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INSTRUCTIONS
FOR THE
OFFICERS
OF THE
London Distillery.



LONDON:
Printed in the YEAR 1722.

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PROBATION

AND

OFFICERS

OF THE

London Distillery



PROBATION

OFFICERS



INSTRUCTIONS
FOR THE
OFFICERS
OF THE
London Distillery.



BEFORE you intermeddle in your OFFICE, you are to take the Oaths of *Allegiance* and *Supremacy*, and the Oath of *Office*, before One of the Barons of *Exchequer*, taking a Certificate thereof, which you must have enter'd by the AUDITOR of EXCISE; and in the next *Term*, or General Quarter Sessions, after your Admittance into the Employment, you are to take the *Test* and *Abjuration Oaths*, as prescrib'd by several ACTS of Parliament, having first receiv'd the Sacrament, upon a *Sunday*, in some Parish-Church, in the Presence of two Witnesses, and obtain'd a proper Certificate thereof.

I. For

[4]

I. For the true Performance of your Duty, as soon as possible, make yourself acquainted with, and knowing in all the Laws of EXCISE. And you must demean yourself civilly to the respective Persons you survey, shewing your Commission (which you must always have with you) to any of them, if it be demanded.

Part

	I.
M. 5. to 9.	A. B.
M. 9. to E. 1.	C. D.
E. 1. to 5.	A. B.
E. 5. to 9.	C. D.

II. You are every Day to come to the Chamber, and enter your Name, and the time of your coming on Duty, in a Ledger for that purpose; and as the

Scheme in the Margin directs, viz. at M. 5. or 9. E. 1. or 5. as your Course falls out, and to visit the Distilling-House of every common Distiller, and every Maker of Cyder, Mead, Vinegar, and Sweets, and of as many Dealers in Brandy, &c. as your other Business will admit, and take Account of all Materials fit for Distillation, and of all Stills, which shall be charg'd, and with what, and from whence, and what Presses are at work for Cyder, and what Condition the several Liquors are in at the Vinegar-Makers in your District, preparing or prepared for Vinegar; and you shall fairly enter in your Minute-Book every Survey you make, and the Hour when, before you leave such House; and when you have survey'd your Walk, you are

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to return to the Chamber, and post your Surveys exactly into the Ledger, with the Number of Dealers stock'd, and Number of Permits for foreign Brandy, &c. and British Spirits, by you within the said time respectively given, and enter yourself off at M. 9. E. 1. E. 5. or 9. as your Course shall happen; and if you are not relieved by the succeeding Officer, within an Hour after his time was to come on Duty, you are again to enter yourself on Duty.

Note, All Stale-Beer, Returns of Beer or Ale, Cyder, Verjuice, or any other Liquors, proper to be made into Vinegar, in the Custody or Possession of a common Vinegar-Maker (except such Beer, Ale, and other Liquors, as are to be drunk in his Family, and which are to be kept separate and apart for that purpose) are to be deem'd Vinegar, or Liquors preparing for Vinegar, such Liquors being not to be mixed with Rape, or other Liquors or Materials, before shew'd to the proper Officer.

III. You are punctually to observe your time of coming to the Chamber, and going on Duty, upon pain of being discharg'd your Employment, except in case of Sicknes, or some unavoidable Hindrance (of which you are to give timely notice to the Surveyor, or Officer then on Duty) and after you have gone through your whole Walk, (if any time to spare in your Course) you are to return to such Distillers, &c. as are most likely to com-
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[6]

mit Frauds, or to such Dealers in Brandy, &c. where your Attendance is most requisite.

IV. You are also to survey the Compound Distillers, and stock them with other Dealers in Brandy, as often as shall be necessary, at least twice a Month, wherein the Prudence and Direction of your Surveyor is to be your Guide; and in all your Surveys, of either Common or Compound Distillers, Vinegar-Makers, &c. you are not to perform the same cursorily, but with the Care and Circumspection requisite to the making of your Charges on such Persons, and sufficient to prevent or discover any Frauds, that may be endeavour'd at, or practis'd, to the Prejudice of the Revenue; and enter your Observations on such Survey as in the First Article concerning Common Distillers; and where you have just cause of Suspicion, you are to make frequent and diligent Search to discover all Frauds or Concealments whatsoever.

