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| **Banned Drinker Register (BDR) Check List**INSERT BUSINESS LOGO |

From 1 September 2017, all purchases of takeaway alcohol in the Northern Territory must comply with the Banned Drinker Register system and legislation.

This Policy outlines the requirements of all staff working in licensed premises that sell takeaway alcohol.

Staff will be supported in the workplace in complying with the BDR and associated legislation.

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| **POLICY** **STATEMENT** |

ID scanners have been provided to all licensed premises in the NT that sell takeaway alcohol to enable licensees and their staff to scan the identification of an individual, which will indicate if the individual is prohibited or limited (in locations with Permit systems) from purchasing alcohol or alcohol of a particular kind or quantity.

There are penalties for non-compliance, as well as disciplinary action available to NT Police and the Regulator.

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| **BDR POLICY** |

To minimise the risk to both the licensee and staff on compliance with the BDR requirements, staff are required to familiarise themselves with all the information and processes below.

Staff must:

* Obtain approved ID from every customer prior to authorising the sale.
* Check the ID is a representation of the person providing the ID
* Check the person with the ID is not drunk or disorderly
* Check the person’s date of birth to ensure they are over 18 years old (BDR does not check this)
* Scan the ID before conducting the transaction
* Upon notification of the scan result, if it is a green light, proceed with processing the sale.
* Upon notification of the scan result, if is a red light, **you must not** proceed with the sale.

If you reasonably know someone is on the BDR, you must not sell them alcohol.

Be aware of secondary supply – that is when a person provides someone they know to be on the BDR with alcohol.

**NT Police**

NT Police have the power to instruct a licensee and their staff not to serve someone alcohol for a 24-hour period, if Police believe that an alcohol-related offence can occur. If you are given these instructions by Police, please inform you Manager and take all reasonable steps to comply with it.

**Police Auxiliaries**

For takeaway alcohol outlets where Police Auxiliaries are stationed, staff must still undertake the BDR process.

**Permit Systems**

If you are working at a takeaway alcohol outlet in a location that operates a Permit System, there is an additional screen to the Red and Green, there is an Orange Screen that indicates network outage. Ring the BDR Technical Helpdesk on 1800 786 099, report the fault and keep scanning IDs.

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| **CONTACTS** |

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| **Contact Person** | **Details** | **Telephone Number** |
| BDR Technical Help Desk  | For technical support of the ID Scanner or system | 1800 786 099 |
| BDR Info Line | For any queries or complaints that customers may have on the BDR | 1800 237 226  |
| NT Police  | for reporting any suspicious behaviour or serious incident  | 131 444 – non-emergency number000 – emergency number  |
| Licensee Manager: | <NAME>  | <Number>  |

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| **ACKNOWLEDGEMENT** |

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name) have read and understood the above information relating to this BDR Policy. I understand that this policy is binding on me and forms part of my employment contract.

Signature of employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Signature of supervisor/manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

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*Version: October 2018*