

Age Verification Policy

Name of shop; LONDIS, 249 LOW LANE, HORSFORTH, LEEDS

Premises Licence Number PREM / 04323 / 003

Premises licence holder: KANTHASAMY SENTHURAN

Designated premises supervisor (DPS); KANTHASAMY SENTHURAN .

It is the policy of our business to implement and maintain a robust Age Verification Policy.

We will achieve this by:

- Ensuring that all staff selling alcohol are trained, and a record is kept of their training;
- Ensuring that, whenever a customer appears to a member of staff to be under the age of 25, to require that customer to produce acceptable ID to prove they are over 18
- Ensuring that we only accept the following as acceptable proof of ID:
 - A UK photocard driving licence issued by DVLA
 - Passport.
 - A PASS accredited proof-of-age card showing the PASS hologram
- Ensuring that we check the details, including photograph and date of birth, on acceptable ID and verify these against the appearance of the customer
- Ensuring that we make a record of all refusals to sell following an age check
- Ensuring that we have clearly displayed warning notices as a deterrent to under aged customers;
- Ensuring that staff are also aware of proxy sales.

For the purposes of this policy, all staff will be authorised in writing by the DPS to sell alcohol once they have been suitably trained and they are considered competent to sell alcohol.

With effect from 1st October 2010, it became a mandatory condition on our licence to sell alcohol that:

“The premises licence holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol. The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark”.

Failure to have an Age Verification Policy in place would mean that we risk a fine of up to £20,000 and/or 6 months imprisonment.

We have implemented this Age Verification Policy and brought it to the attention of all staff. They have signed below to indicate their understanding of the policy. They each understand that failure to comply with the policy may constitute a disciplinary matter which could result in action being taken which may include dismissal. In particular, we have pointed out that:

- By selling alcohol to a person who is under 18, they personally, as well as the premises licence holder, commit an offence, for which they could be fined.

- If two or more sales of alcohol to a person who is under 18 take place within a three month period:
 - The premises licence holder can be fined up to £10,000, with up to 3 months suspension of the licence; or
 - A police or trading standards officer can offer a voluntary 48 closure notice; or
 - A police or trading standards officer can make a representation to the licensing authority to ask for the licence to be reviewed – which can result in suspension, revocation or other action.

Signed Date
Premises Licence Holder/DPS

All staff must read this policy and sign below to confirm that it is understood.

Signed Name..... Date

Signed Name..... Date

Signed Name..... Date

Signed Name..... Date

Signed Name..... Date