

Additional Information

You must not sell Liqueur confectionary (chocolates containing alcohol) to a person under the age of 16.

You may have other age-restricted products what you must also be aware of, such as:

Product Group	Minimum Age of Purchase
Petroleum Spirit & Derv	16
Liqueur Confectionary	16
Lottery Tickets	16
Cigarettes, Tobacco and Tobacco Products	18
Knives and Blades	18
Lighter Fluids, Butane, Refills and Solvents	18
Alcohol Products	18
Adult Magazines	18
Fireworks	18
DVDs & Videos	*Dependent on Classification*

Please speak to your supervisor about the products you have on sale at your premises and the age restrictions that relate to them.

Remember, you commit an offence if you sell age-related products to somebody who is under age!

CHALLENGE 25 protects you when used correctly.

Each member of staff must have A COPY OF "Your Personal Guide to Selling Alcohol & Age restricted products in their file.

LICENSING ACT 2003 – TRAINING CONFIRMATION

I am over 18 years of age and confirm that I have been trained in the sale of alcohol and alcohol products. I am fully conversant with my obligations in the sale of these products and the penalties that will apply if I serve a customer illegally and I will therefore challenge any person who I believe to be under 25 to prove their age before selling them alcohol.

Staff Name (Print)	Staff Signature	DPS Signature	Training completed Y/N	Date authorised

This form must be utilised for each training session and kept in the Training File

NAME AND ADDRESS OF PREMISES;

PREMISES LICENCE HOLDER;.....

I, being the holder of a personal licence and the DPS of the above shop, hereby authorise the staff named below to make sales of alcohol under the terms of the above premises licence and in accordance with the Licensing Act 2003.

Staff have been made aware of their legal responsibilities in terms of the sale of alcohol under the Licensing Act 2003.

This authorisation applies at all times

Signed..... Date Contact number.....

Staff

I can confirm that I am aware that it is an offence to;

Knowingly sell, attempt to sell or allow the sale of alcohol to persons who are drunk;

Sell alcohol to a person under the age of 18;

Sell or allow the sale of alcohol at any other times other than the hours stated on the licence and in accordance with the licence conditions;

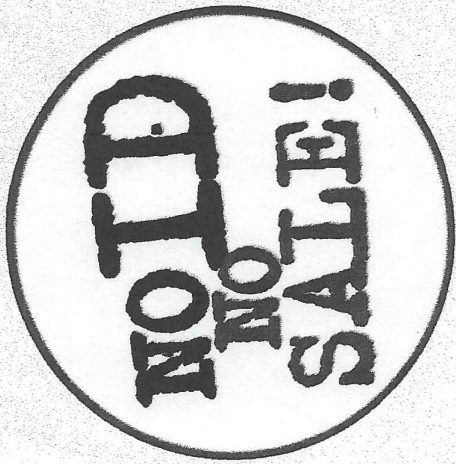
I understand that the shop operates a Challenge 25 policy and that I must check valid appropriate photographic ID of anyone who appears under 25 to ensure that alcohol is only sold to persons over the age of 18 years old.

Name

Signed

Date (s)

.....
.....
.....
.....
.....
.....
.....



Refusals Register

Keep the Register close to the counter but out of SIGHT!

Please record all refusals on the register below

Refusals Register

NO.	Date	Product	Time	Name of person or description	Observations	Staff member
01	Example 01/01/16	Cigarettes	7:10 PM	Male 14 years Blonde, 5ft 11"	Nervous and refusing to show ID	Allen Smith
02						
03						
04						
05						
06						
07						
08						

Manager's Signature:

Date:

Additional pages can be downloaded from noidnosale.com



Age Verification Policy

Name of shop

Premises Licence Number.....

Premises licence holder:

Designated premises supervisor (DPS);

This age verification policy applies in relation to the sale of alcohol on the above premises.

It is the policy of our business to implement and maintain an Age Verification Policy.

We will achieve this by:

- Ensuring that all staff selling alcohol are trained, and a record is kept of their training;
- Ensuring that, whenever a customer appears to a member of staff to be under the age of 25, to require that customer to produce acceptable ID to prove they are over 18
- Ensuring that we only accept the following as acceptable proof of ID:
 - A UK photocard driving licence issued by DVLA
 - Passport.
 - A *PASS* accredited proof-of-age card showing the *PASS* hologram
- Ensuring that we check the details, including photograph and date of birth, on acceptable ID and verify these against the appearance of the customer
- Ensuring that we make a record of all refusals to sell following an age check
- Ensuring that we have clearly displayed warning notices as a deterrent to under aged customers

For the purposes of this policy, all staff will be authorised in writing by the DPS to sell alcohol once they have been suitably trained and they are considered competent to sell alcohol.

With effect from 1st October 2010, it became a mandatory condition on our licence to sell alcohol that:

"The premises licence holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol. The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark".

Failure to have an Age Verification Policy in place would mean that we risk a fine of up to £20,000 and/or 6 months imprisonment.

