

**Communities, Localities and Culture**

**Safer Communities**

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Mr Tariq Sheikh  
My Local  
12a Grove Road  
London  
E3 5AX

Date 29.10.2013

Your reference  
My reference E/064373

Dear Mr Sheikh,

**Underage Sales Training**

I am writing to you following my visit of 21<sup>st</sup> October 2013, where I spoke with you and your staff about steps you can take to prevent the sale of age restricted products. I would like to take the opportunity to welcome you to our Underage Sales & Responsible Trader Scheme.

During my visit I provided an overview of the guidance pack that Tower Hamlets Trading Standards have put together for all scheme members. This can be used as a toolkit for initial staff training as well as refresher training that you are advised to carry out periodically.

I would suggest that you and your staff read through the pack thoroughly and that once you are both satisfied they understand the legal requirements, they sign the training record. This is all part of exercising your due diligence. As discussed there will be a launch for the scheme which you will be invited to once a date has been confirmed.

Please find enclosed the till prompt stickers and Challenge 25 posters you requested. If you have any queries or require further advice please contact me on the number above.

Yours sincerely,



**Geraldine Temple**  
Consumer Services Officer