

DUE DILIGENCE CHECKLIST

FOR DESIGNATED PREMISES SUPERVISORS

- Age verification policy completed, signed by staff and displayed in a public area
- Posters displayed proportionately in prominent and relevant positions
- All staff have read and understood the 'guidance to prevent under age sales of alcohol and tobacco' booklet
- All staff training records are complete and up to date
- Future staff training dates have been planned and recorded
- Refusals register is in operation and being used effectively by all staff

Electronic versions of all Lancashire Trading Standards due diligence resources can be downloaded at www.lancashire.gov.uk/lancan

**Working together to
keep young people safe**



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Constabulary**
police and communities together

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