**

*Licensing (Scotland) Act 2005*

*Off Sales Guide*

*For*

*Licence Holders and*

***Designated Premises Managers***

**This Information pack has been developed by the Licensing Standards Service of Glasgow City Council and Police Scotland (Licensing) to assist premises licence holders and Designated Premises Managers (DPMs) and their staff in running their premises in compliance with the 2005 Act.**

**

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**Licensing (Scotland) Act 2005**

**Licensing Standards Information Pack for Licence Holders**

1. **Introduction**

The Licensing (Scotland) Act 2005 (‘the 2005 Act) regulates the sale of alcohol in Scotland and is built around the five Licensing Objectives, which all licensed premises are expected to uphold:

* Preventing Crime and Disorder
* Securing Public Safety
* Preventing Public Nuisance
* Protecting and Improving Public Health
* Protecting Children from Harm

The operation of any retail business is challenging and means a lot of hard work for everyone involved. While all commercial operations must comply with a wide variety of regulation, it is essential that anyone involved in the sale of alcohol understands all aspects of the legislation which applies to that type of business. It is a commercial activity where there is a lot of responsibility placed on all staff involved to ensure that the law is complied with to the highest possible standards at all times.

*Failure to comply fully with the legislation and/or with the terms of your Licence can have a serious impact on your business.*

**This guide is intended to give you the basic information in relation to the legislation which affects the sale of alcohol from an off- sales premises.** **It is not the purpose of this document to provide legal opinion. Should you require this for any aspect of the operation of your business then you should consult with a solicitor with specialised knowledge of this subject.**

This Pack and Internet Access

There is a presumption that those reading this pack will have access to the internet and links are provided where appropriate to the Glasgow City Council website and other sites including legislation. If you have received this pack by email then click on the relevant quick links for access (page 20). If you have received this pack by hand delivery or by post then type the relevant links into your internet browser for access.

The Licensing (Scotland) Act 2005 can be accessed via

 (<http://www.legislation.gov.uk/asp/2005/16/contents>)

1. **Licensing Board Policy**

The City of Glasgow Licensing Board oversees the alcohol licensing regime in granting licences and taking action where necessary to ensure compliance.

The 2005 Act requires that each Licensing Board publish a statement of its policy in relation to alcohol licensing in its area. The policy document is now linked to the Council Election Periods. It is important that all licence holders, staff and others who have an interest in alcohol licensing, take time to read this document, which can be found on the Glasgow City Council website

<https://www.glasgow.gov.uk/CHttpHandler.ashx?id=17578&p=0>

1. **The Role of the Retailer**

It is essential that, as someone involved in the sale of the alcohol, you understand the responsibility you have both to individual customers and to the wider community to ensure that you operate in a manner which achieves the highest possible standards of compliance with the law.

To do this involves a lot of hard work over and above that normally undertaken by most retailers but it is worth it to ensure that you can demonstrate that you are taking the business of selling alcohol seriously.

It can be difficult when there are a lot of changes to the legislation which applies to you as an individual or your business. If you are uncertain, please contact Licensing Standards Officers – see contact details on page 18 & 19.

<https://www.glasgow.gov.uk/index.aspx?articleid=17603>

1. **The Role of the Regulators**

Your premise can be visited at any time by the following persons who have a legal right of access to undertake inspections. Whilst these officers will always seek to work with you to ensure that your business is operating successfully, they also have significant legal powers and will take formal action where appropriate should you be found to be breaking the law.

A summary of some of the basic matters which will be checked by any of the officers mentioned below during inspections. There is also a single sheet version of this checklist at the back of the booklet at **Appendix 1**.

Licensing Standards Officers (LSO’s)

The Licensing (Scotland) Act 2005 introduced the role of the Licensing Standards Officer (LSO) who are authorised under the Act and are appointed by Glasgow City Council and have the following functions:

* Undertake inspections of premises to ensure that you are complying with the terms of your licence and any associated conditions – this includes checking training records, promotions, signage etc.
* Provide you with information and guidance.
* Investigate complaints.
* Provide mediation to resolve any disagreements or disputes.
* Take formal action should there be continued or serious non-compliance.

