

## **Police Annex A**

### Age Verification policy

*'All premises licensed for the sale or supply of alcohol shall operate an age verification policy to assist in establishing a buyers age, before any such sale of alcohol takes place'*  
(Mandatory Licensing Condition)

Premises Name and Address:

Designated Premises Supervisor:

Premises Licence Holder:

**Whilst it is understood that alcohol or tobacco can be sold to a person over the age of 18, this premises operates an '*age verification policy*' which means that any person who appears to be under the age of \_\_\_ must be asked for acceptable proof of age before any sale of alcohol takes place.**

Acceptable Identification:

Anyone involved in the sale or supply of alcohol at these premises must adhere to the above policy at all times, failure to comply will be considered gross misconduct and could lead to a disciplinary or dismissal from employment.

DPS Signature:

Date:

Please ensure that DPS details remain correct at all times

# Police Annex A

## Staff Member Declaration

### Venue

#### Staff Member

The sale of alcohol to a person under the age of 18 is an offence which may lead to a fine of up to £5000 and/or a term of imprisonment not exceeding three months. Such a sale will also potentially lead to a review of the premises alcohol licence and could result in the licence being suspended or revoked.

This venue operates an Age Verification Policy, the terms of which you must ask for the production of an acceptable proof of age document if you are in any doubt as to whether the person seeking to purchase alcohol is less than 25 years of age.

Only the following documents are acceptable for proof of age purposes:

- **A valid Passport**
- **A European union photo card drivers licence**
- **A "Pass" approved card (Citizen or Portman)**

If no such document is produced or you have a suspicion that the document presented is not genuine has been tampered with or has been altered then you **MUST** refuse the sale.

If you believe the customer to be intoxicated through alcohol or drugs then you **MUST** refuse the sale.

Signs of drunkenness can include:

- **Being unsteady on feet**
- **Slurred speech**
- **Smell of alcohol on breath**
- **Glazed eyes**

When a sale is refused you **MUST** make a record of this in the refusal log, recording:

- **Date and Time of refusal**
- **Item refused**
- **Reason for refusal**
- **Your name and signature**

Anyone involved in the sale of alcohol has a legal duty and responsibility to uphold the licensing objectives. These are:

- **Prevention of Crime and Disorder**
- **Prevention of Public Nuisance**
- **Public Safety**
- **Protection of Children from Harm**

## DECLARATION

I have read and understood the above policy. I understand that failure to comply with its terms will be treated as gross misconduct and may lead to dismissal from my employment.

I have been given basic underage sales training and I understand my responsibilities with regards to the law.

### SIGNED

### DATE

### DPS/PLH Verification

**Licensing Act 2003**

**Authorisation for the sale and supply of alcohol**

**(Off Sales)**

**Name and address of licensed premises.....**

.....

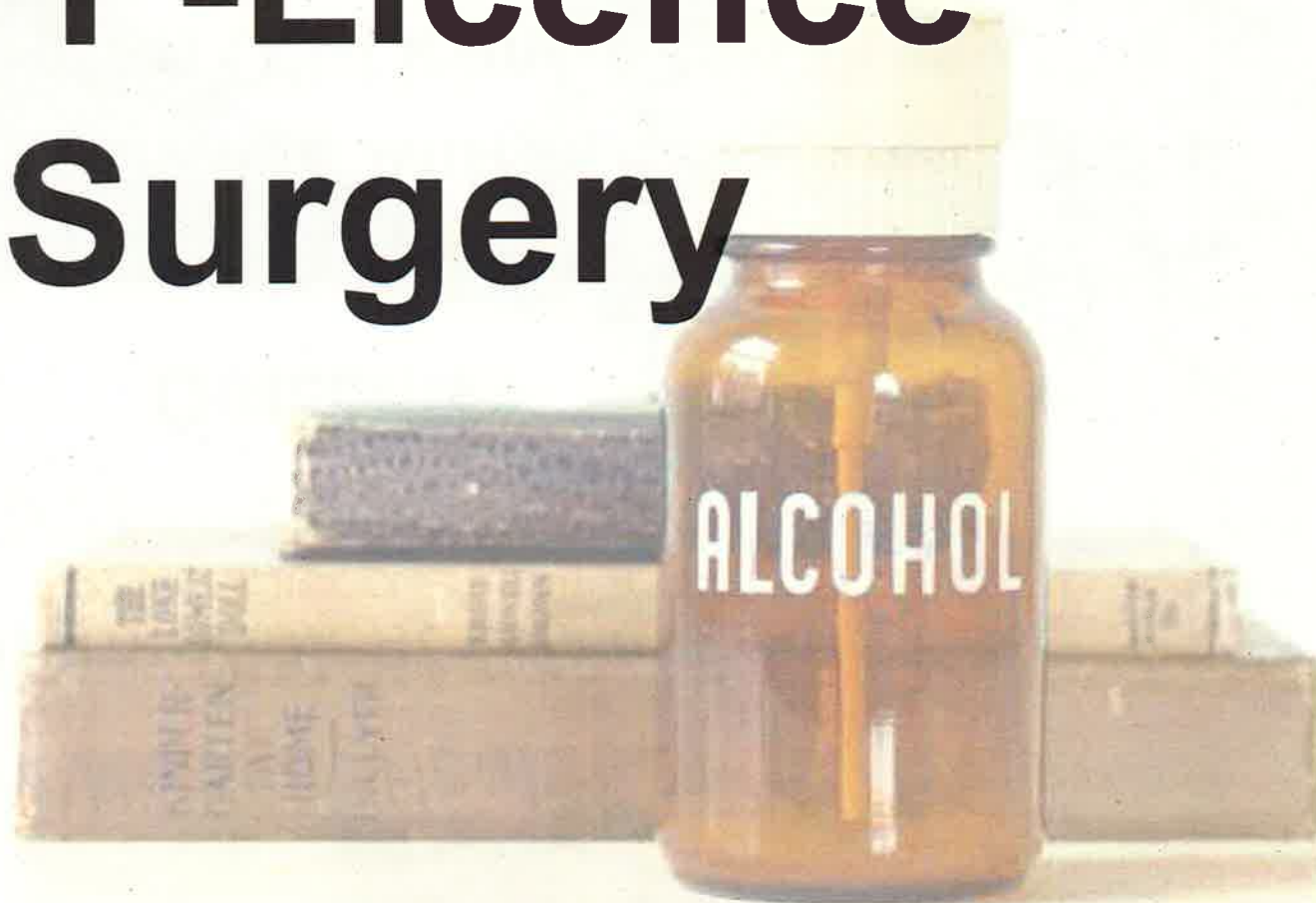
**I .....being a personal licence holder  
(licence no .....) and staff member at the above licensed  
premises, hereby authorise the following persons to sell or supply  
alcohol for consumption off the premises, at any time during  
permitted hours.**

