**Written Authorisation for the Sale of Alcohol**

I **(Your Name Here)** ……………………………………………… the Designated Premises Supervisor (DPS) at **(Venue Name )** …………………………………………..………………………………………….

Insert Premises Licence number ………………………………………………...

authorise the following people to sell alcohol in my absence. I have provided training on preventing alcohol sales to persons aged under 18 to the named members of staff.

Personal licence number……………………. **(Insert your PL number)**

Issued by …………………………………………. **(**Insert **Licencing Authority)**

DPS Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Employee Name**  | **Date**  | **Employee Signature**  | **DPS Initials** |
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