Police Officers

Police Officers can visit your premises at any time for many of the same reasons as Licensing Standards Officer’s. Indeed you may be visited jointly by officers from both organisations. The Police have different powers to those held by Licensing Standards Officer’s and can also arrange for test purchasing to take place on all premises in line with available resources.

This involves a young person aged sixteen years attempting to purchase alcohol. They are deliberately chosen for this task as they do not appear to be aged eighteen years or over. They will not try to use fake ID if challenged by a member of staff. An offence is committed should you, or any other member of staff, sell alcohol to a young person during a test purchase. Not only can you be convicted but it can have serious consequences for your business as your licence to sell alcohol can be suspended or even revoked.

Environmental Health Officers

These officers are also appointed by Glasgow City Council and have the following functions:

* They comment on new or provisional premises licence applications made in terms of the Licensing (Scotland) Act 2005. Comments would relate to food safety.
* They will investigate complaints about food safety, health and safety and public health matters, including noise complaints.
* They provide information and guidance, however should there be a serious or continued non-compliance then formal action may be taken.

Community Enforcement Officers (Community Safety Glasgow)

Although these officers do not have a direct regulatory role in relation to alcohol licensing, they are based in your community and are aware of and provide valuable support to businesses including off sales staff and the regulatory agencies particularly during campaigns.

1. **The Premises Licence and Statutory Notices**

To sell alcohol to the public the premises used for such sales must be licensed. This section provides information on the premises licence and statutory notices required to be displayed on the licensed premises.

Premises Licence

To sell alcohol to the public there must be a premises licence in place. The premises licence, or a certified copy of it (not a photocopy) **1** must be kept at the premises under the control of the licence holder or the premises manager. It is worth noting that each licence has its own individual conditions.

The premises licence comprises –

* the licence
* the operating plan - this details how individual premises intend to operate
* the layout plan - this sets out where alcohol is to be sold and the general layout of the premises

Summary Premises Licence

The summary premises licence, or a certified copy of it (not a photocopy)**1** must be prominently displayed so as to be capable of being read by anyone frequenting the premises. Each page must be able to be viewed separately therefore it is best not to laminate or frame this part of your licence.

The summary premises licence comprises-

* the summary licence
* the premises licence conditions

It is an offence

* if your licence or a certified copy of it isn’t kept on your premises and available for inspection
* If you fail to have the summary of your licence or a certified copy prominently displayed on the premises in a location visible to anyone frequenting the premises.

**1***Section 55 of the 2005 Act provides that a certified copy of the premises licence is a copy that has been certified as true by; the Licensing Board; or Solicitor; or notary public. This does not mean a standard photocopy. The certified copy will be clearly marked as such. Should an amendment to these documents be required, then a variation of premises licence application must be made to the Licensing Board.*

Statutory Notice

A notice in terms of Section 110 of the 2005 Act (at least A4 size) must be displayed at all times at each place on the premises where sales of alcohol are made; and in a position where it is readily visible to any person seeking to buy alcohol. A copy of this notice is attached in **Appendix 2**

1. **The Personal Licence-holder/DPM**

Personal Licence

The 2005 Act introduced the personal licence which is a portable licence granted to an individual enabling him or her to sell alcohol at a premises licensed for the sale of alcohol. A personal licence has a currency of ten years and must be renewed by the issuing Licensing Board prior to the tenth anniversary of issue.

Please note that any holder of a personal licence must undergo refresher training within 5 years. It is extremely important that you formally notify the relevant Licensing Board which issued your licence of any changes to your personal circumstances within the relevant timescales. This includes completion of your refresher training, changes to your address and any relevant convictions. You will receive direct communication from the Licensing Board about some of these matters but the onus is on you to make contact at other times. Information regarding these matters can be found on your Boards website.