We have implemented this Age Verification Policy and brought it to the attention of all staff. They have signed below to indicate their understanding of the policy. They each understand that failure to comply with the policy may constitute a disciplinary matter which could result in action being taken which may include dismissal. In particular, we have pointed out that:

- By selling alcohol to a person who is under 18, they personally, as well as the premises licence holder, commit an offence, for which they could be fined.

Age Verification Policy

- If two or more sales of alcohol to a person who is under 18 take place within a three month period:
 - The premises licence holder can be fined up to £10,000, with up to 3 months suspension of the licence; or
 - A police or trading standards officer can offer a voluntary 48 closure notice; or
 - A police or trading standards officer can make a representation to the licensing authority to ask for the licence to be reviewed – which can result in suspension, revocation or other action.

Signed Date
Premises Licence Holder

Signed Date
Designated Premises Supervisor

All staff must read this policy and sign below to confirm that it is understood.

Signed Name Date

Signed Name Date

Signed Name Date

Signed Name Date

Signed Name Date

Signed Name Date

Signed Name Date

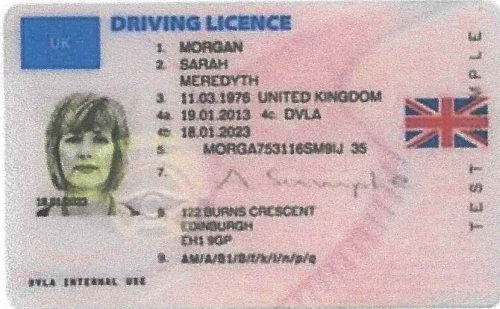
We have implemented this Age Verification Policy and brought it to the attention of all staff. They have signed below to indicate their understanding of the policy. They each understand that failure to comply with the policy may constitute a disciplinary matter which could result in action being taken which may include dismissal. In particular, we have pointed out that:

- By selling alcohol to a person who is under 18, they personally, as well as the premises licence holder, commit an offence for which they could be fined.

If the customer looks **Under 25**

You will need to see one of the following;

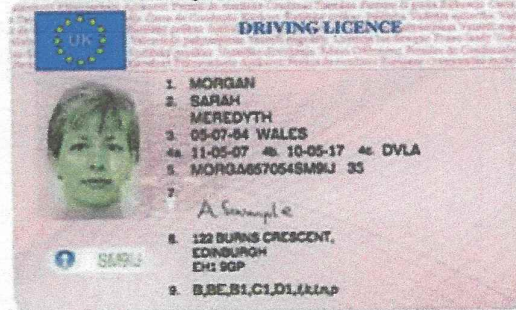
▼ Current UK Driving Licence ▼



▼ Previous Driving Licence; issued until June 2015



▼ Previous Driving Licence; issued until Jan 2014



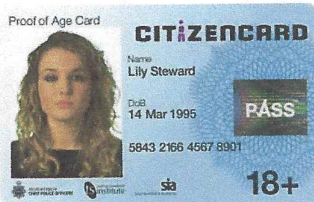
▼ New generic PASS card design launched June 2014 ▼



▼ Passport ▼



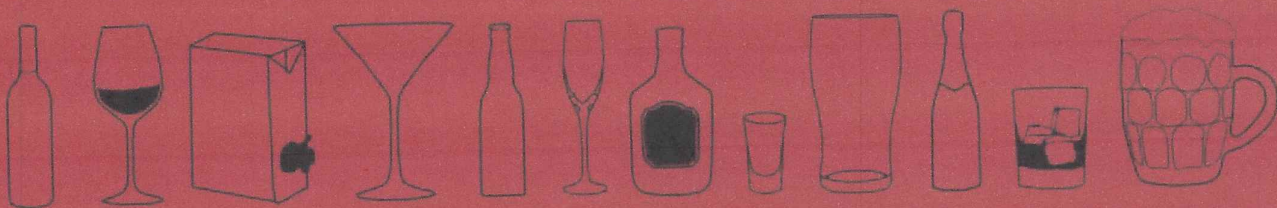
▼ Examples of New generic, branded Pass cards ▼



Old style cards will continue to be seen for some time and remain valid provided they have a genuine PASS hologram.

It is a criminal
offence to buy
alcohol on
behalf of a child.

You could face a
£5000 fine.



Poster supplied by
Answers Investigation

PRIVATE DETECTIVES

Solving Personal Problems & Corporate Issues

Call us on: 01483 200999

Or visit us at: www.answers.uk.com



ANSWERS

INVESTIGATION

UNDER 25?

Please be prepared to show proof of age when buying alcohol

Acceptable forms of ID:

- Cards bearing the PASS hologram
- Photographic Driving Licence
- Passport

The logo consists of a dark rectangular background with the word "PASS" written in white, bold, sans-serif capital letters.

PASS

The logo features the text "u25" in white, lowercase letters, with the "u" being smaller and positioned to the left of the "25". The text is set against a dark circular background.

u25

The logo consists of the letters "PASG" in white, sans-serif capital letters, centered within a dark circular background.

PASG

DRINKAWARE.CO.UK

Moor Park
Post Office

MoneyGram
money transfer

MoneyGram
International Money Transfer

MoneyGram
International Money Transfer

MoneyGram
International Money Transfer

FREE CASH WITHDRAWALS

PLAY NOW



POSTAL SERVICE