

CHECKLIST

For retailers of tobacco and e-cigarette products

Retailers in NSW are required by law to:

- ✓ Notify NSW Health of tobacco and/or e-cigarette retailing activities through Service NSW before commencing retailing of tobacco products and non-tobacco smoking products. **(see Factsheet – Retailer Identification Number)**
- ✓ Sell tobacco products, non-tobacco smoking products, smoking accessories, e-cigarettes and e-cigarette accessories from a single point of sale – meaning only one cash register can sell these products in each premises. **(see Factsheet – Single Point of Sale)**
- ✓ Ensure that tobacco products, non-tobacco smoking products or e-cigarettes are not part of any shopper loyalty program. **(see Factsheet – Shopper Loyalty Programs)**
- ✓ Ensure that tobacco products, non-tobacco smoking products, smoking accessories, e-cigarettes and e-cigarette accessories cannot be seen by the public from inside or outside the premises. **(see Factsheet – Ban on display of tobacco, smoking and e-cigarette products in retail outlets)**
- ✓ Ensure that the customer is over 18 years before selling tobacco, non-tobacco smoking products, e-cigarettes and e-cigarette accessories to them. **(see Factsheet – Sales to minors)**
- ✓ Ensure that all tobacco sold is appropriately packaged with the required health warnings.
- ✓ Display relevant health warnings and notice regarding sales to minors at the point of sale. **(see Factsheet – How to display the compulsory warning signs)**
- ✓ Ensure their business name does not constitute a tobacco or e-cigarette advertisement. **(see Factsheet – Display of a business name)**
- ✓ Ensure any tobacco or e-cigarette vending machines are used appropriately. **(see Factsheet – Tobacco or e-cigarette vending Machines)**
- ✓ Ensure that staff and customers do not smoke or use e-cigarettes in smoke-free areas.

Further information

For further information about tobacco control, please access the NSW Health website and Tobacco Retailer online training: www.health.nsw.gov.au/tobacco or call the Tobacco Information Line on **1800 357 412**.

The Tobacco Information Line can be accessed by non-English speaking persons via the Translating and Interpreting Service (TIS) on **13 14 50**.