Designated Premises Manager (DPM)

Alcohol is not to be sold on any premises where there is no premises manager in place. Each premises manager must be the holder of a valid personal licence and can only be manager for one premise at a time. There is no requirement for the premises manager to be present on the premises at all times. However, all sales of alcohol must be authorised by them whether generally or specifically.

If a DPM changes or leaves, then the premises licence holder must advise the Licensing Board of this in writing within seven days. Once this notification has been made, the premises licence holder has a six week period to get a new DPM in place and notify the board that this has happened.

1. **Staff Training**

Training Records

There must be training records for all staff involved in the sale of alcohol on the premises.

These records must be available for inspection on the premises at all times. They should be dated and signed by both the member of staff and the personal licence holder who conducted the training.

**Appendix 3.**

1. **Refusal Register**

All new or varied licences issued by the City of Glasgow Licensing Board have the following conditions attached which relate to the Licensing objective ‘Preventing Crime and Disorder and Protecting Children from Harm’*:-*

* *A refusal register shall be maintained in the premises recording all incidences of refused sales, including the date and time, the reason for refusal and the member of staff refusing the sale.*
* *The refusal register should be inspected and signed by the Designated Premises Manager, or his nominated representative, at least on a weekly basis.*
* *The refusal register should be made available for inspection by the Police and Licensing Standards Officers on request.*
* *The refusal register may be kept in electronic form, in which event the obligation imposed by condition 3 above may be discharged by making available for inspection as aforesaid a printed copy of the refusal register’s entries.*
* *A fully operational CCTV system which complies with all current legislative requirements covering all areas of the premises to which the public have access, including entrances, exits and till areas, is fitted and maintained in full working order in accordance with guidance provided by the Information Commissioner and to the satisfaction of the Chief Constable of Police Scotland.*
* *CCTV footage is made available to Police and Licensing Standards Officers on request.*
* *Throughout the licensed hours a member of staff fully trained on the operation of the CCTV is present on the premises.*

It may be that this condition is not applied to your premises licence at present. However, it is seen as good practice and in line with the Policy of the Licensing Board and you will be asked to show evidence of what documentary systems you have in place to comply with the local conditions. **Appendix 4**

1. **Alcohol Promotions**

The Alcohol etc. (Scotland) Act 2010 was introduced on the 1st October 2011 and retailers must comply with all of the requirements relevant to the type of business they are operating. For an off-sales business, the important issues relate to the restrictions and limits placed on discounts and promotions and the introduction of a Challenge 25 Policy.

The Alcohol Etc. (Scotland) Act 2010 can be accessed via:-

<http://www.legislation.gov.uk/asp/2010/18/contents/enacted>

These are as follows:

1. Minimum price of packages containing more than one alcoholic product

The price of such packages must be equal to or greater than the sum of the prices at which each product is sale. This provision only applies where each alcohol product in the package is available for sale separately on the premises.

Example: If a multipack (12 cans of lager 440ml) is sold on the premises for £9.00, then a single can could not be sold for less than £0.75.

1. Variation of pricing of alcohol drinks including special offers

This provision brings Off Sales premises into line with On Sales premises in that any variation in the price of an alcohol drink must be maintained for seventy two hours from the start of the price variation.

1. Restriction on supply of alcoholic drinks free of charge or at reduced price

This provision brings Off Sales premises into line with On Sales premises in that “quantity discounts” and similar promotions are not permitted for Off Sales premises. Examples of such promotions include:

* Buy one get one free
* Three for the price of two
* Five for the price of four, cheapest free
* Three bottles for ten pounds (where the cost of buying the individual products is more than ten pounds
* Buy six get twenty % off
1. Location of drinks promotions

Currently, alcohol that is displayed for consumption off the premises (off sales) can only be displayed in

1. a single area of the premises agreed between the Licensing Board and the premises licence holder and
2. a single area which is inaccessible to the public. These areas are known as “alcohol display areas”.

