

## Premises Age Verification Policy

This policy applies in relation to the sale or supply of alcohol on the following premises

**Name of premises:**

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**Address of premises:**

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**Name of premises licence holder:**

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**Name of designated premises supervisor:**

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1. The premises licence holder must ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol. This must as a minimum require individuals who appear to the responsible person to be under the age of 18 years of age to produce on request, before being served alcohol, identification bearing their photograph, date of birth, and a holographic mark. This can include, for example:

- A photo card driving licence
- A passport
- A proof of age card bearing the PASS hologram

### **2. Responsible Persons**

For the purposes of this policy the following are considered to be responsible persons:

- the holder of the premises licence;
- the designated premises supervisor;
- a person aged 18 or over who is authorised to allow the sale or supply of alcohol by an under 18; or
- a member or officer of a club present on the club premises in a capacity which enables him or her to prevent the supply in question.

## ANNEX A: Further guidance

- By selling alcohol to a person who is under 18 it is **YOU** that commits the offence as well as the customer.
  - Persistently selling of alcohol to children is defined as selling alcohol on the same premises to a person who is under 18 on two or more occasions within a single three month period. Currently there are three avenues by which action can be taken against those found to be persistently selling alcohol to children.
1. The licence holder, if prosecuted, can plead not guilty and go to court and if found guilty can be given a fine of up to £10,000 with up to 3 months suspension of the alcohol licence.
  2. As an alternative to prosecution, the police or trading standards officers can give the licence holder the option to voluntarily accept a 48 hour closure notice rather than face criminal liability.
  3. The police can make a representation to the relevant licensing authority to ask them to review the licence. This can also happen in addition to options 1 and 2.

The premises licence holder must ensure that staff (in particular staff who are involved in the supply of alcohol) are made aware of the existence and content of the age verification policy applied by the premises.

Signed.....  
**PREMISES LICENCE HOLDER**

Date.....