

PREMISES AGE VERIFICATION POLICY

Premises Name		Premises Licence Number	
Address			
Name of Premises Licence Holder			
Name of Designated Premises Supervisor			

THE POLICY

Staff selling alcohol on these premises must require any individual who appears, to a reasonable person, to be under 25 years of age to produce valid identification before alcohol is sold.

This identification must clearly display:

- The person's name
- Their date of birth
- A photograph
- A holographic security mark

The responsible person must ensure that no alcohol is sold to any individual unless an approved ID document is produced showing that they are 18 years of age or older.

If acceptable ID cannot be produced, or if the ID appears fake, altered, or belongs to another person, the staff member must refuse the sale.

ACCEPTABLE FORMS OF IDENTIFICATION

- The following ID documents are approved under this policy:
- A photo card driving licence
- A passport
- A PASS-accredited proof of age card (bearing the PASS hologram)

WHO IS A "RESPONSIBLE PERSON"?

For the purpose of this policy, a Responsible Person is:

- The Premises Licence Holder
- The Designated Premises Supervisor (DPS)
- A Personal Licence Holder
- Any person aged 18 or over who has been trained and authorised by a Personal Licence Holder to sell alcohol on the premises

A Responsible Person must ensure this policy is enforced at all times.

Refusal of Service

- Staff must refuse to sell alcohol where:
- No acceptable ID is produced
- The ID appears forged, altered, damaged, or suspicious
- The person appears to be under 18
- The customer attempts to buy alcohol for someone under 18
- The customer is abusive or refuses to cooperate with age checks

All refusals should be recorded in the premises Refusals Log where required.

STAFF TRAINING & NOTIFICATION

The Premises Licence Holder will ensure that all staff involved in the sale of alcohol receive training on this policy and understand their legal obligations.

The Designated Premises Supervisor is responsible for the implementation, monitoring and enforcement of this policy at all times.

MANDATORY LICENSING CONDITIONS

This policy supports compliance with the Mandatory Licensing Condition on Age Verification, requiring all licensed premises to have an age verification policy in place and ensure staff appropriately check identification.

Signed	<i>Designated Premises Supervisor/Premises Licence Holder</i>		
Print Name		Date	