The 2010 Act provides that any off sales drinks promotion may take place only in the alcohol display areas or in a tasting room. Further, the 2010 Act also provides that a drinks promotion in connection with the premises cannot take place within an area extending two hundred metres from the boundary of the premises as shown on the layout plan.

The website providing guidance on this can be accessedvia:-

<http://www.gov.scot/Publications/2013/06/8949/3>

**10.** **Security / CCTV**

Anyone who operates premises where alcohol is sold will, at some point, encounter difficult customers particularly when staff refuse to sell them any or more alcohol. It is essential that management have a risk assessment in place in relation to these matters and that all staff are aware of what action they must take in any given circumstances.

One of the best ways of demonstrating and recording the manner in which you operate your business is to install and use an effective CCTV system.

**11.** **Off Sales – Remote Sales/Deliveries**

The 2005 Act provides that the sale and delivery of alcohol through mail order or via the internet is a “Remote Sale” and the following rules apply in relation to this type of business.

Remote Sales

Section 63 of the 2005 Act provides that orders of alcohol, on an off sales basis, can only be taken between the statutory off sales licensing hours – 10:00am and 10:00pm. The despatch of the alcohol can only take place between 6:00 am and midnight.

Delivery of Alcohol

To deliver alcohol the following must be in place:

1. A day book recording the order kept on the premises from where the alcohol was dispatched; and
2. A delivery book or invoice carried by the person delivering the alcohol.

In addition the information required to be entered in the above is:

* The quantity, description and price of the alcohol; and
* The name and address of the person to whom the alcohol is to be delivered.

Finally, in Scotland it is an offence to deliver alcohol to a person under eighteen years of age, unless that person works in a capacity involving alcohol deliveries.

Although not a legal requirement it should be clear that it is the responsibility of the premises licence holder to ensure an effective age verification policy is in place which the delivery person is aware of and practises for each delivery. Licensing Standards has produced a specimen Delivery Age Verification Policy which is attached at **Appendix 5** and it is suggested this document is used in a similar way as the premises Age Verification Policy document.

**12.** **Age Verification Policy**

The Alcohol Etc. (Scotland) Act 2010 introduced a new mandatory condition for all premises licences and occasional licences requiring an age verification policy on the premises in relation to the sale of alcohol. The law has set a minimum age of twenty five years for the policy where it appears to the person selling the alcohol that the customer may be under the age of twenty five years.

As a result of this change in the law, customers in any premises in Scotland licensed for the sale of alcohol, including pubs, clubs, restaurants, supermarkets and convenience stores may be asked to produce identification where they appear under the age of twenty five to prove that they are over the age of eighteen and can lawfully purchase alcohol.

The [www.challenge25.org](http://www.challenge25.org) website provides information about the law and what you should do to make sure you comply, and provides a specimen Age Verification Policy. A specimen policy document is also produced at **Appendix 6**. This website also provides posters for display on the premises.

**13.** **Alcohol Authorisation**

The 2005 Act requires that every sale of alcohol is authorised either generally or specifically by the premises manager or another person who holds a personal licence. To ensure that the authorisation can be evidenced, it is recommended that the authorisation is made in writing. This is what is expected in Glasgow. A written authorisation should contain the following elements.

* The person(s) authorised to sell alcohol at any particular premises should be clearly identified.
* The authorisation should specify the acts which may be carried out by the person being authorised.
* There should be an overt act of authorisation, for example, a specific written statement given to the individual being authorised.
* There should be in place sensible arrangements for the personal licence holder to monitor the activity that they have authorised on a reasonably regular basis.

A specimen template for written authorisation is attached at **Appendix 7**.

