

## **Appendix B.4 (Police Appendix D)**

### **Appendix D – Email trail**

**From:** Redacted <Redacted>  
**Sent:** 14 December 2021 19:01  
**To:** Brighton.Licensing@sussex.police.uk  
**Subject:** Appendix D FAO: Hannah Staplehurst - Re: Moonlight

Hi Hannah,

I hope you keeping well.

Following the last purchase test, we have followed the following steps following the incident:

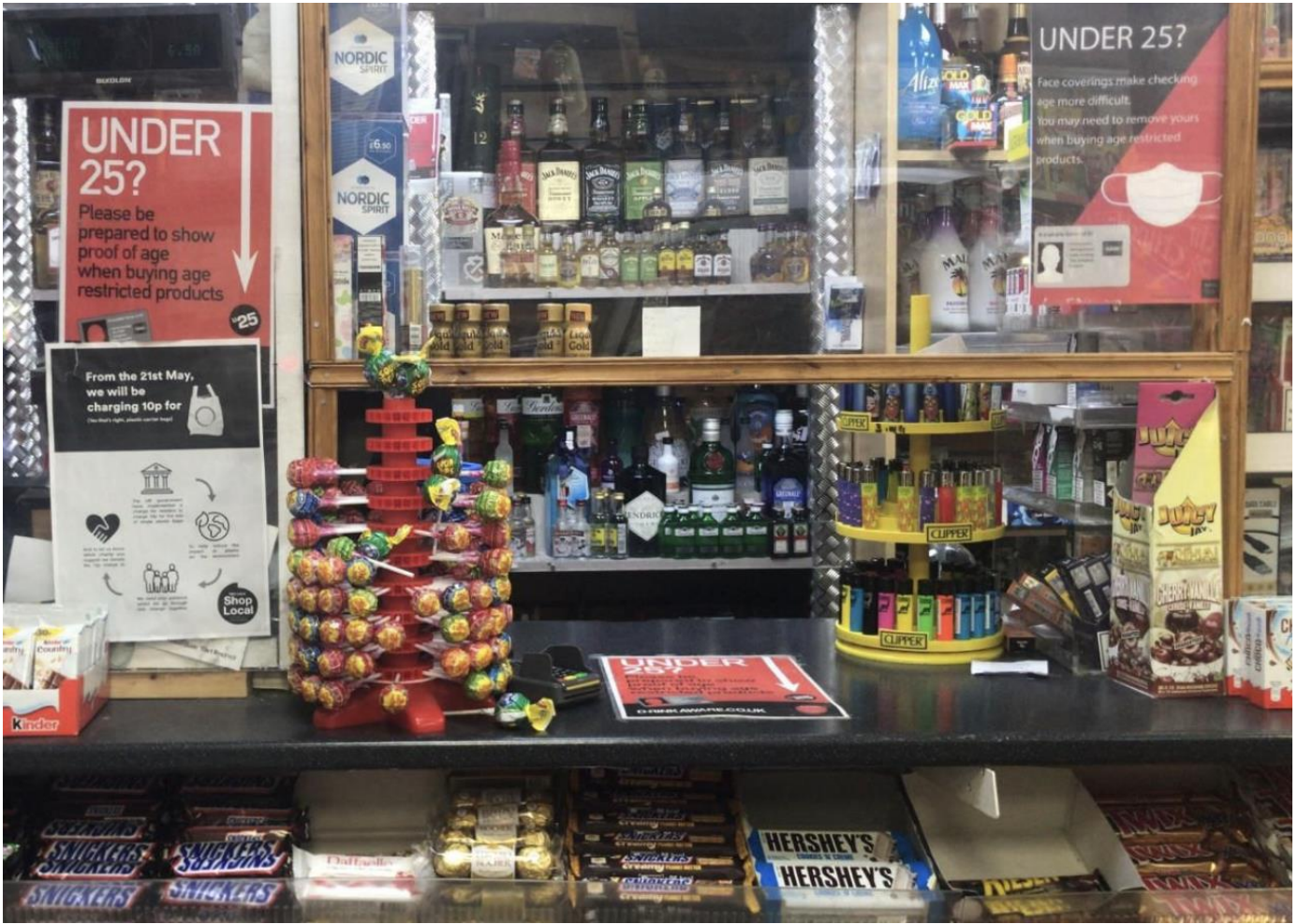
- 1) Warning and suspension from work was sent to the staff member who failed the test purchase
- 2) we had a meeting with all staff members to ensure the following is adhered to :
  - a. The lawful selling of age restricted products using the process outlined in the store
  - b. Refusing the sale of alcohol to anyone under the influence
  - c. Refusing the sale of alcohol for consumption off the premises to people who may have alcohol dependency issues
- 3) Moonlight signed up with a company called DG Training which offers **Licensed Premises Staff Training** course. We started with 3 staff members including Esam. I have attached invoice for proof and I will share the certificates with you once completed.
- 4) We have added extra posters to challenge 25 with posters which have the face mask on. ( photo attached)
- 5) Review of SOPs relating to sales of alcohol and cigarettes by all employees and ensure that sops are always maintained up to date.

We have acknowledged the fact that an error was made by one of the newly employed staff members and we have since taken further procedures and actions to avoid the reoccurrence of such incident in the future.

I am happy to provide evidence of the procedures we have put into place.

Please do not hesitate to contact me.

Tony





**TRAINING**  
**SALES INVOICE**

Tony Gad  
Moonlight  
171 Church Road  
Hove  
BN3 2AB

INVOICE NUMBER	Redacted
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INVOICE DATE	Redacted
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QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
3	LICENSED PREMISES STAFF TRAINING COURSES	35.00	105.00
	DISCOUNT	-15.00	-15.00
<b>TOTAL AMOUNT DUE</b>			<b>£90.00</b>

PAYMENT INSTRUCTIONS

CHEQUES SHOULD BE MADE PAYABLE TO Redacted

FOR BANK TRANSFERS THE FOLLOWING DETAILS SHOULD BE USED:  
SORT CODE Redacted ACCOUNT NUMBER: Redacted

PAYMENT TERMS STRICTLY 30 DAYS

DG TRAINING, 15 DALSCONE WAY, DUMFRIES, DG1 1QU  
t: Redacted m: Redacted w: www.dg-training.co.uk e: Redacted

