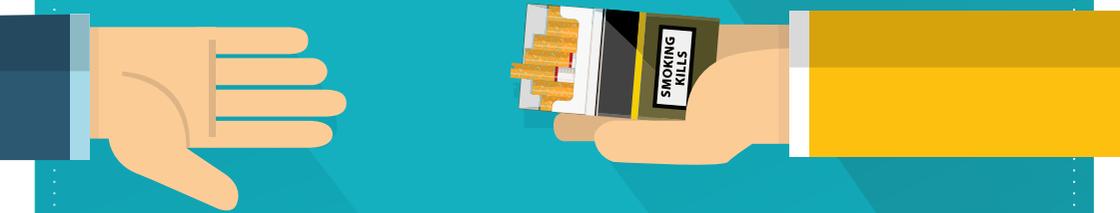




TOBACCO RETAILERS

ADVICE LEAFLET



Belfast
City Council

Selling tobacco products:

Age:

It is illegal to sell any tobacco product (including cigarette papers) to anyone under 18. If you do sell these products to anyone under 18 you can receive a Fixed Penalty of £250, or you may face prosecution and be fined up to £5000.

Singles:

Cigarettes must be sold in their original packs. If you open a pack and sell individual cigarettes from it, to children or adults, you can receive a Fixed Penalty of £250 or face prosecution and be fined up to £1000.

Signage:

Failure to display a warning notice in your shop, at the point of sale, stating:

'It is illegal to sell tobacco products to anyone under the age of 18' can lead to a Fixed Penalty of £100 or prosecution and a fine of up to £1000.

Identification:

Cigarettes and tobacco products should only be sold to people who have photographic identification proving they are over 18.

Test purchasing:

We carry out test purchases for tobacco products to check that retailers comply with the law. During the test purchases we send children into retail premises to try to buy age-restricted tobacco products. We can prosecute or fine anyone who commits an offence related to the sale of age-restricted tobacco products.

Complying with the law:

- Introduce a written policy of 'No ID, No Sale' for the sale of tobacco products and make sure your staff understand this policy and sign it.
- Carry out formal training with your staff on a regular basis that tests their knowledge and understanding of the law and their responsibilities. Keep written records of this training and what it includes and have staff sign it.
- Display a poster at the point of sale stating that it is illegal to sell tobacco products to anyone under the age of 18.
- Consider introducing till prompts.
- Keep records of any occasion when you or your staff have refused to sell a tobacco product. Place this 'Refusal Register' near the till to allow staff to access it easily as well as acting as a reminder to them.
- Carry out regular supervision of your staff to make sure that your policies and procedures are being implemented.

Plain packaging requirements:

All packs of cigarettes or tobacco for sale in the UK must meet the following standards;

- Cigarette packets must contain a minimum of 20 cigarettes
- The only colour permitted on the external surface is Pantone 448C (a green/brown colour)
- Packaging of hand-rolled tobacco must also be in same Pantone 448C colour and contain a minimum of 30g of tobacco.

A person who produces or supplies a tobacco product in breach of any of these Regulations is guilty of an offence and may result in a maximum fine of £5000 and/or 3 months in prison.



Display of tobacco products:

General rules:

All products containing tobacco must be stored out of public sight and only temporary displays are permitted in some limited circumstances. Price lists and price labelling can only be displayed in specific formats (size and font) as set out in the legislation.

Point of sale advertisements of tobacco products are no longer permitted in any form, except by specialist tobacconists. Unbranded generic signs such as 'Tobacco sold here' may be displayed.

Temporary displays:

Tobacco products may only be displayed in the following circumstances:

- a. When a customer (who is over 18) asks to buy a tobacco product or asks for specific information on the product - known as a 'requested display'.
- b. Incidental displays while staff are actively:
 - Restocking
 - Undertaking staff training
 - Cleaning, maintaining or refurbishing the storage unit
- c. Following a request from an enforcement officer.

During a permitted temporary display, apart from a request by an enforcement officer, retailers must not open the tobacco storage unit more than 1.5 square metres.

Complying with the law:

To comply with the law you must ensure, through regular documented training, that all staff are aware of the rules around temporary displays and they must carry out age checks before displaying tobacco products to customers asking to see them. Staff must sign documents verifying that they understand the training.

Tobacco register:

Requirement:

Anyone operating a tobacco business must register with the registration authority which is Belfast City Council.

How to register:

The registration process is free, simply go online at www.tobaccoregister.ni.gov.uk and fill out the online form.

If you don't register:

Failure to register is a criminal offence and can result in a Fixed Penalty of £500, or you may face prosecution and be fined up to £5000.





For more information visit

www.belfastcity.gov.uk/tobaccocontrol

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