**14.** **Occasional and Extended Hours Licences**

Occasional Licenses

Premises licence holders and personal licence holders can apply for these. An occasional licence is a licence allowing the sale of alcohol on premises that are not ordinarily licensed (e.g. village hall; marquee; community centre, etc.). An occasional licence can last for a maximum of fourteen days and premises and personal licence holders can apply for an unlimited amount of occasional licences during any year.

1. **Events**

An increased number of Events are taking place within the city. During major events, there will be an increase in the number of persons purchasing large quantities of alcohol. Patrons should be reminded of the Byelaws of Glasgow City Council prohibiting the consumption of alcohol in a public place.

Should you or your staff feel that they may drink the alcohol directly outside or near to your premises then you must advise those customers (particularly where they are purchasing certain products or large quantities of alcohol) that that it is against the law to drink from or carry an open bottle of alcohol in a public place and that the police may confiscate their alcohol and that they could face prosecution. You and your staff should also be aware of patrons attempting to purchase alcohol for persons under the age of 18.

Details of Byelaws prohibiting the consumption of alcohol in public places can be accessed via:-

<https://www.glasgow.gov.uk/CHttpHandler.ashx?id=19695&p=0>

**Appendices**

[**Appendix 1: Premises Checklist**](#A1)

Ensure that all documents listed and are available for viewing and inspection on your premises by Licensing Standard Officers and Police Officers.

[**Appendix 2: Section 110 Notice**](#A2)

Insert name of premises and display at every point of sale of alcohol (sales counter or bar area) on the premises. Consider laminating or framing notice.

[**Appendix 3: Training of Staff – Training Record**](#A3)

This training declaration should be completed by the premises manager or personal licence holder and the member of staff who has been trained. The completed declaration should be kept on the premises with staff training records.

[**Appendix 4: Refusal Book**](#A4)

This document should be completed at the point of any refusal to sell alcohol.

[**Appendix 5: Delivery of Alcohol Age Verification Policy Staff Declaration**](#A5)

Not a legal requirement but is good practice for staff involved in the delivery of alcohol

[**Appendix 6: Age Verification Policy Staff Declaration**](#A6)

This policy document should be completed for each staff member by the premises licence holder or premises manager then signed and retained with training records.

[**Appendix 7: Authorisation to Sell Alcohol**](#A7)

This alcohol authorisation should be completed by the premises manager or personal licence holder and signed by each member of staff who is not a personal licence holder. The completed authorisation should be kept on the premises with staff training records.

**Appendix 1**

**LICENSING (SCOTLAND) ACTS 2005 & 2010**

**Checklist Summary**

**The purpose of this note is to advise you of some of the main matters that a Police Officer/Licensing Standards Officer will check when visiting your premises**

**Name of Premises: ………………………………………………………………………………….**

**Holder of Licence: …………………………………………………………………………………..**

**Premises Manager: …………………………………………………………………………………..**

**Personal Licence Holder** Yes/No

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Check** | **Action Required** |
| Display of Licence | YES /NO |  |
| Challenge 25 Policy in place | YES/NO |  |
| Staff Training Records | YES/NO |   |
| Operating Plan | YES/NO |  |
| Refusal Book | YES/NO |  |
| **Best Practice** |  |  |
| CCTV | YES/NO |  |
| Satisfactory Security Arrangements | YES/NO |  |
| Additional Comments | YES/NO |  |

**Appendix 2**

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| **Licensing (Scotland) Act 2005** |

**This notice if displayed in accordance with the provisions of Section 110 of the Licensing (Scotland) Act 2005**

**It is an offence for a person under the age of eighteen to buy or attempt to buy alcohol on these premises.**

**It is also an offence for any other person to buy or attempt to buy alcohol on these premises for a person under eighteen.**

**When there is doubt as to whether a person attempting to buy alcohol on these premises is aged eighteen or over, alcohol will not be sold to the person except on production of evidence showing the person to be eighteen or over.**

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| **Appendix 3** |
| **Licensing (Scotland) Act 2005****Schedule 3, Paragraph 6** |