V. In visiting the Distillers from Malted Corn, you are to take an Account of the Quantity of Malt used by any to distil, and the Length or Quantity of Wash made from it, (which may be suppos'd to be three Barrels from a Quarter, each Barrel containing in Ale-Measure 36 Gallons, and in Wine-Measure 44 Gallons) and so proportionably, and to keep a Stock of the Wash so made. From the Decrease of such Wash, you are to charge $\frac{1}{4}$ into Low Wines, and $\frac{1}{2}$ of the Low Wines
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[7]

so charg'd into Spirits, if your Charge by Gauge on either doth not exceed that Proportion: And from any Decrease of Wash from Cyder or Perry, you are to charge $\frac{1}{2}$ into Low Wines, and $\frac{1}{2}$ of the Low Wines into Spirits, if you cannot charge more of either by Gauge. And in case you shall miss any Wash, or other Materials prepared for making of Low-Wines, on which Materials no Act has ascertain'd the Charge of Low-Wines and Spirits, and which you found the last time you were at such Distillers, not exceeding 24 Hours before, and shall not, on demand, receive Satisfaction, what is become of such Drink or Wash, or other such like Materials: In every such Case you are to charge the Distiller with so much Low-Wines and Spirits, as such Liquor, &c. so missing in your Judgment would reasonably have made: And you are to take care that you have Gauges upon all Backs of Wash; but more especially, such as are ready for Distillation every 24 Hours, not excluding *Sundays*, to enable you to make such presumptive Charges upon the Decrease of such Wash.

VI. You must carefully observe whether the Distiller parts his Worts, or maketh use of any part thereof for the Drink of his Family, or sells out any part thereof to others; or if a Brewer, whether he mix any part thereof with the Beer, Ale, or Worts, which he sells: And where you observe any Distiller to sell
B any

[8]

any part of his Worts, you are to communicate the same to the Brewery-Officers, that they may survey such Distiller as a Common-Brewer; and you are, in the last Gauge of each Brewing, to view and inspect all the Coolers, and observe the Condition of them, and to gauge all the Worts or Wash therein; and on every Survey to keep Stock of the same, and carefully observe whether any part thereof be distill'd, or us'd as Liquor in the next Brewing; and if distill'd, a Charge to be made therefrom, as in the precedent Article.

VII. In visiting the Distillers from Molasses, you are to keep a Stock of their Wash, and upon any Decrease thereof, to charge such Distiller with so much Low Wines, or Spirits of the first Extraction, as one fourth part of the Wash so decreas'd shall amount unto; and also with so much Proof-Spirits of the second Extraction, as two third Parts of the Low Wines, or Spirits of the first Extraction, so charg'd as aforesaid, shall amount unto; but if your Gauge exceeds the same, then to charge by Gauge.

VIII. When you find a Distiller preparing any Wash from foreign Fruit, Scums, Sugar-Water, &c. (whereon the Lengths are not settled by Law) and you are not satisfy'd in its Strength, you are to give your Surveyor notice of it, that if he sees it needful, a proper Person may be appointed to attend and see its Produce.

IX.

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IX. You are to gauge all Distillers and Vinegar-Makers Backs and Tuns at a fix'd dipping Place to each Back and Tun, frequently try the Depths of the same, and compare them with their Tables; and frequently examine the Position of Vinegar-Makers Backs, by seeing them let down into the Tuns, or by any other way, that may discover an Alteration in the said Backs or Tuns, since they were last set, and give notice to the Surveyor, or General Gauger, when you discover any Alteration.

X. You are always to be very careful in pallating, and distinguishing all the Wash, and other Liquors, under your Survey, to have a Vial with you for that purpose, and use your utmost Endeavours to find out what Materials all such Wash is made of, or how mix'd: You are, at the setting of each Back, to title, over the dry Inches of the said Back, what Materials are in it, and if afterwards mixed with other Materials of a higher Duty, to title the same; and in the Column for the Decrease of Wash, you are to express what kind of Wash, and charge the Low-Wines and Spirits from the several sorts of Wash, as the Law directs.

XI. You are to keep a Stock of all Low Wines; and from the Decrease thereof, to make your Charge of Spirits, as the Law directs.

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XII.

[10]

XII. In surveying Distilling-Houses, when you find any Stills at work, you are to distinguish in what Condition you leave the said Stills, by setting over them, in your Minute-Book, the following Characters, and post the same into the Leidger.

- For a Still not come down ⊙
- Newly come down V
- About half off —
- Near off Λ
- Quite off off

XIII. If any Distiller doth mix Spirits from malted Corn with Molasses-Wash, or with Wash from any foreign Materials, all the Low-Wines drawn from such Wash, is to be charg'd as Low-Wines from foreign Materials; and in case such Mixture hath any Molasses in it, you are to charge $\frac{1}{4}$ into Low-Wines, and $\frac{3}{4}$ into Spirits, as is before directed in case of Molasses-Wash.