**Signed:**

**Name      Date                      Sign**



# OFF-Licence Surgery



Pc Pete Rackham & Rob Anderson-Weaver

# Introductions & Outcomes

- Rob Anderson-Weaver: *Health, Safety, Licensing*
- PC Pete Rackham: *Violent Crime Reduction Officer*

ABOUT US

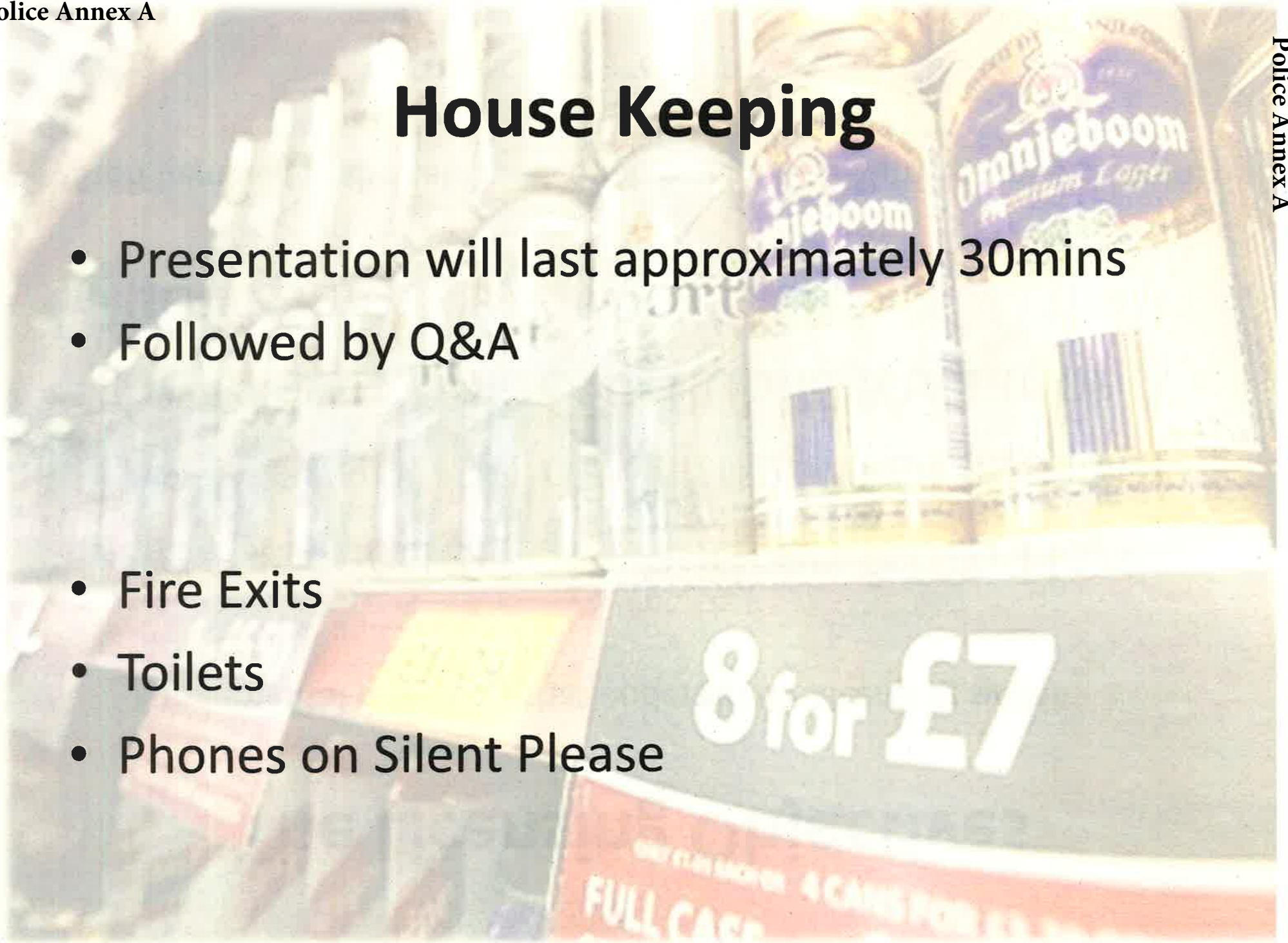
## Outcomes

We will provide you with an understanding of the Police and Responsible Authority's expectations when operating an Off-Licence Premises



