



**PERMISSION TO SAMPLE ALCOHOL AT THE SEC
LICENSING (SCOTLAND) ACT 2005**

Please read the following guidelines prior to completing this form. Please submit the form and return to SECFood.Licencing@sec.co.uk no later than 28 days prior to the event. Any application received after 28 days prior to the event may not be accepted.

Name	
Event Name	
Company	
Stand Number	
Address	
Telephone number	
Email	
Website	
Date of birth	
Date of event	
Type of License held	
Names of staff sampling on stand	
Description of product(s) being sampled	
Method of controlling the number of samples issued per person	

APPLICATION GUIDELINES FOR SAMPLING ALCOHOL AT THE SEC

STAGE 1

Please forward the following information to SEC Food for approval: - SECFood.Licencing@sec.co.uk

Application for permission to sample alcohol at the SEC.

- Proof of Licence.
- Training certificate (mandatory 2-hour training is required).
- Proof of age i.e., valid passport or driving license.

STAGE 2

On receipt of the application form and documentation, SEC Food will confirm a date and time for inspection with the applicant and a representative from SEC Food. Please note that the application will not be approved without the relevant documentation.

Applicants must ensure the following details are adhered to:

All staff must complete mandatory two-hour training in relation to alcohol sales as required by the Licensing (Scotland) Act 2005. Please note that those holding a personal licence in England must complete the 2-hour mandatory training as required by the Licensing (Scotland) Act 2005.

- All staff dispensing alcohol must be aged 18 or above.
- "Challenge 25" legislation must be adhered to. Anyone appearing below the age of 25 should be asked to produce identification proving they are over 18. Acceptable "proof of age" documents at the SEC are passport or driving license. If there is any doubt over the age of a patron and proof cannot be produced, the sample should not be given.
- Staff should not provide samples to people who appear to be intoxicated or under the influence of drugs.
- Sampling should not encourage illegal, irresponsible, or immoderate consumption, such as binge drinking, drunkenness, or drink driving.
- Sampling should not have a particular appeal to the under 18's.
- The sample of drink should only be consumed by the person it is served to.
- Handwashing Facilities with Hot and Cold Water must be provided on your stand.
- Samples should measure as below:
 - *Beers/Ciders or similar - 50ml***
 - *Wine/Fortified wines/Champagne/Alcopops and similar - 25ml***
 - *Spirits and similar - 5ml***

For further information on sampling guidance see the link attached:

[eGuide - AEV](#)

- It is preferable that samples should, wherever possible, be limited to one per person. You will be required to demonstrate an effective method of control of this.
- A notice in accordance with the provisions of Section 110 of the Licensing (Scotland) Act 2005 must be displayed on the stand where the dispensing of alcohol is taking place.

The protection of Personal Data is very important to Compass. We are committed to international compliance with data protection laws and recognise we have a regulatory, ethical, and contractual responsibility to protect and safeguard the Personal Data we hold of our employees, customers, and suppliers. Maintaining the confidentiality and security of our employees, customer and suppliers ensures that we maintain their trust and uphold Compass' reputation.

Personal Data shall not be kept for longer than what is required for the purpose of the Processing.

This means that Compass will set and apply maximum retention periods to all Personal Data that is processed and delete Personal Data once the retention periods have been reached. It should be noted that Compass may have a legal obligation that may require the retention of Personal Data.

The specific retention periods are defined by a combination of legal requirements and business needs and can be found in our Data Retention Policy.

For more information contact SECFood.Licencing@sec.co.uk for our Global Privacy Policy.

I understand that should I or any personnel employed in relation to this application breach The Licensing (Scotland) Act 2005, I will be asked to cease all sampling of alcohol immediately.

Signed _____

Print _____

Date _____

Please return to:

SECFood.Licencing@sec.co.uk

If you have any queries regarding your application, please contact us at SECFood.Licencing@sec.co.uk

For SECFood use only

Approved: Yes / No

Signed _____

Print _____

USEFUL WEBSITES / CONTACT	
Scottish Legislation	www.legislation.gov.uk/asp/2005/16/contents
Challenge 25	www.challenge25.org
Training Provider	www.servewiseonline.co.uk