Note, That all Spirits made or drawn by any Distiller from any Mixture of Spirits, with any kind of Wash, or other Liquors, (except common Water) are to be deem'd and taken to be Low-Wines, and are chargeable with the Duties set on Low-Wines from foreign Materials; and when you find any Distiller distilling or rectifying, having cause to suspect that the Still is otherwise charg'd or prepar'd to work than it ought to be for that purpose,

[11]

purpose, you are to examine what Materials are in such Still, by taking off the Still-Head, if not at work; and if at work, you are to stay, and to see the same wrought off, and then examine it as aforesaid.

XIV. You are frequently to survey all Makers of Vinegar, Cyder, Mead, and Sweets, within your District, and keep an Account of, and charge the said Liquors as the Law directs; and you must take notice, that every Person that shall buy any Cyder or Perry, or any Fruit to make into Cyder or Perry, and shall sell any of the Cyder or Perry, so bought or made, by the Hoghead, or any greater or lesser Measure, is declar'd by the Law to be a Retailer of Cyder or Perry; and chargeable with the Duties of such Cyder and Perry; and where you shall discover any Cyder or Perry to be brought into your Division, that hath not been charg'd by you, you are to enquire from whence it came; and if it shall not appear to you, that the Duties thereof hath been charg'd and paid elsewhere, you are to charge the said Cyder or Perry with the Duties charg'd by Law, (viz.) if in the Hands of a Retailer, with the Duty of 10 s. 8 d. per Hoghead; if on a private Person, with the Duty of 4 s. per Hoghead only, as first Buyer. Verjuice is to pay the same Duty as Cyder.

XV. You must take notice, that by a Clause in the Malt Act, 4 Georgii, all Dealers in

[12]

in Cyder and Perry, and Persons receiving into their Custody great Quantities of Cyder and Perry, are to permit you to enter into such Places, where the said Liquors are kept, and to gauge the same; and you are to charge the Duty of 4 s. on each Hogshead upon such Dealers; and such other Persons, who shall not make it appear that such Cyder, &c. was made of Fruit of their own Growth, to keep Stock of the same, and when any of the Stock shall be sold, to charge such part (as was before charg'd with 4 s. per Hogshead) with the Retail Duty of 6 s. 8 d. per Hogshead more.

XVI. You must endeavour so strictly to observe every Person under your Care, that none may work or carry out any exciseable Liquors at unlawful Hours, nor prepare or receive any Wash of foreign Materials, whilst he hath any Malt-Wash in the House undistill'd, nor use any other unlawful Practice; and whenever you discover a Fraud, you are immediately to acquaint your Surveyor, or General Surveyor, therewith, that Information may be brought against such Offenders, and the Penalties duly inflicted.

XVII. You are not to trade in any Exciseable Liquors, nor with any Person chargeable with the Duties of Excise, or other Person under your Survey; nor borrow any Money, nor accept any Treat, Fee, or Reward, for making Tables of Utensils, or for any thing whatsoever, of any Distiller, or Maker of
Vinegar,

[13]

Vinegar, Cyder, Mead, or Sweets, or other Person employ'd by them, or any of them, upon pain of being discharg'd from your Employment.

XVIII. When any Distiller gives you notice of working at unlawful Hours, you are to enter such notice in the Leidger, when you come to the Chamber, that such Distiller may be duly survey'd, and from time to time to acquaint each Distiller under your Survey, that if he shall have Fire, though damp't, under any of his Stills wherein are any Materials for Distillation, being not within the Statute Hours for working, without giving notice to the Officer, it will be deem'd a Forfeiture of Ten Pounds; and you, whose Turn it is to survey in the last Course at Night, must carefully observe whether any such Fire be under any Still, and signify it against your Survey, both in your Minute and Leidger.

XIX. When you make a Charge upon any Person liable to the Duty of Excise, you are, within three Days after the End of every Week, to deliver to, or leave with the said Person, or the Servant of such Person, a true Copy under your Hand of each Charge by you made, containing the Quantity and Quality of the Liquors by you charg'd in such Week respectively.

XX. You are not at your Peril to make use of two Books of one sort, nor tear out, or alter any Leaf in any Books used by you,
nor

nor lend or borrow any Gauge, nor enter any Gauge not actually by you taken, nor upon any Mistake that you shall make in taking your Gauges, to erase or alter any Figure, Character, or Remark; but where you shall commit any such Mistake, you are to write against the same, or insert the true Gauge, in the best and plainest manner you can.

XXI. Whenever any Distiller shall give you notice of his Intentions to use any Tun, Cask, Wash-back, Copper, Still, or other Vessel, or of any Ware-house, Store-house, Cellar, or other Place, for the brewing, making, or keeping any Worts, Wash, Low-Wines, Spirits, or Strong-waters, or of any other Exciseable Liquors whatsoever; you are forthwith to give an Account thereof to your Surveyor, and enter all such Notices, as you shall so receive, in a Book kept by your Surveyor for that purpose, upon pain of being discharg'd in case you shall fail herein.