# House Keeping

- Presentation will last approximately 30mins
- Followed by Q&A
- Fire Exits
- Toilets
- Phones on Silent Please

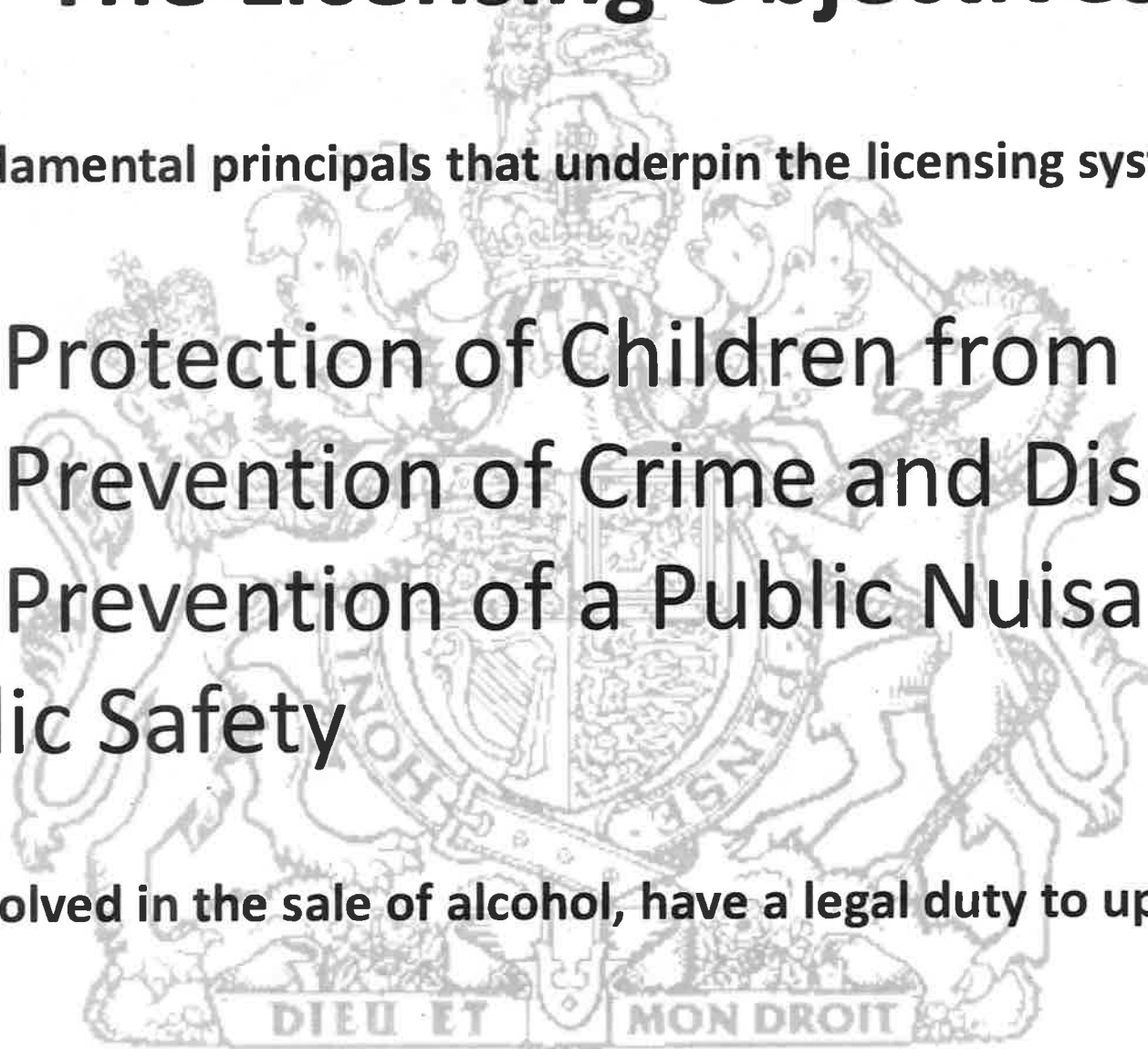


# The Licensing Objectives

Fundamental principals that underpin the licensing system

- The Protection of Children from Harm
- The Prevention of Crime and Disorder
- The Prevention of a Public Nuisance
- Public Safety

Staff involved in the sale of alcohol, have a legal duty to uphold them.





