

# PREMISES AGE VERIFICATION POLICY

This policy applies 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 license holder must ensure that an age verification policy is in place for the sale or supply of alcohol. At a minimum, this policy must require individuals who appear to be under 18 years old to present identification with their photograph, date of birth, and a holographic mark before being served alcohol. Examples of acceptable identification include:
  - a. A photo card driving license
  - b. A passport
  - c. A proof of age card bearing the PASS hologram

## 2. Responsible person

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

- The holder of the premises license
- 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 premises in a capacity which enables them to prevent the supply in question

## ANNEX A: FURTHER GUIDANCE

1. By selling alcohol to a person who is under 18, it is you who commits the offense as well as the customer

2. Persistently selling alcohol to children is defined as selling alcohol to a person under 18 on the same premises on two or more occasions within three months. Currently, there are three ways to take action against those who persistently sell to underage children:

- The license holder, if prosecuted, can plead not guilty and go to court, and if found to be guilty can be given a fine of up to £10,000, with up to three months suspension of their alcohol license.
- As an alternative to prosecution, the police or trading standards officers can give the license holder the option to voluntarily accept a 48-hour closure notice rather than face criminal liability
- The police can make a representation to the relevant licensing authority to ask them to review the license. This can also happen in addition to options one and two.

The premises license 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 license holder) .....

Date .....