



Crawley Borough Council

Licensing Act 2003
Best Practice Guidance Document and
Templates for Licensed Premises

This document is relevant to premises licensed for the sale of alcohol for consumption on and off the premises. It is not an exhaustive list and is not designed to offer definitive legal opinion.

January 2021

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This Guide provides examples of best practice documents and templates for premises licence holders and designated premises supervisors. These templates are designed to assist with compliance measures and the meeting of the requirements of the Licensing Act 2003. It is not designed as definitive legal opinion

AUTHORISATION TEMPLATE

Designated Premises Supervisor (DPS) sale of alcohol staff authorisation

I, (Full Name) Designated Premises Supervisor (DPS)
of (Premises Name and Address)

.....

hereby authorise the following persons to sell alcohol under the Licensing Act 2003 on these premises at any time during the permitted hours and in accordance with the premises licence issued under the Licensing Act 2003.

This authority applies whether or not I, or any other Personal Licence holder, are present on the premises at the time of the sale or supply of alcohol.

I can confirm these persons have been made aware of his/her legal responsibilities under the Licensing Act 2003.

Signed: _____ Print Name: _____ Date: _____

We sign below in the knowledge that it is an offence to:

Knowingly sell, attempting to sell or allowing sale of alcohol to person who is drunk

Sell alcohol to a person under 18 years of age

Allow licensable activities to be conducted otherwise than in accordance with the Premises Licence and the conditions it contains

I also understand that I require individuals who appear to me to be under 18 years of age (or any older age as may be specified in the premises licence holders age verification policy) to produce on request, before being served alcohol, **identification bearing their photograph, date of birth and a holographic mark***

Signed: _____ Print Name: _____ Date: _____

Signed: _____ Print Name: _____ Date: _____

Signed: _____ Print Name: _____ Date: _____

Signed: _____ Print Name: _____ Date: _____

Signed: _____ Print Name: _____ Date: _____

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Signed: _____ Print Name: _____ Date: _____

GUIDANCE

DPS authorisations should clearly identify the staff member / individual and what they are authorised to do.

Staff should be aware of the authorisation and understand their responsibilities under the Licensing Act 2003 before agreeing and signing to be authorised.

By signing the authorisation, staff are confirming that they have participated in and fully understand training material; including:

Acceptable Identification

GUIDANCE

In order to ensure compliance with the premises licence Mandatory Conditions, the Premises Licence Holder and Designated Premises Supervisor should take all reasonable steps to ensure that a proof of age policy is operated at their premises and state on the above document what this policy is i.e. Challenge 25

The Designated Premises Supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

Staff must be aware of the scheme operated and be trained accordingly with written records kept of the training carried out.

It is recommended the age verification policy that is carried out at the premises should be in writing, and documented within any training or authorisations.

Staff involved with the selling of alcohol should be aware of the policy's existence and content. It is recommended that this is formally recorded.

The above example is a suggested text for an age verification policy, as per Home Office guidance. The text is examples and you should adjust accordingly to insert the actual age and acceptable identification for the Age Verification Policy operated at your premises.

It is also recommended that appropriate signage is displayed detailing the Age Verification Policy in operation at the premises.

****Free "point of sale" posters are widely available from various sources via the internet.****

STAFF TRAINING LOG

Staff Members Name:

Employment Start Date:

Premises Name & Address:

A training log should be used:

- When a new member of staff is appointed
- Changes to the premises alcohol licence/ internal policies/ legislation have occurred
- When carrying out refresher training for existing staff

This log demonstrates how you are trying to comply with the specific requirements of your alcohol licence and the key objectives of Licensing Act 2003.

Training subject/ course title	Brief Synopsis of Subject Matter Covered	Test / Training Result	Completion Date	Staff Signature & Date
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GUIDANCE

All staff should be adequately trained regarding their responsibilities under the Licensing Act

Drugs and Pubs- A Guide for Licensed Premises – The Beer and Pub Association

<https://beerandpub.com/2017/08/04/bbpa-publishes-updated-guide-on-drugs-and-pubs/>

Gambling – Alcohol Licensed Premises

<http://www.gamblingcommission.gov.uk/PDF/Advice-on-gaming-in-pubs-and-alcohol-licensed-premises.pdf>

17041
with licensing application
In the event of a change of control, the licensee shall use a
purchase order for the purchase of

