

Premises Age Verification Policy

Premises name:	
Address:	

Check 25

To prevent sales of tobacco, e-cigs and shisha to under 18s, before serving these products from these premises the responsible member of staff must ask all customers who DO NOT CLEARLY appear to be over the age of 25 for a suitable means of identification bearing their name, date of birth and a holographic mark.

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

- A staff member aged 18 or over
- A staff member aged 18 or over who is authorised to allow the sale or supply of tobacco, e-cigs and shisha by a staff member under the age of 18

Examples of appropriate identification include:

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

Selling age restricted products such as tobacco, e-cigs and shisha is a big responsibility which can have a significant negative impact on your business, as well as your community and on young people.

In law, the owner of the business can be held responsible as well as the member of staff who made the sale. A person who is charged with this offence has a legal defence available to him to prove that he took all reasonable precautions and exercised all due diligence to avoid committing the offence. This is commonly known as the 'due diligence' defence. This age verification policy is an important component of your system to prevent underage sales of tobacco, e-cigs and shisha taking place.

A copy of this document should be made available when requested by authorised officers of the Local Authority, Trading Standards or a Police Officer.

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

Name of Manager

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Additional Staff Members

I have read and understand the requirements of this policy:

Continue on separate sheet if necessary

