

**AUTHORISATION TO SELL ALCOHOL IN THE ABSENCE OF A
PERSONAL LICENCE HOLDER**

FORMAL TRAINING HAS COVERED THE FOLLOWING KEY TOPICS

- The four licensing objectives
- Licensable activities
- Our premises licence and its conditions
- The terms for the sale of alcohol, name of DPS, personal licence holders to sell or to authorise for sale, alcohol. Terms of written authorisation.
- Rights of entry, Police and Customs and Excise.
- Children and licensed premises, under 16 must be accompanied
- Illegal to sell alcohol to anyone under 18 in any circumstances.
- Illegal to allow or for an under 18 year old to consume alcohol on licensed premises, except diners; 16/17 year olds may drink beer, wine or cider purchased by an accompanying adult.
- Police and Trading Standards right of entry and use of test purchasers to ensure that no sales to under 18's occur.
- The legal requirement to check if in doubt as to person's age, **MUST** check, acceptable forms of proof of age, photographic driving licence, passport and personal licence.
- Duty to refuse to serve anyone who appears to be drunk and how to do this effectively.
- Re-in force that if the employee is ever unsure of the correct action they are to ask a personal licence holder or the DPS for advice.

The undersigned :

| | |
|----------------------|--|
| Employee Name | |
| Signature | |
| Date | |

Has completed training covering the points listed above and is hereby authorised to sell alcohol in the licensed premises named below within the terms of the premises licence when scheduled for work.

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|----------------------|
| Name of house |
|----------------------|

With the authorisation of:

| | |
|--|--|
| Name of personal licence holder | |
| Personal Licence number | |
| Date | |