# How have we got here?

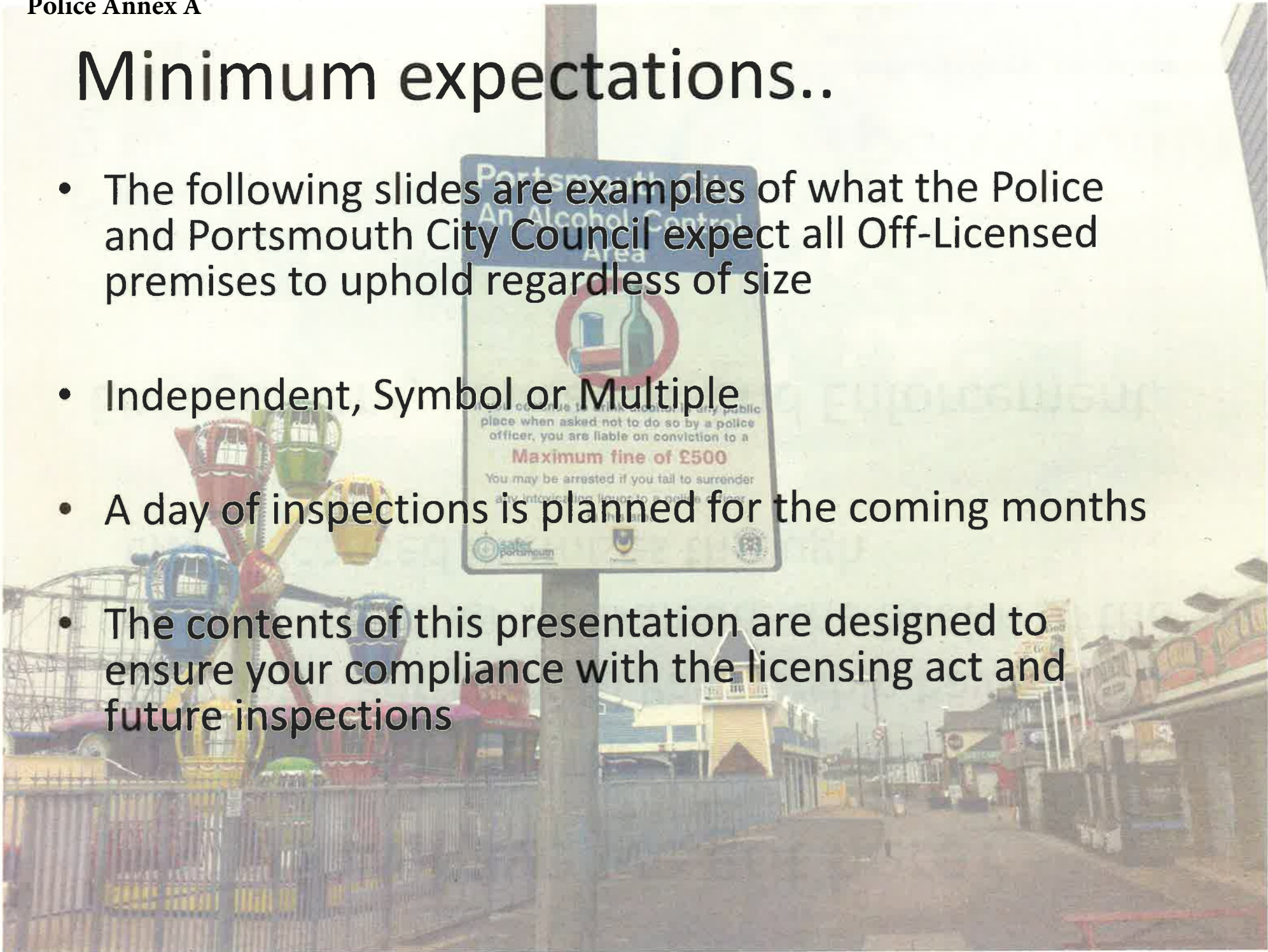
- Over the past year The Police licensing Unit and Safer Portsmouth Partnership have worked together to evaluate the health of the city's Licensed Premises through

Engagement, Education and Enforcement



# Minimum expectations..

- The following slides are examples of what the Police and Portsmouth City Council expect all Off-Licensed premises to uphold regardless of size
- Independent, Symbol or Multiple
- A day of inspections is planned for the coming months
- The contents of this presentation are designed to ensure your compliance with the licensing act and future inspections



LICENSING ACT 2003

PREMISES LICENCE SUMMARY

Granted by Portsmouth City Council, as licensing authority pursuant to the Licensing Act 2003 and regulations made thereunder.