XXII. When you are order'd to survey and take Charge of the whole Division for the *Sunday*, you are to come to the Chamber by Morning 7, and enter yourself come on Duty in the Leidger; and after you have survey'd all the Division, you are to come to the Chamber by Evening 7, and post your Surveys in the Leidger, and enter yourself off.

XXIII. You, whose Turn it is to survey in the last Course, shall daily cast up the Gauges, and make out all the Charges.

XXIV.

XXIV. You are to gauge and charge the Distillers Wash-backs to half an Inch, and to insert in your Book all Backs in the Possession of any Distiller, whether lately made use of or not, and to take special care that you are not impos'd on, in the Quantity or Quality of the Bottoms of Wash-backs thrown away in your sight, and by you allow'd; and on each Survey, and in stocking any Exciseable Liquors, write (F) to a full Cask or Vessel, and (oo) to an empty one; and when the wet or dry Inches are even, and less than 10, you are to place a Cypher before and after, thus, 09. 0, if more than 10, only after them, thus, 19. 0, and if less than one Inch, thus, 00. 5, where your Columns will admit of it, or there is room to alter your true Gauge, by preponing or postponing any Figure.

XXV. You are daily to stock your Cyder-Makers in time of working, and to enter under its proper Number the Presses at work, and the Depths and Contents of the Pumice-Tubs; and on every Survey the Quantity of Pumice therein, viz. f , $\frac{3}{4}$, $\frac{1}{2}$, or $\frac{1}{4}$, and when any Cyder is return'd on Pumice, you are immediately to enter in your Minute-Book, the time when, and the Number of Cask, out of which the said Cyder was taken, with the wet Inches in the proper Columns.

XXVI. When you shall discover any Fraud or Offence against the Laws of Excise, whereupon an Information ought to be exhibited,

C you

you are to take care to acquaint the Solicitor therewith in Writing, within ten Days after such Discovery made.

XXVII. When you make a Demand of Entrance at any common Distiller's, Vinegar-Maker's, &c. you must, for a reasonable time, knock, ring, or call at the Distiller's, &c. Gate, or dwelling House, or at such other Place where you have usually procured Entrance; and if you are not admitted thereupon, you must, with a plain and audible Voice, make a Demand at the said Place, in Words to the Effect following, *viz.*

I. — Gauger of Excise, do demand Entrance into the Distilling-House, &c. to gauge and take Account of your Wash, Low-Wines, &c. as the Law directs. And if the Demand be made in the Night-time, it must be made in the Presence of a Constable, which you are so to signify in your Demand.

XXVIII. And if the Demand be made in the Day-time, you should (if possible) have some sufficient Witness present to prove your making such Demand; and after you have so done, you are to stay a reasonable time before you go from the House or Place, and enter the whole of your Proceedings in your Book; and that upon a denial of Entrance, to acquaint the Distiller, &c. or his Servant, (if possible) with the Danger thereof, and the Penalty incurred thereby.

Note,

Note, No Common Distiller shall distil or carry out Low-Wines or Spirits, &c. unless within the time following, *viz.* from *Michaelmas* to *Lady-Day*, between five in the Morning and eight at Night; and from *Lady-Day* to *Michaelmas*, between three in the Morning and nine at Night, Forfeiture 10 *l.* No Maker of Vinegar, or Sweets, shall deliver, or carry out any Vinegar, or Sweets, &c. unless at such times as are next above-mention'd, Forfeiture 40 *s.* a Barrel, without Notice first given.

And no Vinegar-Maker shall receive Liquors, &c. proper for Vinegar, nor deliver out Vinegar in Casks, without notice to the Officer, unless from *Michaelmas* to *Lady-Day* between Morning 7. and Night 5. and from *Lady-Day* to *Michaelmas*, between Morning 5. and Night 7. Forfeiture 50 *l.* without first notice given.

XXIX. That no Surveyor, or other Officer, do attend the Office on *Tuesdays* and *Thursdays*, or other times, unless they have Business there; and they are to continue there no longer than their Business requires.

XXX. You are to take care that all Distillers, &c. under your Survey, make true and particular Entries of their Work-houses, Warehouses, Utensils, &c. as the Law directs; and, as soon as possible, after such Entries are made, you are to repair to, and require the Person, or his Servant, who made the Entry,

to shew you every Ware-house, or other Place, every Utensil, &c. express'd in such Entry, and mark the Particulars in such manner, as may enable you, your Surveyor, or other Person, readily to find the same.

XXXI. That every Officer, who keeps Stock on any Retailer of Cyder, do, at the End of every Month, cast up in Hogsheds and Gallons the last Stock taken, that the Surveyor examine the same, and within eight Days after, enter in a Book prepared for that purpose, in the Cyder-Accomptant's Office, each Retailer's Stock of Cyder so remaining unfold.

