

REGISTER OF STAFF AUTHORISED TO SELL ALCOHOL

Premises Licence Holder		Premises Licence No.	
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Name & Address of Premises	
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Designated Premises Supervisor (DPS)	
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Authorising Personal Licence Holder(s)	Name	Personal Licence No.	Issuing Authority

Those persons here listed, are authorised to sell alcohol in accordance with the training they have been provided, within the times & conditions set out in the Premises Licence and under the terms of the Licensing Act 2003.

Employee Name	Date of Authorisation ¹	Authorising Personal Licence Holder	Personal Licence Holder Signature

¹Authorisation remains valid for one calendar year and must be renewed thereafter. New employees should have their authorisation reviewed after an initial three-month period. **Authorisation is automatically withdrawn when employment ends.**

This form is for use in conjunction with Employee Training Records; not as a replacement for them. All staff must undergo suitable training which highlights their responsibilities under the Licensing Act 2003 & their role in promoting the Licensing Objectives.