Premises Licence Number: 396

Premises Licence Summary

Part 1 - Premises details

<b>Postal address of premises, or if none, ordnance survey map reference or description:</b>	
Lemon Tree Railway Station Commercial Road	
Post town: Portsmouth	Post code: PO1 2EQ
Telephone Number: 9282 4377	

<b>Where the licence is time limited, the dates:</b>

<b>Licensable activities authorised by the licence:</b>
Late night refreshment Retail alcohol sales Regulated Entertainment consisting of: Playing of recorded music

<b>The times the licence authorises the carrying out of licensable activities:</b>
<b>Late night refreshment</b> Mon Tue Wed Thu Fri Sat - 23:00 until 23:00
<b>Retail alcohol sales</b> Mon Tue Wed Thu Fri Sat - 10:00 until 23:00 Sun - 12:00 until 22:30
<b>Regulated Entertainment consisting of:</b>
<b>Playing of recorded music</b> Mon Tue Wed Thu Fri Sat Sun - 00:00 until 23:59

# Full licence available on request

The Police and authorised persons may wish to inspect your full premises licence to ensure you are operating in line with any conditions attached

Please ensure that it is accessible at all times

We expect staff involved in the sale of alcohol to understand these conditions and adhere to them

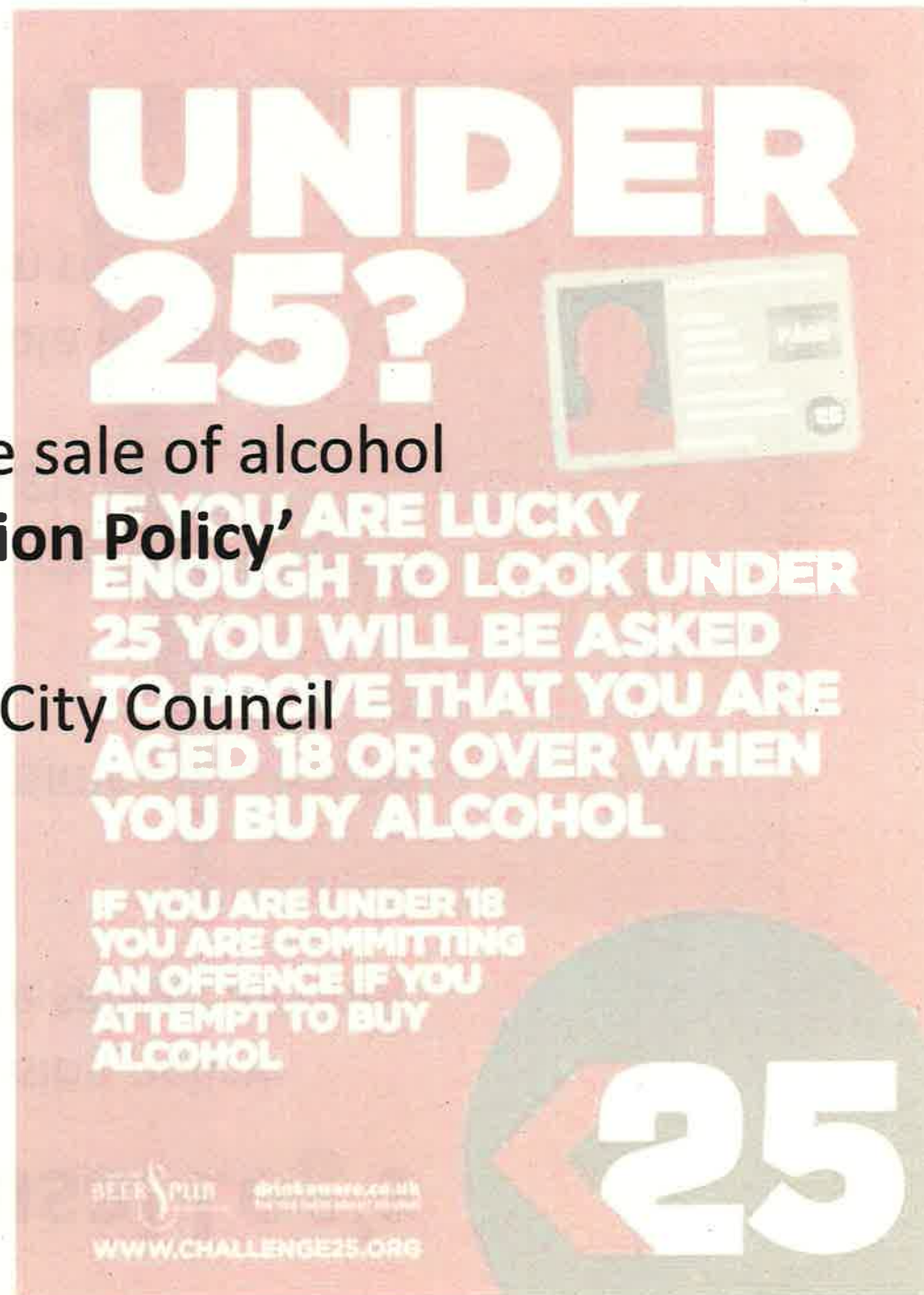
Failure to adhere to these conditions will result in a review of your premises licence and a fine of up to £20,000




# Age Verification Policy

All premises licensed for the sale of alcohol must have an **'Age Verification Policy'**

The Police and Portsmouth City Council support **'Challenge 25'**




**UNDER 25?**



**IF YOU ARE LUCKY ENOUGH TO LOOK UNDER 25 YOU WILL BE ASKED TO PROVE THAT YOU ARE AGED 18 OR OVER WHEN YOU BUY ALCOHOL**

