

Before you complete this checklist

What this checklist is for

It is a valuable tool you can use to help your venue comply with all your obligations under liquor laws. It covers important legislative requirements such as signage, advertising and responsible service of alcohol (RSA). We recommend that you use the checklist regularly to help monitor your compliance. If you check 'No' for any of the questions asked, you may be in breach of your obligations. Our compliance officers use this same checklist when they audit your licensed premises.

Why you need this checklist

The Secretary of the Department of Customer Service (the Secretary), Liquor & Gaming NSW (L&GNSW) and the Independent Liquor & Gaming Authority Board (the Authority) can impose conditions on your licence. The Secretary can order you to cease, vary or implement venue practices, order a late hour entry declaration, ban undesirable products and promotions, and require you to contribute and participate in a local liquor accord.




Definition

Unless otherwise specified, the terms 'approved', 'authorised', 'an approval' and 'an authorisation' relate to approvals and authorisations from or by the Authority or an L&GNSW delegate.

How to purchase or download signage and display material specified in this checklist

-  bspq.com.au/ive-liquorandgamingnsw
-  Download the CE0003 'Signage and collateral order form' at liquorandgaming.nsw.gov.au
-  Print-at-home signage will be available for download in the 'Signs for your business' section at liquorandgaming.nsw.gov.au

Need more information?

-  liquorandgaming.nsw.gov.au
-  [Contact us online](#)
-  1300 024 720

Your licensed premises

Liquor licence number

LIQ

Licence name

This checklist completed by

Full name

Role/title

Date

This checklist authorised by

Full name

Role/title

Date

Liquor operations

- Unless otherwise specified, this liquor operations checklist operates under the *Liquor Act 2007* and Liquor Regulation 2008.
- The first column of this checklist refers to sections in the *Liquor Act 2007* and regulations in the Liquor Regulation 2008.
- If you check 'No' to any of the questions in this checklist, you may be in breach of your obligations and require further inquiry.

Part 1 Primary purpose and licence conditions		
s. 32	Is the business's principal activity as a producer/wholesaler: 'the sale or supply of liquor by wholesale to persons authorised to sell liquor'?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 33(1)(a)	Is the business's principal activity as a wine producer, a producer of cider, perry or mead or a producer of beer or spirits: 'the sale or supply of licensee's products by wholesale at any time on the licensed premises'?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 33(1)(b)	Are the licensee's products sold by retail on the venue for consumption away from the licensed premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If Yes, are liquor products supplied in a sealed container?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ss. 11, 52, 53, 54	Has the venue complied with all conditions imposed on its licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ss. 9, 12, 33	Is liquor sold and supplied strictly as per statutory and licence conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 36	Is a copy of the licence, licence-related authorisations and conditions imposed available at all times to staff and security?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 107	Is the licence available for immediate inspection by police or the a Liquor & Gaming NSW inspector?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 2 Wine producer conditions		
s. 33(1)(a)	Has the licensee ensured that all liquor products sold at the venue are their own products?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 33(1)(d), (e)	If the licensee sells or supplies liquor products at an industry show, a producers' market or a fair, have they notified the police and L&GNSW 7 days before the show/market/fair?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 33(1)(g)	If the licensee sells liquor by retail for consumption on the venue, have they obtained a 'drink on premises authorisation'?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 3 Periodic licence fees and biennial return

rr. 5A, 5C Has the venue paid the periodic licence fee due on 29 May of each assessment year? Yes No

Part 4 Licensee control

s. 7 Has the person apparently in control of the venue received an approval? Yes No

s. 8 Does the licensee ensure that liquor is only sold in the authorised area of the venue? Yes No

s. 92(1)(a) If the licensee intends to be absent from the venue for more than 6 weeks, has approval been provided authorising a temporary manager to manage the venue? Yes No

s. 92(2) Does the licensee ensure that all instances of letting or sub-letting of any part of the licensed premises been approved? Yes No

ss. 61, 66(1) If the licensee is absent from the venue for more than 28 days, is the person in charge approved? Yes No

s. 93 If the venue was not trading for a continuous period of more than 6 weeks, was L&GNSW notified? Yes No

Part 5 Minimising intoxication

s. 73(1) Are there procedures and controls in place to prevent intoxication, indecent, violent or quarrelsome conduct on the venue? See the GL4001 'Liquor promotion guidelines' at liquorandgaming.nsw.gov.au. Yes No

Are there procedures and controls in place to detect intoxicated patrons before they enter the venue? Yes No

s. 73(2) Are there procedures and controls in place to prevent liquor being sold or supplied to an intoxicated person? Yes No

s. 35(5) Are there procedures and controls in place to prevent liquor being sold or supplied to an intoxicated person at a show/market/fair? Yes No

r. 51 Is drinking water available free of charge to all patrons at all times when liquor is sold or supplied for consumption on the premises?
Note: This question also applies to wine producers. Yes No

Part 6 RSA training and competency card

r. 40(1) Does the licensee hold a current recognised RSA certification? Yes No

rr. 40(2), (2A), (2B), 41 Do all staff involved in the sale and supply of liquor hold a current recognised RSA certification? Yes No

