

## INDUSTRY GUIDELINES AND RESOURCES



### PORTMAN GROUP

'Dealing with Drunkenness' - a guide for staff in pubs and bars (Free)

'Saying No to Underage Drinkers' (Free)

Window stickers and beer mats with the message "We serve drinks not drunks" (Free)

All available from The Portman Group **020 7907 3700** or **info@portmangroup.org.uk**

### Portman Group's Proof of Age Kit

Contains a dispenser with 50 application forms, a sample card showing the Pass hologram, a poster and a window sticker. This helps ensure staff can recognise genuine cards, and the poster and sticker helps deter underage drinkers from trying to get served. For pubs and bars costing £5 + VAT, it can be ordered by calling **01782 741968**.

### BRITISH BEER AND PUB ASSOCIATION

A full list of BBPA publications - which cover a wide range of topics is available from **www.beerandpub.com** under the drop-down "Publications" menu. These can be purchased via the association Brewing Publications arm either through the website or by telephone order on **020 7627 9191**. A number of guidance notes are also freely downloadable from the website.



### ASSOCIATION OF CONVENIENCE STORES

ACS' guidance "Responsible Retailing of Alcohol: Guidance for the Off Trade" is available from **www.thelocalshop.com**

Proof of age material is available free to all retailers from Citizencard by calling **0870 240 1221** or from Licensing Specialists Lockett & Co on **01562 863539**.

For more copies contact Prolog: tel; 0870 241 4680 fax; 0870 241 4786 email: [homeoffice@prolog.uk.com](mailto:homeoffice@prolog.uk.com) quoting reference HOTBTD



Home Office



think  
before  
they  
drink

**ALCOHOL - THE LAW EXPLAINED**

# ALCOHOL - THE LAW EXPLAINED

## Laws and penalties

### DO NOT sell to anyone under 18

- Level 3 fine (up to £1,000)
- Potential loss of licence where previous convictions

### DO NOT sell to anyone buying for someone under 18 ('by proxy'):

(a) It is an offence to permit consumption by an under 18 on licensed premises,  
(b) It is an offence for a person who works in a licensed premises in a capacity to prevent delivery of alcohol to allow another to purchase alcohol on the premises for delivery to an under 18 for consumption off-premises- Level 3 fine (up to £1000)

- Potential loss of licence where previous convictions

### DO NOT sell to anyone who is drunk

- Level 3 fine (up to £1000)
- On conviction a court may suspend or remove certain licences

### DO NOT employ any staff under 18 in a bar of licensed premises when it is open for the sale/consumption of alcohol. DO NOT allow any staff under 18 to serve in off licences (or in an off-sales department of an on-licensed premises) without supervision

- Level 1 fine (up to £200)

### DO NOT sell outside the hours detailed in your licence

- Level 3 fine (up to £1000)

### DO NOT permit consumption on or near the premises of an off-licence

- Level 2 fine (up to £500)

### DO NOT sell alcohol without a licence

- 6 months imprisonment
- Level 4 fine (up to £2500) (or both)
- Court can forfeit alcohol on conviction
- On 2nd conviction licence can be forfeited and holder can be disqualified for 5 years
- On 3 or more convictions the holder can be disqualified for life

## Tips

- Be clear - use signage to inform customers they will be checked
- Request evidence from anyone who could be under 18 - PASS proof of age card, photo driving licence or passport

The exceptions are:

- Alcohol can be bought for an accompanied 16 or 17 year old when porter, beer or cider are being consumed at a meal which is not in a bar
- In respect of (b)
- The purchaser of the alcohol can deliver the alcohol (to the person under 18) at the purchaser's residence/working place
  - The person under 18 years works in the licensed

- Be aware of good practice on responsible promotions e.g. through Portman Group, BBPA, BRC or ACS
- Display info on responsible drinking, unit levels, etc

- Exception - you can employ a person aged 16 or over in a bar when they are employed under an approved training scheme
- Employment in bars includes unpaid work

### Full on-licence hours are:

Weekdays, 11am to 11pm  
Sundays & Good Friday, 12 noon - 10.30pm  
Christmas Day, 12 noon-3pm & 7pm-10.30pm

- Permitted hours may be varied by the licensing justices for any licensing district on proposal

- Make the outside of your premises less attractive as a place to congregate
- Remove low level walls

- Ensure licence is up-to-date

- Police can use children to test-purchase to catch-out licensees breaking the law
  - Record incidents of attempted purchase
  - Report any abuse or violence to the police
- If in any doubt – refuse the sale

premises in a capacity (paid or unpaid) which includes the delivery of alcohol

### Be aware of:

- Young people hanging around. Ask customers if young people are asking them to buy on their behalf
  - Repeated requests for a purchase that was refused shortly before
- If in any doubt – refuse the sale

If in any doubt – refuse the sale

- There are exceptions for drinking-up (20 mins for drinkers and 30 mins for diners) and for residents and their guests

### Off-licence hours are:

Weekdays, 8am to 11pm  
Sundays, 10am - 10.30pm  
Christmas Day, 12 noon-3pm & 7pm-10.30pm

- Consider lighting – well-lit areas may be a deterrent
- If a gang of youths congregates – call the police.

- Be aware of the details of your licence

### CLOSURE ORDERS

A closure notice can be issued under the Criminal Justice and Police Act to premises which were used within the previous 24 hours for the unlicensed sale/consumption of alcohol. A closure order can then be sought from a justice of the peace, unless it is thought that the unlicensed activity has ceased and is not reasonably likely to recur. Where a closure order is granted by the justice of the peace, it will remain in force until the constable certifies that it is no longer needed.

A closure order can be issued under the Licensing Act 1964 with immediate effect for up to 24 hours if necessary to (i) prevent a disturbance that is being caused to the public by excessive noise or (ii) in the interests of public safety in the likelihood of disorder on/near the premises.