



Guidance to keep within the law when selling alcohol

If you hold a licence to sell alcohol, you must ensure that you and your staff take all the necessary steps to avoid committing an offence. In order to do so, you should;

- Train your staff regularly
- Get your staff to sign to say they understand their responsibilities.
- Keep signed written records of their training which can be made available for inspection by enforcement officers
- You should check and sign training records on a regular basis
- Your staff should be advised that they may be personally liable if they sell to individuals under the age of 18 in breach of the legal requirements
- You must have an age verification policy in place
- Always ask young people to produce proof of their age – ‘No ID, no sale’
- If there is any doubt, the sale should not be allowed to take place
- Record all refusals in a refusals register
- Logs should be checked and signed off by you to ensure that all members of staff are using them
- If you possess an EPOS system, it may be possible to use it to remind your staff via a prompt. Alternatively stickers can be used over certain product bar codes
- Posters showing age limits should be displayed and contain a statement regarding the refusal of such sales. This would then deter potential purchasers and act as a reminder to members of staff.
- CCTV should be installed whenever possible and recordings kept for a minimum of 28 days. Recordings should be made available to enforcement officers upon request.

For further advice and information in preventing the underage sale of alcohol, please visit www.durham.gov.uk/underagesales