

Age Verification Policy (Challenge 25)

Adopt, sign, display. This is the document a licensing officer asks for first.

Premises: _____ Premises licence no: _____

DPS: _____ Effective from: _____

Policy

- Anyone who appears to be under 25 will be asked for photographic proof of age before any sale of alcohol is completed.
- If acceptable identification is not produced, the sale WILL be refused. There is no discretion and no manager override.
- The refusal is recorded in the refusals register before the end of the shift.
- No member of staff will sell alcohol until they have been trained, tested and authorised in writing.
- Staff who make a sale in breach of this policy face disciplinary action up to dismissal.

Acceptable identification

Accepted	Not accepted
Passport	Photocopies or photographs of ID
UK photocard driving licence (full or provisional)	Any ID that appears altered or damaged
PASS-accredited proof of age card bearing the PASS hologram	ID where the photograph is not clearly the person presenting it
Biometric residence permit	Student union or gym cards without PASS accreditation
MoD Form 90 (Defence Identity Card)	Verbal assurance from a companion
National identity card issued by an EEA state	Bank cards of any kind

Proxy sales

It is an offence to buy or attempt to buy alcohol on behalf of a person under 18. Where staff believe alcohol is being bought for a child, the sale is refused and recorded, regardless of the purchaser's own age.

Review

Reviewed at least annually by the DPS, and immediately after any refused test purchase, failed sale or licensing visit.

DPS signature	Premises licence holder	Date	Review due

Scope and limitations — read before use

IMPORTANT — SCOPE AND LIMITATIONS. This document is a template and guidance product. It is a starting point, not a finished assessment. Every workplace is different, and only the employer knows their own site, vehicles, people and tasks. The legal duties under

the Health and Safety at Work etc. Act 1974, the Provision and Use of Work Equipment Regulations 1998, the Workplace (Health, Safety and Welfare) Regulations 1992 and all other relevant law remain with the employer at all times and cannot be transferred to PHW Services or to any document. You must read, adapt and complete this material for your own site, satisfy yourself that it is suitable and sufficient, and seek competent advice where you are unsure. PHW Services does not warrant that using this pack will prevent an accident, prevent enforcement action, or achieve compliance in any particular case. Nothing in this pack is approved or endorsed by the Health and Safety Executive.

Contains public sector information published by the Health and Safety Executive and licensed under the Open Government Licence v3.0. This pack is not an HSE publication, is not approved or endorsed by HSE, and does not reproduce the HSE logo. Always refer to the current HSE guidance and legislation at hse.gov.uk, which may have changed since this pack was written.