**Age Verification Form**

**Background**

In October 2010 the Licensing Act of 2003 introduced mandatory conditions on every licensed premises requiring them to have an Age Verification Policy in place in order to prevent underage sales.

**Policy Requirements**

Staff must ask anyone who appears to them to be under the age of 18 to produce identification. This must be before alcohol is served. The identification must include:

* photograph
* date of birth
* holographic mark

Examples of acceptable ID include:

* photo card driving licences
* passports
* proof of age cards bearing the Proof of Age Standards Scheme (PASS) hologram

**Training**

Staff who serve alcohol should be given training on age verification and how to spot false ID. This should include how to handle difficult situations and how to challenge someone’s age along with how to record challenges and how to deal with ID that is confiscated.

Staff should also be made aware of the consequences of serving someone who is underage and serving someone by proxy.

**Recording**

It is important to keep records of all failed attempts to buy alcohol. This should include:

* date and time
* name(s) of staff involved
* name of the duty manager
* Description of the person attempting to buy alcohol.

If false ID is used then the name and type of ID should also be recorded.

**Penalties**

There are serious penalties for selling alcohol to a person under the age of 18. These include:

* A fine up to £5000 if a member of staff makes an underage sale unless they can show they have taken all measures including asking for identification that would convince a reasonable person that they were over 18.
* A fine of up to £20,000 for a premises that persistently sells to people underage, defined as happening on 2 or more occasions in a 3 month period.
* Closure orders for a maximum of 14 days following persistent underage sales
* A fine of up to £5,000 for proxy sales, where a person purchases alcohol on behalf of a minor.

**Drunkenness**

Under the provision of the act anyone working in licensed premises must not allow disorderly conduct or sell alcohol to someone who is already drunk.

Licensees and staff face criminal proceedings if they are found guilty of selling alcohol to people who are already drunk.

Staff need to be aware of how to recognise the signs and how to refuse service. Records of refusals should be kept detailing the date, time and description of the drunken person.

**I confirm that I understand and agree to comply with the following:**

The law prevents me from serving the following people with alcoholic drinks. I must not sell alcohol to:

* Anyone under 18 years of age
* Anyone who is purchasing an alcoholic drink with the intention of supplying someone who is under 18 years of age.
* Anyone who is drunk.
* Knowingly allow consumption of alcohol on licensed premises by someone under 18 years of age.

I understand that I can accept the following forms of identification**:**

* Photo driving licence
* Passport
* A proof of age card or identity card bearing the PASS hologram

In this establishment we operate a Challenge 21 policy and ask anyone who does not look over 21 years of age for identification.

I…………………………………………..….. confirm that I have received training and fully understand my responsibilities as someone who sells alcohol for the Thwaites group.

**Signed …………………………………………………..**

**Date ……………………………………………………**