We, **COMPANY/BUSINESS NAME AND NAME AND PREMISES LICENCE NUMBER OF PREMISES MANAGER**

Authorise you **NAME OF STAFF MEMBER**

To sell alcohol within the premises **NAME AND ADDRESS OF PREMISES AND PREMISES LICENCE NUMBER**

**NAME OF STAFF MEMBER**  has completed the 2 hours compulsory staff training including challenge 25 training, has been made aware of the terms of the operating plan, local and mandatory conditions, has been instructed not to sell alcohol to under 18s or to persons who appear to be drunk, and also in the use of and the requirement to keep incident and refusals logs.

Signed by **NAME OF PREMISES MANAGER DATE**

Signed by **NAME OF STAFF MEMBER DATE**

**NOTE :**

A copy of this authorisation should be given to each staff member at the same time all staff training as detailed above takes place

The original of this authorisation should be kept with the original staff training certificates for each staff member

If you have carried out the staff training in person this letter should have the same date as the staff training certificate

If you use on line training the authorisation should be carried out when the on line training and any additional training is completed

Best practice suggests that a **copy** of the premises licence, all staff training certificates, authorisations, personal licences and incident and refusals logs are kept in a folder in the store in a place accessible to all staff and which is known to all staff

This means that at any time any person working on the premises asked to provide proof of training etc by Police Scotland or Licensing Standards Officer can hand over the folder to the official

**The originals of all documents should be kept in a safe place in the office of the store if officials require to see the originals this can occur when manager or other person authorised to enter the office is on duty.**