1. Full training shall be provided to all staff on commencement of employment relating to the sale of alcohol and any system or procedures they are expected to follow while dealing with these goods.

2. Refresher training shall be provided at regular intervals – at least every 6 months.

3. Records detailing the training provided shall be kept on the premises for production upon request by the Police or other Responsible Authority.

 4. All records must be written and shall be retained on the premises for a minimum of 12 months.

5. A challenge 25 or similar Proof of age scheme shall be always operated.

6. Anyone attempting to purchase alcohol (or other age restricted product) that appears under the age of 25 years shall be asked to produce a proof of age.

7. The only acceptable forms of identification shall be:

· PASS – accreditation proof of age card.

· Photo Driving Licence.

· Current Passport.

· HM Forces Identity Card

8. Clear, prominent, and unobstructed signage informing customers of the proof of age scheme in operation shall be displayed at all entry points to the premises and at the point of sale.

9. A system of recording sales challenged under the proof of age scheme shall be always operated.

10. The refusal book / log shall be kept on the premises for production upon request by the Police or other Responsible Authority.

11. The records relating to the refusal book / log shall be retained on the premises for a minimum of 12 months.

12. The Premises Licence Holder shall ensure that a written incident log is maintained within the premises and details of all relevant incidents are recorded within the log. This log shall be kept on the premises for a period of not less than 12 months and shall be produced upon request by the Police or other Responsible Authority.