

# Underage sales: Protect yourself

Under s.146 of the Licensing Act 2003, a person commits an offence if they sell alcohol to an individual aged under 18. A person guilty of an offence is liable on summary conviction to a fine of up to £5000. More often however a licensed premises found to be selling alcohol to children will face a review of their premises licence with a recommendation to revoke the licence.

The legislation makes provision for a defence of due diligence; where the person charged reasonably believed the person to have been older than 18 or has taken all reasonable steps to establish the individual's age.



Make sure you operate a robust age verification policy such as **Challenge 21** policy.



Make sure you **keep up to date staff training records** (date, names, training course, assessment).



Make sure you **only accept trusted forms of age verification** such as driving licence, passport or PASS card.



Use **till prompts** to make sure all alcohol sales are flagged so remind staff.



Make sure any **members of staff under the age of 18 themselves have their sales authorised** by an adult.



Make sure **you have a refusals log that is kept up to date** with name of staff member who refused sale, date and times.

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