

## **Retail Banning Notice – North Yorkshire Police**

Any retailer can issue a banning notice to a shoplifter. In order to do so, the retailer must legally withdraw their implied invitation to enter their privately owned premises.

If the retailer can document the incident:

- **Collect as much evidence as possible including**
  - Exact Date and time of the theft
  - CCTV footage or photos of the suspect
  - Statements from staff or security who witnessed the theft
- **Draft the Banning Notice**
  - Create a written documents or letter containing
  - **Reason for the ban** (eg specific date of the shoplifting incident)
  - **Scope of the ban** (specify exactly which stores or locations they are excluded from)
  - **Consequences** (explicitly state that returning means they are trespassing and the police will be called)
- **Serve the Notice**
  - **In-Store:** If the individual is detained, hand the notice to them in person. Have a witness (another staff member) present when doing so.
  - **By Post:** If you do not catch them in the act but can identify them, send the notice via **signed for/recorded delivery** so you have proof it was received.
  - Keep a copy for your records

### **Work with Local Authorities**

- **Report to Police:** Always report the shoplifting to the police to create a formal crime reference number.
- **Schemelink** - to distribute the individual's photo and banning notice to other local businesses.

### **Important Legal Considerations**

- **Trespass:** By serving a banning notice, you inform the offender they are trespassing if they enter.
- **Data Protection** (GDPR/Data Protection Act): When sharing offender photos and banning notices with other businesses or posting them in staff rooms, ensure you are compliant with local data privacy laws. Working through an accredited Schemelink ensures compliance.
- **Police Enforcement:** Private banning notices are issued by you, not the police. However, the police will respond to enforce the law if the banned individual returns to your store and refuses to leave.

**REMINDER – North Yorkshire Police strongly encourage all shops to report shop theft, no matter the value.**