

## PREMISES AGE VERIFICATION POLICY

(IN RELATION TO THE SALE OF ALCOHOL ON THIS PREMISES)

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

### THE POLICY

Staff selling alcohol on these premises must require any individual who would appear to a responsible person to be under the age of 21 years of age to produce on request, before being sold alcohol, identification bearing their photograph, date of birth and a holographic mark.

The responsible person must ensure that the any person who would appear to a 'reasonable person' to be under the age of 21, be subject to this check of an appropriate identification document, to prove they are 18 years of age or older.

#### EXAMPLES OF APPROPRIATE IDENTIFICATION INCLUDE:

- A Photo Card Driving Licence • A Passport • A Proof of Age Card Bearing the PASS Hologram •

#### FOR THE PURPOSE OF THIS POLICY A RESPONSIBLE PERSON IS ONE OF THE FOLLOWING:

- The holder of the premises licence
- The Designated Premises Supervisor
- A person aged over 18 years old who is allowed to authorise 'the sale of alcohol by persons under the age of 18'
- 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

#### NOTIFICATION

The premises licence holder will ensure that staff involved in the sale of alcohol, are made aware of the existence and content of this policy. The Designated Premises Supervisor is responsible for enforcement of the policy.

Signed	Designated Premises Supervisor / Premises Licence Holder		
Print Name		Date	