XXXII. You are to keep in your Chamber-Leidger the Contents of all your Stills, the Bung, Depth, Content, or Area, of your Low-Wine Casks, and fix'd Spirit Cask working into, or other Utensils commonly used.

XXXIII. That when any Surveyor, or General-Surveyor, shall have occasion to employ any Officer under his Inspection, upon any extraordinary Occasion in Matters relating to the Advantage of the Revenue, all such Officers shall punctually observe the Directions of their said Surveyors; if it be the Officer's time of Duty, he is to note it in his Minute-Book.

Note, That in keeping Stocks on Vinegar, Cydet, &c. and any other Matters tending to the better securing the Revenue, which are not particularly mention'd in these Instructions,

tions, you are to observe the Directions of your Superior Officers, and also the other Instructions for Officers who only stock Dealers in Brandy, where they may be applicable.

Note, That M. signifies Molasses.

C. Cyder.

F. Fruit.

G. Malt-Wash.

B. Brewers-Wash.

S. Sugar-Water.

W. Wine.

L. W. Low-Wines.

And for the Still at work to enter,

For Wash	A.
Low-Wines	B.
Rectifying	R.
A. Runnings L. W.	R. L.
Strong-Waters	X.

Note, Sweets made in Great-Britain for Sale, for which the Duties have been duly paid, or charg'd, shall not be sent or remov'd from one Place to another, without Certificate from the Officer of Excise of the Place from whence such Sweets are so to be sent or remov'd, expressing the Quantity and Quality of such Sweets, and the Names of the Persons from whom and to whom such Sweets are so to be sent, which Certificate is upon request to be given

[20]

given without Fee or Reward. And the Maker of Sweets for Sale sending out, or Vintner receiving such Sweets, without such Certificate, forfeits Ten Shillings *per* Gallon, and the Sweets, and Casks, which shall be seiz'd by any Officer of Excise.

XXXIV. The Officer who is to attend at a Vinegar-yard, to see the Liquors, &c. proper for Vinegar receiv'd, and the Vinegar deliver'd out, shall not fail to give his Attendance there, from *Michaelmas* to *Lady-Day*, half an Hour before Morning 7. and after Night 5. and from *Lady-Day* to *Michaelmas*, half an Hour before Morning 5. and after Evening 7. and upon receiving in such Liquors, &c. proper for Vinegar, shall then enter in his Stock-Book a true Gauge thereof, as also the Number of Hogsheads and Half-Hogsheads of Vinegar as sent out, and compare the same with the whole Stock daily taken; and, when brewing, shall not leave the said Place, till he has Gauges of the whole Worts: And at his going off Duty at Night, or coming on in the Morning, he shall make careful Observations to discover whether any Fraud has been committed in his Absence, of which he is to acquaint his Superior Officers. He shall also enter down the time when any Officer surveys there; and such Officer shall also enter his Attendance, or Non-attendance there, and post the same.

INSTRUC

INSTRUCTIONS

FOR

OFFICERS

Who only SURVEY

Dealers in Brandy, &c.

IN

L O N D O N.




L O N D O N:

Printed in the YEAR 1722:

THE
OFFICERS
OF THE
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INSTRUCTIONS
FOR
OFFICERS
Who only SURVEY
Dealers in Brandy, &c.
I N
L O N D O N.

I.  YOU are, in the Beginning of your Stock-Book, to enter regularly the Names and Places of Abode of all the Sellers of Brandy; &c. with the particular Page where to find each one in that Book, and sign your Name on the Front of the Book.

D II. You

[24]

II. You are early every Morning to begin your Survey on such Dealers, not in a constant Course, but closely to attend the most material part of your Division, daily stocking as many as possibly you can; so that the whole may be stock'd at least twice *per* Month, and considerable Dealers oftner, according as shall be directed by your Superior Officers, frequently looking through all parts of the House, which may be useful in carrying on Frauds, never omitting the entred Places, and using the best means you can, to discover any Brandy, &c. removing, or brought in without authentick Certificate.

III. You are every Day, at Morning 11. and Evening 9. to come to the Chamber, and enter your Name, the time you began and ended your Survey, the Number of Persons stock'd by you within the said time. You are to return into your Division to survey and stock as many more as you can, which you are likewise to enter in the said Journal, when you come again to the Chamber, that your Diligence or Neglect may appear. And if you shall find at the Chamber, or otherwise, that a Permit hath been granted for any considerable Quantity of Brandy, or Spirits, to any Person, you are immediately to repair to such Person's, and take Stock there, in order to discover whether there be a suitable Decrease for the same. And in Cases where the Permits are requir'd for Spirits to be sent to
any

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any of the Out-Ports, as *Portsmouth, &c.* you are to be very careful by tasting of the Spirits, or otherwise, for which you grant such Permits, to discover the true Quality and Strength thereof; and, if possible, to obtain Samples thereof, to be kept by you lock'd up, and to enter in a Book for that purpose your Observations, lest any Dispute happen thereon; and when you have so done, to transmit the same to the Commissioners, that care may be taken at such Out-Ports, to which such Spirits are pretended to be sent, that foreign Spirits be not imported or brought into such Ports under the Protection of the Permits so granted by you.