**Training of Staff – Training Record**

(Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

|  |
| --- |
| **The Act****Schedule 3, Paragraph 6:**1. No person (other than a person who holds a personal licence) is to work in the premises in the capacity mentioned in sub-paragraph (2) unless that person has complied with such requirements as to the training of staff as may be prescribed for the purposes of this paragraph.
2. That is a capacity (whether paid or unpaid) which involves the person.
3. making sales of alcohol, or
4. where alcohol is sold on the premises for consumption on the premises serving such alcohol to any person.
 |

**Declaration**

**Trainee**

I (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) confirm that I have received the training required by the Licensing (Training of Staff)(Scotland) Regulations 2007.

(Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**Trainer**

I (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) confirm that I have provided the above named member of staff with the training required under the Licensing (Training of Staff)(Scotland) Regulations 2007 on (Dates or dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).

(Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

*Where signatory is the holder of a Personal Licence issued under the Licensing (Scotland) Act 2005. Please insert the number and the name of Licensing Board which issued the licence here*)

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).

**Appendix 4**

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|  **Licensing (Scotland) Act 2005****Refusal Register** |
| **Date** | **Time** | **Product** | **Name or Description of Person****(If you are not comfortable asking for a name, then don’t)** | **Comments** | **Staff Member** |
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| **Appendix 5** |
| **Licensing (Scotland) Act 2005****Delivery of Alcohol Age Verification Policy** |

**Name of Staff Member: (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

Any responsible person who delivers or allows alcohol to be delivered to a child or young person (that is to say, a person aged under eighteen years) commits an offence (Section 108 (3) Licensing Scotland Act 2005) which may lead to a fine of up to £1,000.

Such a delivery will also lead to a review of the premises licence and could result in the licence being suspended or revoked.

The Premises Licence Holder operates a ‘Age Verification Policy’’, in terms of which you, as the person delivery alcohol, must require production of an acceptable proof-of-age document, if you are in any doubt as to whether a person receiving the alcohol is less than twenty-five years of age.

Only the following documents are acceptable for proof-of-age purposes. *(Delete any of the forms of identification below which are NOT to be accepted as part of the company’s ‘Age Verification Policy’)*

* **Passport**
* **European Union photo-card driving licence**
* **Ministry of Defence Form 90 (Defence Identity Card)**
* **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**
* **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 not to deliver to that person.

**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 (Licence Holder / Premises Manager): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

**Signed (Staff Member): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

**Appendix 6**

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| **Licensing (Scotland) Act 2005****Age Verification Policy Staff Declaration** |

**Staff Member Name: (**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

The sale of alcohol to a child or young person (that is to say, a person under eighteen years) 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.

The Premises Licence Holder operates 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 twenty-five years of age.

Only the following documents are acceptable for proof-of-age purposes. *(Delete any of the forms of identification below which are NOT to be accepted as part of the company’s ‘Age Verification Policy’)*

* **Passport**
* **European Union photo-card driving licence**
* **Ministry of Defence Form 90 (Defence Identity Card)**
* **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**
* **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 that 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 (Licence Holder / Premises Manager): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

**Signed (Staff Member): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

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| **Appendix 7** |
| **Licensing (Scotland) Act 2005****Authorisation to Sell Alcohol** |

*This authorisation to sell alcohol has been written in accordance with the premises licence mandatory conditions contained in Schedule 3, paragraph 5 of the Licensing (Scotland) Act 2005 and incorporated by virtue of section 27*

***“I hereby authorise all staff, trained under the Licensing (Training and Staff) (Scotland) Regulations 2007, to sell alcohol, on these premises, on my behalf and in conformity with the Licensing (Scotland) Act 2005”.***

