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| Venue: |
| Name of Premises Licence Holder: |
| Name of Designated Premises Supervisor: |

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

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| **Outline your policy here, e.g.**  **The above named venue will ensure that no sales of alcohol to underage customers take place.**  **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 to produce on request, before being served alcohol, identification bearing their photograph, date of birth, and a holographic mark.** |

**For this policy the responsible person is one of the following**; *(delete as appropriate)*

* The holder of the premises licence
* The designated premises supervisor
* A person who is 18 or over, who is authorised to allow the sale or supply of alcohol by an under-18
* A member or officer of a club present on the club premises in a capacity which enables him/her to prevent the supply in question

**To prevent underage sales staff will**;

* Outline here what measures staff will take to ensure underage sales are not made. This could include things like;
  + What staff will do to check a customer’s age?
  + What circumstances they will do this in?
  + What proof of age they are allowed to accept?
  + How will they record refusals?

**To prevent under-age sales management will**;

* Outline here what measures the management will take to enforce this policy and ensure it is carried out. This could include things like
  + How you will meet any licensing conditions specific to the venue
  + What training will staff receive about the policy and the related topic, e.g. their legal responsibilities, recognising fake ID, how to refuse service, etc. and how you will ensure they have understood the training
  + What signage, etc. will be on display in the venue

**A generic sample age verification policy can be found** [**here**](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/350507/2014-08-29_MC_Guidance_v1_0.pdf) **that you could use**

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| Premises Licence Holder’s signature: |
| Premises Licence Holder’s name: |
| Date Created: |