underage offences

Level 3 fine knowingly allowing
any person

underage person
under 18

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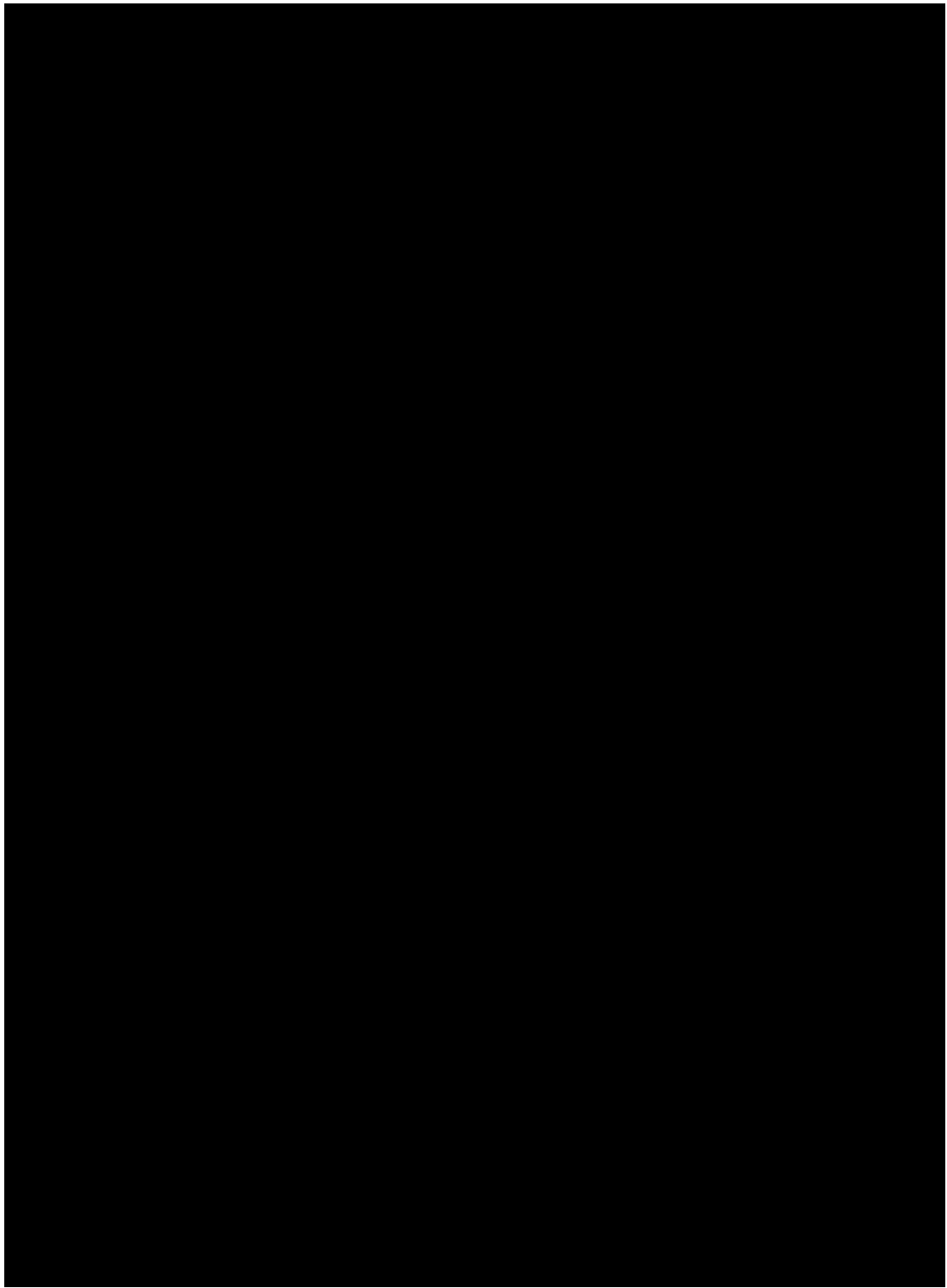
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KEY CONTACT LIST

Licensing Crawley Borough Council Town Hall The Boulevard Crawley West Sussex RH10 1UZ Licensing@crawley.gov.uk	Chief Officer of Police Licensing Officer Centenary House Durrington Lane Worthing BN13 2PQ WS_Licensing_WOR@sussex.pnn.police.uk
WSSC Fire & Rescue Service (FAO Fire Safety) West Sussex Fire & Rescue Service Business Fire Safety Horsham Fire Station Hurst Road Horsham West Sussex RH12 2DN BusinessFireSafety@westsussex.gov.uk	Health and Safety Environmental Health Services Crawley Borough Council Town Hall The Boulevard Crawley West Sussex RH10 1UZ EnvironmentalServices@crawley.gov.uk
West Sussex Trading Standards West Sussex County Council County Hall North Chart Way Horsham West Sussex RH12 1XH intel@westsussex.gov.uk	Director of Public Health Public Health Licensing First Floor The Grange Chichester PO19 1QT PublicHealth.Licensing@westsussex.gov.uk
Home Office (Immigration Enforcement). Alcohol Licensing Team Lunar House 40 Wellesley Road Croydon CR9 2BY Alcohol@homeoffice.gsi.gov.uk	Planning Crawley Borough Council Town Hall The Boulevard Crawley West Sussex RH10 1UZ Development.Control@crawley.gov.uk
Pollution Services Environmental Health Crawley Borough Council Town Hall The Boulevard Crawley West Sussex RH10 1UZ EnvironmentalServices@crawley.gov.uk	Children's Safeguarding Unit Room 24 Durban House Durban Road Bognor Regis PO22 9RE cputeam@westsussex.gov.uk