



Premises Age Verification Policy

Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010

Name and address of premises:

.....

Before serving alcohol from these premises the responsible member of staff must ask all customers who appear to be under the age of 18 for a suitable means of identification bearing their name, date of birth and a holographic mark. This may be achieved by adopting either a ‘**Challenge 21**’ or ‘**Challenge 25**’ policy. (tick as appropriate)

For the purposes of this policy the responsible person will be one of the following:

- The Premises Licence Holder
- The Designated Premises Supervisor (DPS)
- A staff member aged 18 or over
- A staff member aged 18 or over who is authorised to allow the sale or supply of alcohol by a staff member under the age of 18
- A member or officer of a private members club

Examples of appropriate identification include:

- A photo card driving licence
- A passport
- A proof of age card bearing the PASS hologram

The adoption of an Age Verification Policy is a legal requirement under the above named legislation and applies in relation to the sale and supply of alcohol from these premises. *However, best practice dictates that it should also be used with regard to all age restricted products including tobacco, fireworks, knives, solvents, DVDs and computer games etc.*

Failure to adopt such a policy is a criminal offence with a maximum fine of £20,000 and/or six months imprisonment. **A copy of this document must be made available when requested by authorised officers of the Local Authority (Torbay Council) or a Police Licensing Officer.**

The Premises Licence Holder or Club Premises Certificate Holder will ensure that all staff are made aware of and understand the requirements of this policy (see over)

Name of Premises Licence Holder:

Signature: Date:

Name of Designated Premises Supervisor (DPS).....

Signature: Date:

Pto...

Additional Staff Members

Name

Signature

I have read and understand the requirements of this policy

date

I have viewed the 'No Proof of Age No Sale' film

date

Name

Signature

I have read and understand the requirements of this policy

date

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date

Viewing of the '**No Proof of Age No Sale**' is not compulsory but would be considered best practice as part of any Premises Age Verification Policy.

*If you would like any further advice or information regarding the Premises Age Verification Policy please contact the Torbay Council Licensing Authority on **01803 208126***