IV. You are to take care that all Sellers of Brandy, &c. make true and particular Entries, as the Law directs; and as soon as possible, after such Entries are made, you are to repair to (and require of) the Person, or his Servant, who made the Entry, to shew every Ware-house, or other Place express'd in such Entry; and when you find Brandy, &c. in an unenter'd Place, you are to seize the same; which, with the Cask, is by Law forfeited, and a Penalty of 20 *l.* inflicted on the Offender.

V. You are, as much as possible, to take care that no Brandy, &c. be brought into any Warehouse, or other Place, made use of by any Distiller, or Seller of Brandy, &c. under your proper Survey, without first notice there-

of given to you, and producing to, and leaving with you, an authentick Certificate, that the Duties chargeable on such Brandy, &c. so intended to be brought in as aforesaid, have been actually paid, or that the same hath been condemn'd as forfeited, or was part of the Stock of some Seller of Brandy, &c. of which an Account has been taken pursuant to the Laws of Excise; which Certificate, when compar'd with such Brandy, &c. so brought in, shall be duly filed at the Chamber; in default of such Notice to seize.

Note, If any Brandy, &c. be sold, or expos'd to sale, out of any unenter'd Place, the Penalty is 40 s. per Gallon, for every Gallon so sold, or expos'd to sale, in any other Place or Places than those enter'd as aforesaid.

VI. When any Brandy, &c. shall be sold in the aforesaid entred Places, under your respective Survey, you are, upon request of the said Seller, without Fee or Reward, to give a Certificate in writing, sign'd by you, expressing the Quality and Quantity so sold, and the Name of the respective Buyer and Seller thereof; and that the Duty of such Brandy, &c. so sold, has been paid, or condemn'd as forfeited, or was part of such Stock as aforesaid, and immediately enter in the Counterpart to the said Certificate an Abstract of the same. You must cut out your Certificates indentwise; and upon all Certificates given for Brandy, &c. remov'd from one Place to another

other within the Weekly Bills of Mortality, you are to express it to be in force one Day only.

VII. When you take Stock on any Dealer in Brandy, observe, that the Law directs that he keep all foreign Brandy in a separate Place from his *British* Brandy, under the Penalty of 10 s. for every Gallon of *British* Brandy otherwise kept, and Forfeiture of the Casks. If you find any Increase of foreign Brandy, &c. since your last Stock taken, it's deem'd as Brandy brought in without Permit; unless such Increase be made in your Presence, by mixing of *British* Spirits (whereof you had taken an Account) with his foreign Brandy, or a Permit produc'd for the same: So likewise any Quantity of foreign Brandy, though less than a Gallon, receiv'd by a Retailer without Permit, is forfeited, with the Cask. When you make any Seizure of Brandy, &c. you are to bring it as soon as possible to the Ware-house at the *General Excise Office*, without any Imbezlement.

Note, Every Person having in his Custody any Brandy, &c. exceeding the Quantity of 63 Gallons, shall be deem'd and taken to be a Dealer in and Seller of Brandy, &c. and subject to be survey'd as other Dealers, without any other Proof of such Persons dealing in Brandy.

VIII. Informations on Seizures being always laid in the Officer's Name who makes such Seizure;

Seizure; when therefore you are necessitated to make a Seizure alone, and can have no Witnesses then to prove the Seizure, you must afterwards re-seize, or make a second Seizure of the same Goods, in the Presence of a sufficient Witnesses, in all Seizures, except where Brandy, &c. is seiz'd whilst carrying from Place to Place without a Permit, &c. It will be necessary to prove that the Brandy, &c. seized belongs to a Seller of or Dealer therein, or that the same was brought there without Permit.

IX. You are, as soon as possible, to give Instructions to the Solicitor of Excise for Informations for Seizures of Brandy, &c. particularly mentioning the Day, Month, and Year, when the Seizure is made, and the Place where made, namely, the Street and Parish, with the Christian and Surname of the Person from whom seiz'd, if known; the Number of Casks and Bottels, &c. the Cause and Reason of seizing, viz. whether for that the Place where 'twas found is not entred, or that 'twas carrying from one Place to another without a sufficient Permit, or that 'twas brought in without Notice and a Permit, or that 'twas sold, or expos'd to sale, in an unenter'd Place.