**IF YOU ARE UNDER 18 YOU ARE COMMITTING AN OFFENCE IF YOU ATTEMPT TO BUY ALCOHOL**



BEER SPIRIT DRINK RESPONSIBLY [drinkaware.co.uk](http://drinkaware.co.uk)  
[WWW.CHALLENGE25.ORG](http://WWW.CHALLENGE25.ORG)

# Training and Refusal Log's

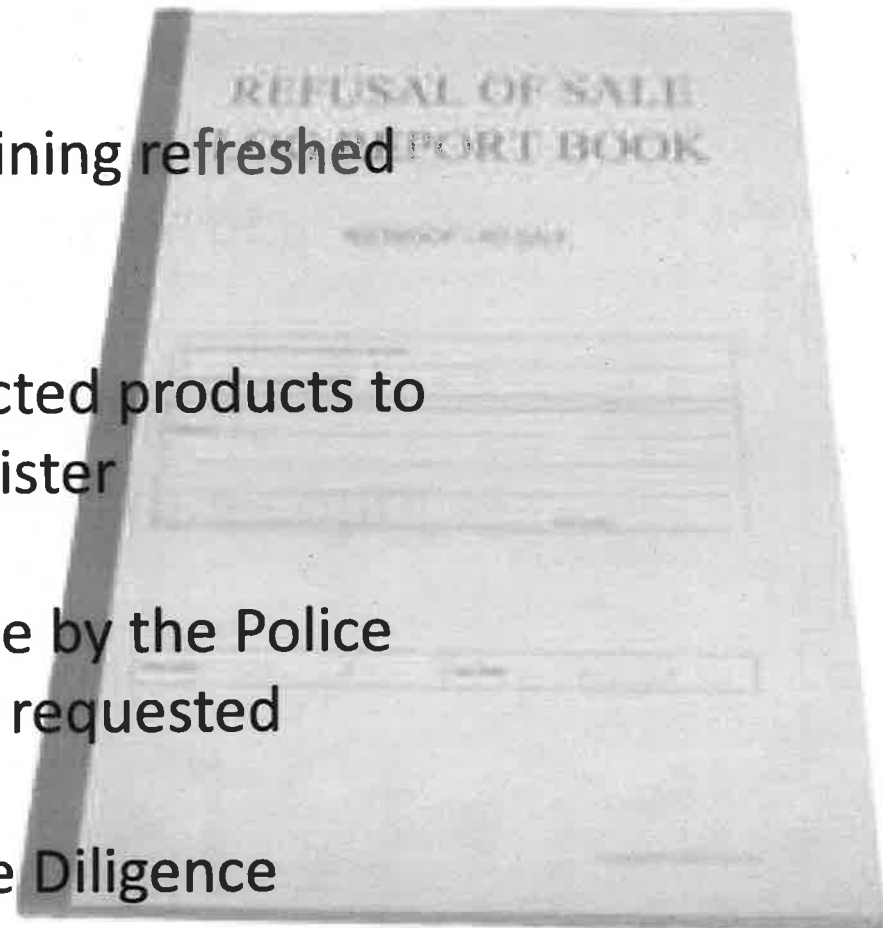
Portsmouth statement of licensing policy requires **all** staff involved in the sale of alcohol to receive adequate training

This should be recorded and training refreshed on a **regular** basis

We expect refusals of age restricted products to be recorded in a log book or register

This register should be accessible by the Police or responsible authority's when requested

This is the best way to show Due Diligence







# Authorisation & Training

- We expect each member of staff to be authorised to serve alcohol by a personal licence holder or the DPS
- This will be documented and signed by both parties and records made available on request or displayed
- The Licensing Act 2003 states:

*'Every sale of alcohol must be made or authorised by a Personal Licence holder'*

# DPS

Designated Premises Supervisor (DPS)

**In Day to day control**

**Main point of accountability**

**Ensure the premises operates legally**

**Must hold a personal licence**

**Without a DPS you are breaking the law**

Do your staff understand the term DPS?

Is the DPS correct on the premises licence?