***Premises Manager/ PLH: ……………………….. Signature: …………………………….***

***Personal Licence No: …………………………… Date: …………………………………..***

* **New members of staff must be made aware of this authorisation and sign it prior to selling/serving alcohol.**
* **This form is only valid when the above-named person is the nominated Designated Premises Manager (DPM) for the premises or other personal licence holder (PLH). If a new DPM is nominated, of the personal licence holder making the authorisation leaves, a new form should be completed with all staff signing their names and the new DPM/PLH countersigning and dating the form, so it is recommended that a blank copy is kept.**
* **The Premises Manager will retain this authorisation with staff training records.**

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| **Staff Members*****“I have been made aware that I am authorised to sell alcohol on these premises on behalf of the Premises Manager or other Personal Licence Holder”*** |
| **Staff Name****(Print)** | **Staff Signature** | **DPM / PLH Signature** | **Date** |
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| **Alcohol Authorisation Continued****Staff Members*****“I have been made aware that I am authorised to sell alcohol on these premises on behalf of the Premises Manager or other Personal Licence Holder”*** |
| **Staff Name****(Print)** | **Staff Signature** | **DPM / PLH Signature** | **Date** |
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**Contact Details**

Some details for contacting these organisations are given below. The list is not comprehensive but will give you some assistance should you require any advice or information.

**Police Scotland**

Police Scotland Headquarters

Clyde Gateway

2 French Street

Glasgow

G40 4EH

Telephone: 101 – ask for the Police Licensing Department.

**Glasgow City Council – Licensing Standards Officers**

Licensing Standards Section

Environmental Health

Substainability and Environment

Land and Environmental Services

231 George Street

Glasgow G1 1RX

Telephone: 0141 287 (7871) or (0142) or (6658)

Email: licensingstandards@glasgow.gov.uk

**City of Glasgow Licensing Board**

Licensing Section

Glasgow City Council

City Chambers

Glasgow

G2 1DU

Telephone: 0141 287 5354

Email: licensingboard@glasgow.gov.uk

**Scottish Grocers Federation**

Federation House

222/224 Queensferry Road

Edinburgh

EH4 2BN

Telephone: 0131 343 3300

Email: reception@scotgrocersfed.co.uk

**Glasgow City Council - Commercial Waste**

Environmental Health

Substainability and Environment

Land and Environmental Services

231 George Street

Glasgow G1 1RX

Telephone:0141 287 6639

Email:commercialwasteenforcement@glasgow.gov.uk

**Community Safety Glasgow**

727 London Road

Glasgow

G40 3AQ

Telephone: 0141 276 3400 (500)

Email: CommsafetyCustomerSupport@glasgow.gov.uk

**Scottish Fire and Rescue Service**

123 Port Dundas Road

Glasgow

G4 0ES

Telephone: 0141 302 3333

Email: W.GLACowcaddensCommunitySafety@firescotland.gov.uk

**The Law Society of Scotland**

Atria One

144 Morrison Street

Edinburgh

EH3 8EX

Telephone: 0131 226 7411

Email: lawscot@lawscot.org.uk

**Quick Links**

**City of Glasgow Licensing Board’s Policy Statement:-**

<https://www.glasgow.gov.uk/CHttpHandler.ashx?id=17578&p=0>

**Licensing (Scotland) Act 2005:-**

<http://www.legislation.gov.uk/asp/2005/16/contents>

**Licensing Standards Officers:-**

<https://www.glasgow.gov.uk/index.aspx?articleid=17603>

**Challenge 25 information:-**

[**www.challenge25.org**](http://www.challenge25.org)

**Alcohol Etc (Scotland) Act 2010**

[**http://www.legislation.gov.uk/asp/2010/18/contents/enacted**](http://www.legislation.gov.uk/asp/2010/18/contents/enacted)

**Personal Licence Holder/Staff Training Providers**

* **Alcohol Focus Scotland -** [**http://www.alcohol-focus-scotland.org.uk/training/licensing-training/**](http://www.alcohol-focus-scotland.org.uk/training/licensing-training/)
* **BIIAB -** [**https://www.biiab.org/personal-licence-information/**](https://www.biiab.org/personal-licence-information/)