X. You are to enter the Names of all such Dealers who require Permits for foreign Brandy, &c. in a Book kept at the Chamber for that purpose; and every Stock you take up on such Dealer, you shall enter the Date and Number

Number of Gallons then in Stock, and daily enter the Number of Gallons brought in or sent out by Permit that Day, to be kept by way of Debtor and Creditor; that such Dealer may not impose on you, by demanding Permits for greater Quantities than his Stock allows of, compared with the Permits given or receiv'd; and when you give Permits at the Chamber, or elsewhere, to any Person in your Division, for Brandy whereof you keep not the Stock, you shall post the same to such Person's Account in the aforesaid Book; and you shall keep a distinct File for Permits by you receiv'd, that any Permit may be more readily examin'd, when Occasion shall require.

Note, In any other Matters tending to the better securing the Revenue, which are not particularly mention'd in these Instructions, you are to observe the Directions of your superior Officers, and also the Distillery Instructions, where they may be applicable to you.

F I N I S.

Additional Instructions for the Officers of the London-Distillery, as also those who survey Brandy-Dealers.

I. **Y**OU are not to give a Permit to any Distiller, or Brandy-Dealer, for any Quantity of Brandy, or Spirits, &c. exceeding 50 Gallons, to be carry'd to or near any Sea-Port, more especially *Portsmouth* and *Gosport*, by Water or Land Carriage, unless the said Person is under your Survey. But in Cases where the Person demanding such Permit shall be under your Survey, you are first to examine the Quantity and Quality in the respective Casks to be sent away, and take care that an Assistant be ready to attend the Delivery thereof at the Inn, or Wharf, for their further Conveyance. And when any Dealer or Distiller demands a Permit to any Place near a Sea-Port, and is troublesome, and will not give you reasonable Satisfaction by what Carriage he intends to send his Goods, you are, by frequent stocking and watching the said Person, or otherwise, to do your utmost to detect any Fraud that may be intended, to reduce him to a better Compliance.

II. For the better comparing any Permits given here for Spirits sent Coastways, you are, when you have granted such Permit, on your Return to the Chamber, to enter in a *Leidger* there, a true and distinct Extract of such Permit given.

D III. You

III. You shall on every Survey of any Distiller, Compounder, or Brandy-Dealer, require and take up all Permits for Goods brought in since your last Survey, or Stock, and fix them on the proper File at the Chamber, when you come off Duty, first examining particularly whether the Goods brought in agree with the Permit in Quantity and Quality.

IV. You are to carry your Permit-Book always about you when on Duty, and not cut out any Permit till the Body and Counterparts thereof are filled up and signed by your self; and in filling up the Counterpart you must set down the Quality of the Brandy the Permit is given for, whether Foreign or *British* Spirits; and where the Parcels of Brandy are of different kinds, viz. *British* or Foreign, &c. you are not to enter them both in one Permit, though sent to the same Person, but each kind in a several Permit, as set forth in the printed Permits for the several Purposes design'd; and on filling up any Permit, to express the County as well as the Town where the Person lives to whom the Goods are sent, that you may be the better acquainted with the Scituation of the Place, whether near the Sea Coasts or not.

V. When you give any Permit for Brandy, Rum, Spirits, &c. to any Part of the Country by Land Carriage, you are to limit the Time that Permit shall be in force, proportionable to the Distance of the Place whereunto the Goods are sent; and upon any Disappointment of Carriage, on their being lodg'd

at any Inn, or Wharf, you shall give to the Distiller, or Brandy-Dealer, on his Request, a fresh Permit for more time, upon his restoring to you the Permit first granted, and satisfying you that it is the same Brandy.

VI. To prevent Frauds by alteration of Permits, let all Numbers in the Body of the Permit be writ in Words at Length, and not in Figures; let the End of the last Word, expressing the Quantity, be writ so close to the Beginning of the next Word, that no Syllable may be put between; let all Spaces between Words be fill'd up with Dashes, so that no Room be left to put in a Word or Syllable. And in a Permit for Brandy, &c. mixt, let the printed Letters, q^t be dash'd through, and instead thereof write, mix'd q^t; and against the Numbers and Contents, at the Bottoms of the Permits, write, mix'd with *British* Brandy.

VII. The Assistant employ'd to attend Goods going by Sea, shall forthwith give Advice thereof to Mr. *Warwick*, or Mr. *Read*; and when by Barges up the River, and not presently put on Board, shall give such notice to Mr. *Palmer*, or Mr. *Thornley*, at the *Custom-house*, or to the Officers for the time being that shall be appointed in their stead.