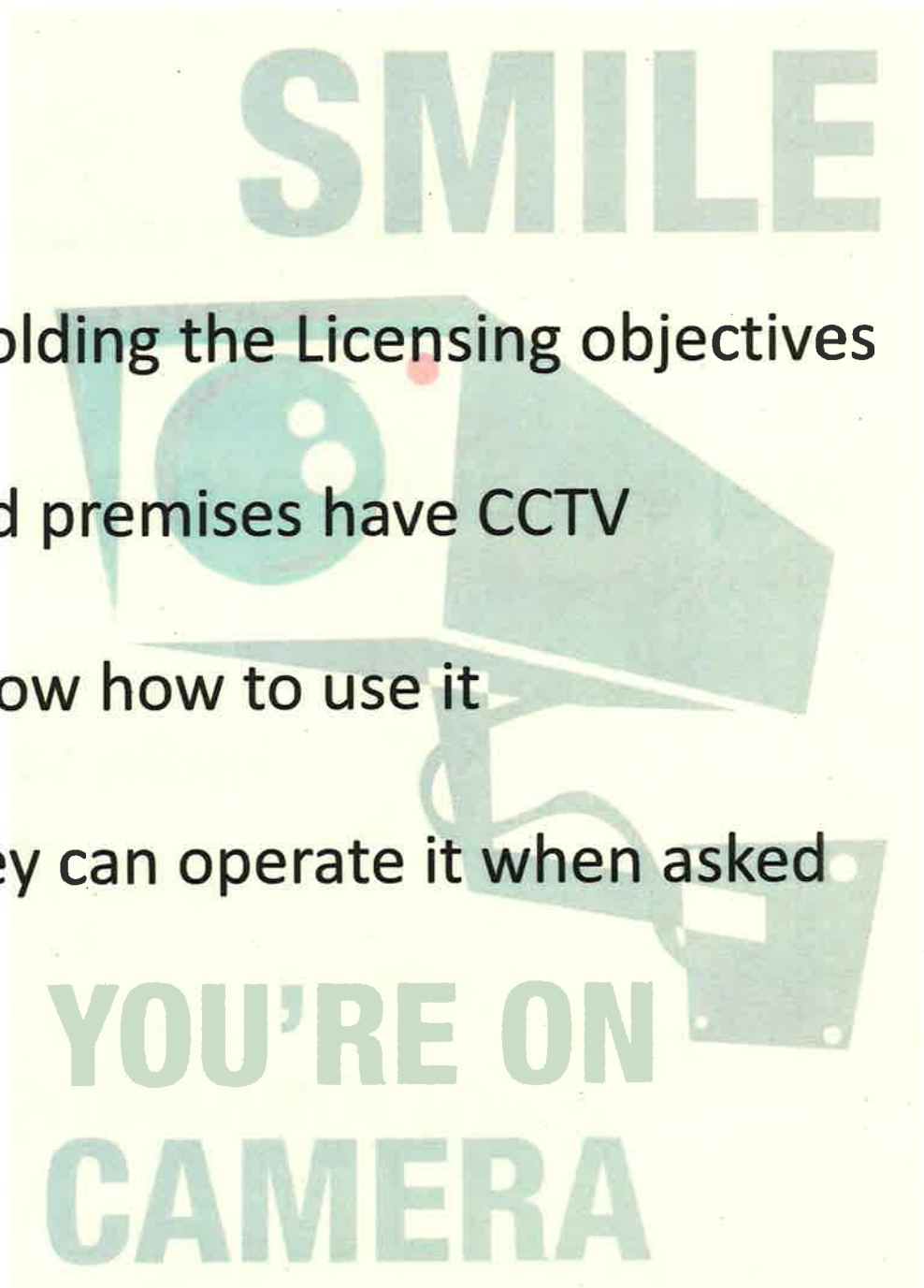
# CCTV

CCTV is a vital tool for upholding the Licensing objectives

We recommend all licensed premises have CCTV

It is only effective if you know how to use it

Teach your staff so that they can operate it when asked



# Proxywatch

- Proxy sales of alcohol undo **everyone's** hard work
- We recommend you have a mechanism for preventing proxy sales
- Use Proxywatch to report incidents...
- Offer till-point cards to your customers...



