



West  
Northamptonshire  
Council

# Premises Age Verification Policy

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*Northampton's Best Kept Secret*

Version 8, April 2021

[www.westnorthants.gov.uk](http://www.westnorthants.gov.uk)

# Document Version Control

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## Change History

Issue	Date	Comments
Version 8	April 2021	Updated – Unitary Council

NB: Draft versions 0.1 - final published versions 1.0

## Consultees

Internal	External
Louise Faulkner – Licensing Team Leader	The Police

## Distribution List

Internal	External
Intranet	West Northamptonshire website
Guildhall Office Team	Gusto Catering Ltd
	Creative Event Services Ltd
	Impressions Catering Ltd

## Links to other documents

Document	Link
Guildhall Room Hire/Bookings Policy	Lays out the terms for selling alcohol at events
Drugs Policy for Licensed Premises	Supports the drugs policy

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## 1.0 Introduction / foreword

The purpose of this policy is to identify the terms and conditions for verifying that alcohol is only available to persons who are over 18 (eighteen) years of age).

## 2.0 Scope

This policy covers all alcohol sales and provision within the Guildhall.

## 3.0 Policy outcomes

This policy is to ensure that the sale and provision of alcohol within the Guildhall is lawful and gives protection to those responsible for this service.

## 4.0 Premises Age Verification Policy

**Name of premises:** The Guildhall

**Address of premises:** St Giles Square, Northampton, NN1 1DE

**Name of premises license holder:** West Northamptonshire Council

**Name of designated premises supervisor:** Shelley Parker

Before serving alcohol from these premises the responsible member of staff must ask all customers who appear to be under the age of 25 for a suitable means of identification bearing their name, date of birth and a holographic mark. To do this we have adopted a “Challenge 25” policy.

For this policy the responsible person will be one of the following:

- The designated premises supervisor (DPS)
- The person in charge of the building (usually a Guildhall Officer)
- A member of staff aged 18 or over who holds a Personal License
- A member of the bar staff
- A member of the catering staff
- The duty Security Officers

Examples of the appropriate identification include:

- A photo driving license
- A passport
- A proof of age card bearing the PASS hologram

**Failure to adopt such a policy is a criminal offence with a maximum fine of £20,000 and/or 6 months imprisonment. A copy of this document must be made available when requested by Authorised Officers of the Local Authority (West Northamptonshire Council) or a Police Licensing Officer.**

The DPS will ensure that all staff are made aware of this and understand the requirements of this policy.

By selling alcohol to a person who is less than 18 years of age it is **YOU** that commits the offence as well as the customer.

Signed 

**For PREMISES LICENCE HOLDER**

Date 1<sup>st</sup> April 2021

Signed 

**Designated Premises Supervisor**

Date: 1<sup>st</sup> April 2021