[33]

INSTRUCTIONS for the Officers
who survey a Maker of Sweets.

I. **I**N keeping Stock upon a Sweet-maker, you must take the Dimensions (*viz.*) the Depth and Content of the Cask where-in the Fruit is steep'd, and in taking Stock, you are to enter the dry Inches thereof to the Surface of the Liquor on each Survey, or by the Proportion of $\frac{1}{2}$, $\frac{1}{4}$, or $\frac{3}{4}$, as they appear to be by sounding the out-side of the Cask, when you can't come easily at such Gauge; on every fresh charging of it with Fruit, you must tittle over the Figure with *F.* marking it with three Dots .. which denotes it to be New.

II. You must be very careful in violating the Steeps; for the Liquor, or Sweets at the Top of the Fruit, and bottom of Steep Casks, may be rich, luscious Sweets, when that which is in the middle, is of no other strength, and sweetness, than the Water put first on the Fruit, the other Sweets being drawn off, and convey'd away; and by such Cunning, if not discover'd, they run the Duty. Another Way they have to deceive you is, by setting a Steep drawn off again with fresh Fruit, and on the Top thereof to put a Can or Two of the small Sweets that comes last off from the Steep drawn off, and on it, some
Inch-

[34]

Inches deep, to lay some of the Old-rape; or spent Fruit, till such time that the Liquor under its steeping on the new Fruit, receive strength and sweetness enough to be drawn off.

III. You are to keep Stock of all Sweets drawn off the Steep, &c. and to be careful in tasting the same with a Viol (as mentioned in the Tenth Article of the Officers Instructions for the Distillery) that new Sweets made of Sugar, or Sweets clandestinely drawn off the Steep, be not brought into Stock under your Survey, of which the Duty is not charg'd, which the Sweet-maker may do by making a decrease in Stock of such Sweets as have been charg'd with the Duty, which he sends away unknown to you, and making good again that Stock to the same Inch wet with the new Sweets, on which, to prevent your discovering the Fraud, he pours a small Quantity of the Sweets before in Stock, the New lying under it not incorporated together; therefore, to guard against such Practice, you must always drop your Viol down to the bottom of the Cask, so that if there is any Fraud, by the Colour and Taste thereof it is easily discern'd.

IV. You are on your return to the Chamber, coming off Duty, to post the Gallons in Stock at each Sweet-makers under your Survey in the Leidger.

V. The

V. The Penalty for concealing Sweets is Forty Shillings per Barrel: Vide 7th and 8th *Gulielmi III. pag. 152.* and for a private steeping Tub, &c. the Penalty is Fifty Pounds by the 8th and 9th *Gulielmi III. pag. 192.*

VI. If you discover that a Steep has been drawn off, and the Sweets clandestinely remov'd, so as that you can have no Gauge thereof, you may make a presumptive Charge from the Steep's Content, or proportionably, according to the Gauge you had the Steep at. It is usual to Charge $\frac{1}{2}$ or $\frac{2}{3}$ of the Quantity in Gallons, from the Gauge taken at the surface of the Liquor (according to the Quantity of the Fruit steep'd) allowing the rest for Fruit. The charge to be made at Thirty One Gallons and half Wine-measure to the Barrel: Vide *Richard III. Chap. 13.* and the Duty of the Barrel One Pound Sixteen Shillings, and so in Proportion for any Greater or Lesser Quantity: Vide 5th of *Queen Anne, pag. 333, 334.* and by the 6th of *King George, Makers of Sweets sending out, or Vintners receiving Sweets without Certificate, forfeit Ten Shillings per Gallon, and the Sweets and Casks, pag. 415.*

Mr. J. B. September, 1723.

No	Steep		Store Cask	Gall.	in	Charge.	
	S	I				Da	Barr.
Depth	50		315				
Content	190		130				
		Fr.					
		∴					
	m 7	5	00				
Mo.	m 10	5	00				
2.	Ep 3	3	00				
	Ep 7	3	00				
	mp 5	3	00				
Tue.	m 11	3	00				
3.	Ep 2	3	00				
	E 8	2	00				
	mp 5	2	00				
We.	mp 9	2	00				
4.	Ep 3	2	00				
	Ep 8	2	00				
	m 6	2	00				
Thu.	mp 10	2	00				
5.	Ep 1	2	00				
	Ep 6	2	00				
	mp 5	2	00				
Frid.	m 11	00	26.7	119.5			
6.	E 3	00	26.7	119.5			
	Ep 7	00	26.7	119.5		6	03 25
	m 6	00	26.7	119.5			
Sat.	m 11	00	26.7	119.5			
7.	Ep 4	Fr.	26.7	119.5			
	Ep 8	∴	13	70			
		4					
Sun.	m 8	4	13	70			
8.							

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