Part 6 continued

r. 42	Do all staff involved in security and crowd control hold a current recognised RSA certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Has the licensee sighted each staff member's current recognised RSA certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 43	Do all person/s involve in liquor promotions on the venue hold a current recognised RSA certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 39D	Are all staff able to produce their current physical or digital RSA competency card or interim certificate for inspection by a police officer or inspector?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Has the licensee sighted each staff member's physical or digital RSA competency card or interim certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	For any staff working under an interim RSA certificate, is the interim certificate still valid for work?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 7 Minors

s. 117(1), (2)	Are there procedures and controls in place to prevent minors being sold or supplied liquor? Note: This question also applies to wine producers.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are there procedures and controls in place to prevent minors from consuming or taking away liquor from the venue?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 117(6)	Are there procedures and controls in place to prevent a person from obtaining liquor for a minor unless that person is the parent or guardian of the minor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 119	If the licensee allows a minor to sell, supply or serve liquor on the venue, does the licensee have an approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 8 Liquor promotion and advertising

s. 99 and r. 50	Are all liquor promotions conducted in accordance with the responsible service of alcohol?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are there procedures and controls in place to prevent intoxication or binge drinking during the liquor promotion?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Has the licensee ensured that all liquor advertisements consider the responsible service of alcohol principles?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Has the licensee ensured that all liquor promotions or advertisements involving discount display a responsible consumption of alcohol message?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 8 continued

r. 50(3)	Has the licensee been issued with a written notice under r. 50 by the Secretary concerning the inclusion of the responsible consumption of alcohol message in any liquor promotion or advertising relating to the venue?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 50(3)	If Yes, has the licensee complied with the written notice?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ss. 102, 102A	Have all liquor promotions declared undesirable by the Secretary been banned from promotion?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Has the Secretary issued a written notice to the licensee under s. 102 prohibiting liquor promotions deemed undesirable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Has the licensee ensured that all staff members are informed and able to comply with the s. 102 written notice?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Note: See the GL4001 'Liquor promotion guidelines' at liquorandgaming.nsw.gov.au.

Part 9 Undesirable liquor products

s. 100 and r. 52	Have all liquor products declared undesirable by the Minister been banned from sale?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 101	Has the Secretary issued a written notice to the licensee under s. 101 concerning the restriction or prohibition of the sale and supply of any undesirable liquor product?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If Yes, has the licensee complied?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Have all staff members been informed of the s. 101 written notice?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 10 Remote liquor sales

s. 114 and r. 32	If the venue sells or supply liquor via phone, fax, mail order or internet, is the licence number displayed on the advertising material or published information?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is this notice prominently displayed on any website?	No Alcohol can be sold or supplied to anyone under 18. It's against the law. <input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the licensee require a prospective purchaser to provide their date of birth, unless the person has done so before, to ensure the purchaser is not a minor? Note: This question also applies to wine producers.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the licensee give a written instruction to the delivery person to ensure that minors do not accept or take possession of liquor purchased and delivered?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 11 Noise disturbance

ss. 11, 79	Does the venue receive noise disturbance complaints from the residents, police or local council?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Has the licensee met with residents to resolve the disturbance issue?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If Yes, has the disturbance issue been resolved voluntarily?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If the venue has LA10 Noise and Disturbance Conditions imposed on the licence, has the licensee complied?	<input type="checkbox"/> Yes <input type="checkbox"/> No



Part 12 Written direction

s. 75	If the Secretary has issued a written direction about any matter relating to the venue, have the licensee and staff complied?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 136	If the Secretary has issued a written direction to contribute to the costs of promoting or giving effect to a local liquor accord, has the licensee complied?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 13 Signage and resources

s. 95(1) and r. 29	Is there a sign at the front of the premises which can be read by a person from outside the premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does it include the venue name shown on the liquor licence, type of licence and the licensee name shown on the licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 95(2)	If the venue name has been altered, has the licensee obtained a written approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 127 and r. 31	Is Sign 1L (under 18s not to be served alcohol) prominently displayed at the bar or, if there is no bar, at or near every public entrance?	<input type="checkbox"/> Yes <input type="checkbox"/> No



<p>ss. 97 and r. 35</p>	<p>If the venue has a breath analysis instrument, is Sign 4L (breath testing), or a sign containing the same wording, prominently displayed near the breath analysis instrument?</p>		<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>s. 127 and r. 32</p>	<p>If the venue sells liquor through the internet, is Sign 1L (Under 19s not to be served with alcohol), or the below notice prominently displayed on the site or in any advertising? 'No alcohol can be sold or supplied to anyone under 18. It's against the law.'</p>		<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Note: You may either purchase signs from L&GNSW, or print it out yourself. Please see the 'Signs for your business' section at liquorandgaming.nsw.gov.au for the correct signs to be displayed.

If purchasing the signs from L&GNSW, some of these signs are available:

- in durable UV-resistant hard plastic
- as decal stickers for placing on glass panels.