https://www.instagram.com/LincsPolice)



[nextdoor.co.uk](https://nextdoor.co.uk)

*Courage, Respect and Empathy and Public Service*

**KEEPING LINCOLNSHIRE SAFE**



## CONFIRMATION FROM THE PORTMAN GROUP

**From:** David Saer <DSaer@portmangroup.org.uk>

**Sent:** 23 June 2020 10:04

**To:** Ian Rushton <ijrushy@hotmail.com>; Info@portmangroup.org.uk <Info@portmangroup.org.uk>

**Subject:** RE: Portman Group Retailer Alert Bulletin:

Hi Ian,

Thank you very much for getting in touch.

We will be sure to Mr Kalamohan to the distribution list.

Best wishes,

**David Saer**

Policy and Communications Manager



Tel: 020 3925 5704 | Millbank Tower, 21-24 Millbank, London, [SW1P 4QP](#) | Twitter: @portmangroup

Around **4 in 5** Brits are drinking the same or less compared to before lockdown



Around a **third** are reducing how much they drink.

Source: Alcohol Change UK, CGA, IARD, Portman Group, YouGov

Low and no alcohol sales rose **32.5%** immediately prior to lockdown, as Brits stockpiled to moderate their drinking



Source: In March 2020, compared to 2019 - Kantar

The alcohol industry to support key community



**From:** Ian Rushton <ijrushy@hotmail.com>

**Sent:** 22 June 2020 12:21

**To:** Info@portmangroup.org.uk

**Subject:** FW: Portman Group Retailer Alert Bulletin:

Good afternoon

Hope you are well.

I receive your retailer alert bulletin on behalf of my client Mr Arumugam Kalamohan.



I'd be grateful if you would add Mr Kalamohan to your circulation list please (if he isn't already). His email is [mohanretail@hotmail.com](mailto:mohanretail@hotmail.com);

Could you confirm this is ok?

Thanks, Ian

***Ian Rushton***  
***JL Licence and Retail***  
***07909 511953***

Posted 01/11/2023



Immigration  
Enforcement

## IMPORTANT - PLEASE READ

### Compliance with Data Protection Legislation

#### Data Protection Compliance

The inappropriate sharing of personal data can result in a data breach under the Data Protection Act 2018. To ensure you comply with Data Protection Legislation, it is important you only respond to requests for information with personal data regarding the individual(s) relating to the specific immigration activity outlined within this correspondence.

#### What is personal data?

Personal data includes information related to any identifiable living individual, (including yourself) and includes some of the following attributes:

- Name/s and date/s of birth
- Addresses, contact details and Next of Kin information
- National Insurance number
- Bank account/payment details/medical information
- Passport/BRP

#### What do I need to do?

You must **only** provide personal data/evidence regarding the individual(s) named in the information request to evidence a statutory excuse for employment.

#### What happens if I inappropriately share personal data?

All breaches are reported to the Home Office's Office of the Data Protection Officer. Serious incidents may be referred to the Information Commissioner's Office (ICO) for investigation. The ICO has the power to issue a range of sanctions including reprimands and financial penalties.

Reference:  
324512

# Response Form

You should provide a response by **09/11/2023**

## 1. Confirm your business details

We have evidence which indicates that you are the owner of the business where we have encountered suspected illegal workers and therefore believe that you are the employer of the workers identified.

If this is correct, and you are the employer, you should complete the fields below in **section 1** to confirm your details and then complete **sections 2, 3 and 4**. If, however, you are **not** the employer of these workers then you should only complete **section 1** with the details of the correct employer, if this information is known by you.

Your business type is: ☐ Sole Trader ☒ Limited Company ☐ Franchise  
☐ Other:

Your trading name is: Today's Local

Your trading address is: 10 Red Lion Square  
Stamford  
PE9 2AJ

Your registered company name is: Mohan Retail Ltd

Your registered address is: 80 white lion Rd  
Amersham  
HP7 9JS

Your correspondence address is (the address where we will write to you), If you wish to nominate a representative you will need to provide a letter of authority authorising them to act on your behalf:

- SAME -

Your Companies House number is (if you are a limited company): 07585287



**2.  
Confirm if you  
have employed<sup>1</sup>  
the illegal  
worker(s)**

For each of the suspected illegal workers below please indicate when you have employed them.

Employee(s) name	Date employment commenced	Dates employment ended (if applicable)
Dhinaharan Ganesan	15/07/2023	03/10/2023

**3.  
Confirm if you  
carried out right  
to work checks**

For each of the suspected illegal workers below please indicate whether you correctly carried out right to work checks for them and provide the dates on which all checks were conducted. You should enclose clear copies of the documents you checked and the record showing the date on which you conducted your checks e.g. dated declaration on the document. It is not sufficient just to complete this box.

Employee(s) name	Checks conducted and document copies enclosed?	Dates <u>all</u> right to work checks conducted
Dhinaharan Ganesan	Enclosed	15/07/2023 ✓ 03/10/2023 ✓ 01/11/2023

<sup>1</sup> Section 25(b) of the Immigration, Asylum and Nationality Act 2006 states "reference to "employment" is to employment under a contract of service or apprenticeship, whether express or implied and whether oral or written."



Your VAT number is (if you are registered to pay VAT):

119567783

Date you commenced trading/company incorporated on:

31/03/2011

Your business owner's name is:

A kalamohan

Your business owner's National Insurance number and/or PAYE reference number is:

[REDACTED]

Your business owner's date of birth is:

09/04/1970

Your business owner's address is:

80 white lion Rd  
Amersham  
HP7 9JS

Your company director(s)/partners names are:

- Nil -

Your contact telephone numbers are:

Landline:

Mobile:

[REDACTED]

Your email address is:

mohanretail@hotmail.co.uk

To show you have carried out the checks correctly you must have checked original acceptable documents and retained a clear copy of each. Where a person is a student with restrictions on the hours they can work, you must also have checked and retained a clear copy of their term and vacation dates covering their period of employment with you. Please submit a clear copy of the term and vacation dates for each student employee. If you have already provided this information to us you do not need to do so again.

**COMMENTS:**

*Alleged illegal worker [REDACTED] is a student who is eligible to work 20 hrs.*

*Company has taken all checks & measures on his right to work. Copies (proof) of checks attached.*

*Company can confirm that he was allowed to work to his limited legal hours. Company also checked his right to work (today) 01/11/2023 and the check clearly shows that he still have right to work and his sponsor is not revoked.*

*Company believes that Home office has still not taken any measures after [REDACTED] visit on 03/10/2023 as his work rights is still active till february 2024.*

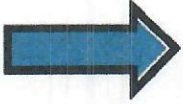
*Therefore, I strongly disagree that [REDACTED] is a illegal worker and the Company is NOT liable for civil penalty.*

**4. Confirm if you reported suspicions of illegal working**

For each suspected illegal worker below please indicate whether you reported your suspicions about them before we encountered the suspected breach(es) of section 15, and provide the Home Office unique reference you were given by the Sponsorship, Employers and Education helpline. If you suspected one or more of the named employees were working illegally and you reported this to the Sponsorship, Employers and Education helpline before we encountered the suspected breaches of section 15, then any penalty for which you may be liable may be reduced by £5,000 per illegal worker.

Employee(s) name	Suspected illegal working reported to us?	Home Office unique reference number
[REDACTED]	No	NIL

**Sign here**



I confirm that the above information is correct to the best of my knowledge and I understand that the Home Office may routinely share this information with other government departments and other agencies as required.

Signed: \_\_\_\_\_ Date: 01/11/2023

Print name: ARUMUGAM KALAMOHAN

Position in business: DIRECTOR