

ADDITIONAL INFORMATION AND TIPS

- DPS authorisations should clearly identify the individual and what they are authorised for.
- Where a Club Premises Certificate authorises the sale of alcohol it is recommended as best practice that every supply of alcohol is made or authorised by a responsible person such as the club steward.
- Staff should be aware of the authorisation and understand their responsibilities under the Licensing Act 2003 before agreeing to be authorised.
- By signing the authorization, staff are confirming that they have participated in and fully understand training material.
- Staff should be able to produce the written authorisation on request to an authorised officer.
- It is important any such authorisation is updated regularly, say every 3 months.
- A suggested text of written authorisation is listed above for information. You may wish to adjust this accordingly and insert the actual age within your age verification policy.