

ANNEX 3: Premises Age Verification Policy (example)

This policy applies in relation to the sale or supply of alcohol on the following premises:

Name and address of premises:

.....
.....

Name of premises licence holder:

Name of designated premises supervisor:

1. This policy applies in relation to the sale or supply of alcohol on these premises.

2. For this policy the responsible person is one of the following:

- the holder of the premises licence;
- the designated premises supervisor;
- a person aged 18 or over who is authorised to allow the sale or supply of alcohol by an under 18

3. Staff serving alcohol on the premises must require any individuals who appear to the responsible person to be under the age of *18 years of age (or any older age as may be specified in the premises licence holders age verification policy)* produce on request, before being served alcohol, identification bearing their photograph, date of birth, and either a holographic mark or ultraviolet feature.

4. Examples of appropriate identification include:

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

5. The designated premises supervisor will ensure that the supply of alcohol at the premises is carried on in accordance with this policy.

Signed (Designated premises supervisor)

6. The premises licence holder will ensure that staff are made aware of the existence and content of this policy.

Signed (Premises licence holder)