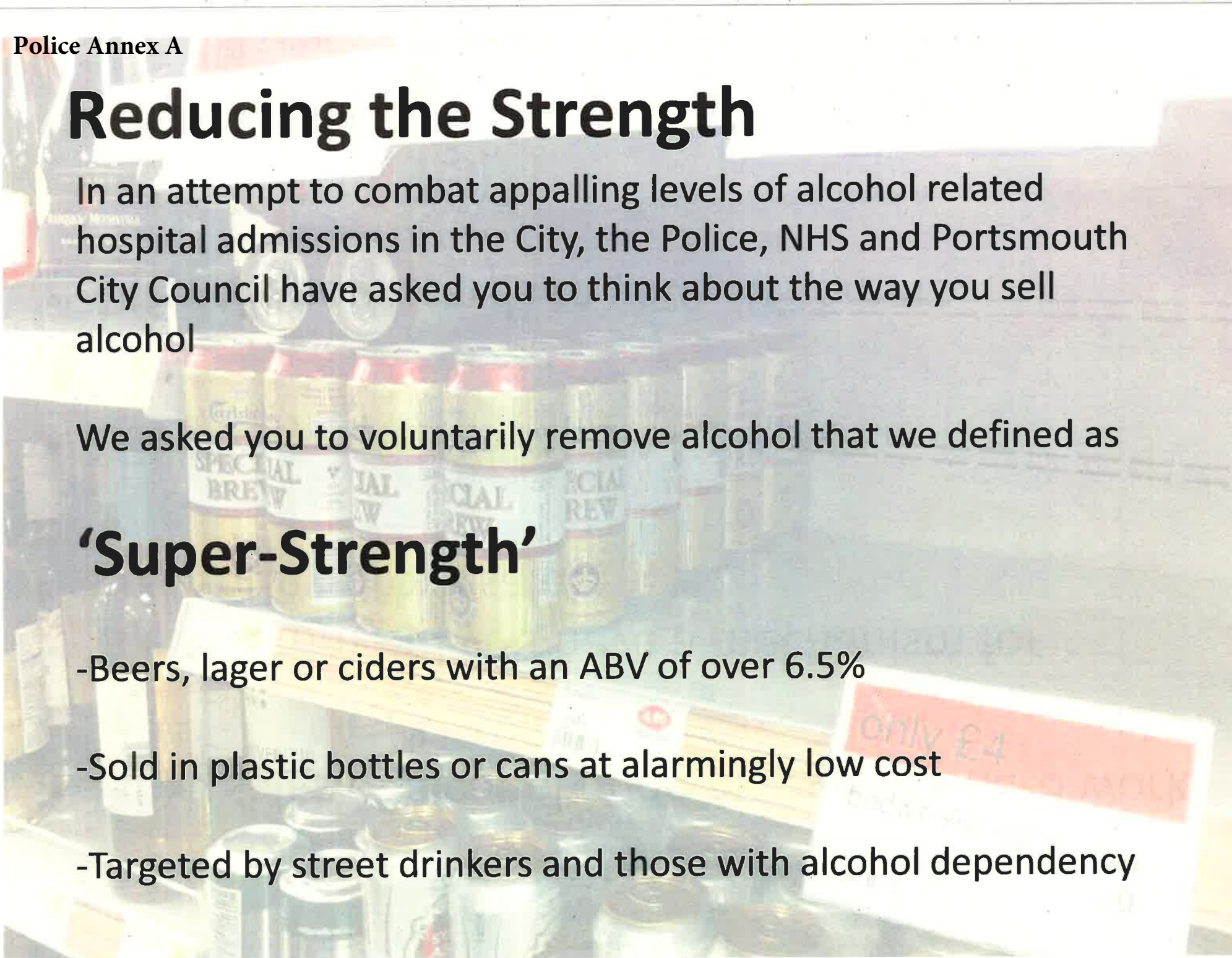
# Reducing the Strength

In an attempt to combat appalling levels of alcohol related hospital admissions in the City, the Police, NHS and Portsmouth City Council have asked you to think about the way you sell alcohol

We asked you to voluntarily remove alcohol that we defined as

## 'Super-Strength'

- Beers, lager or ciders with an ABV of over 6.5%
- Sold in plastic bottles or cans at alarmingly low cost
- Targeted by street drinkers and those with alcohol dependency





# Tobacco Signage

- It is a legal requirement that an A3 notice is displayed stating the law regarding tobacco sales
- Without this signage you are breaking the law

**IT IS ILLEGAL TO  
SELL TOBACCO  
PRODUCTS TO  
ANYONE UNDER  
THE AGE OF 18**

# Help us to help you

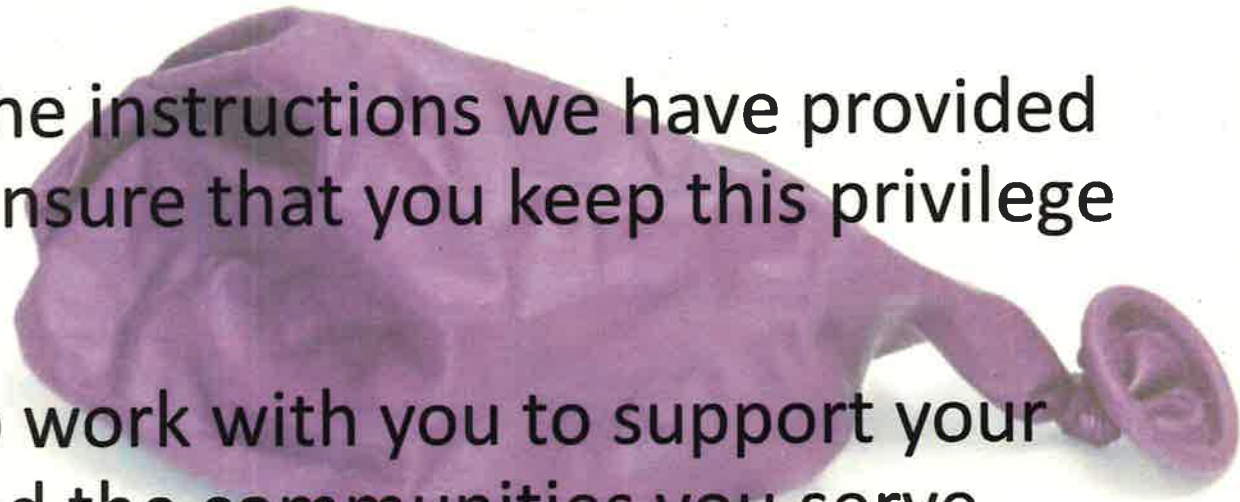
- To make everyone's life easier and to show your support for the licensing objectives we want to see

1. Summary on display
2. Statutory signage
3. Age Verification policy
4. A folder containing:

A **copy** of your full premises licence, refusal register, staff training documentation, Personal licence holder details and authorisation

# Don't let your selves down

- Selling alcohol is a privilege not a right
- You have worked hard to obtain this privilege
- Following the instructions we have provided today will ensure that you keep this privilege
- We want to work with you to support your business and the communities you serve



# 'Tidy' up your licence

# Thank you for listening...

- We are now open to any questions you might have regarding the Licensing Act 2003 and your store's

• Q & A for 30mins

