

# LICENSING (SCOTLAND) ACT 2005 AGE VERIFICATION POLICY STAFF DECLARATION

## PREMISES AGE VERIFICATION POLICY NAME AND ADDRESS OF PREMISES

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## NAME OF STAFF MEMBER

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The sale of alcohol to a child or young person (that is to say, a person aged under 18) is an offence which may lead to a fine of up to £5,000 and/or a term of imprisonment not exceeding three months. Such a sale will also lead to a review of the premises licence and could result in the licence being suspended or revoked.

[Name of premises licence holders] operate an 'age verification policy', in terms of which you must require production of an acceptable proof-of-age document if you are in any doubt as to whether a person seeking to buy alcohol is less than 25 [or insert higher age] years of age.

Only the following documents are acceptable for proof-of-age purposes [Delete the forms of identification which are NOT to be accepted as part of the company's 'age verification policy']:

- A passport
- A European Union photocard driving licence
- A Ministry of Defence Form 90 (Defence Identity Card)
- A photographic identity card bearing the national Proof of Age Standards Scheme (PASS) hologram
- A national identity card issued by a European Union member state (other than the United Kingdom), Norway, Iceland, Liechtenstein or Switzerland, or
- A Biometric Immigration Document.

If no such document is produced or if you have a suspicion that the document presented is not genuine, or has been tampered with or has been altered, then you must refuse the sale or refuse to authorise the sale.

### **Declaration:**

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

Signed: .....

Date: .....