

UAS-06

Authorisation to Sell Alcohol and Staff Declaration

No signature, no sales. One per member of staff.

Under the Licensing Act 2003 every sale of alcohol must be made or authorised by a personal licence holder. This document records that authorisation and the training behind it.

Field	Detail
Staff name	
Position	
Premises	
Training delivered (UAS-02) on	
Knowledge test (UAS-03) passed on, score	
Authorised by (personal licence holder)	
Personal licence number	
Authorisation effective from	
Refresher due (12 months)	

Staff declaration

- I have been trained on the age verification policy and I understand it.
- I will ask for photographic ID from anyone who appears under 25, every time.
- I will refuse the sale if acceptable ID is not produced, and I will record the refusal.
- I understand that no manager can overrule a refusal.
- I will refuse any sale I believe is being made on behalf of a person under 18.
- I understand that selling alcohol to a child is a criminal offence committed by ME personally, as well as by the business.
- I understand that breaching this policy is a disciplinary matter up to and including dismissal.

Staff signature	Authorised by	Personal licence no	Date

Scope and limitations — read before use

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