

Attachment – extra conditions for licensed premises who are listed in:

## SCHEDULE 4 - LEVEL 2 DECLARED PREMISES

*This section operates under schedule 4 of the Liquor Act 2007 and Liquor Regulations 2008, unless specified*

**Y N**

### KNOWLEDGE AND COMPETENCY

	Has the venue's management team and other key staff been informed of the venue's inclusion in Schedule 4?		
	Is the management team aware that the venue must comply the more onerous condition if there is conflict between a current licence condition and schedule 4 condition?		
	Are key staff aware of the terms and controls such as the restricted service period and time outs, that are set out as licence conditions in Schedule 4?		
	Has the venue's operation and compliance manuals/safety plans been reviewed and if necessary amended since the venue has been included in Schedule 4?		
	Has the management team taken action to make system/procedure changes when instances of non compliance have been identified by staff?		
	Are staff aware of formal exemptions (if any) granted to the venue by the Director-General Communities NSW to Schedule 4?		

### GLASS AND BREAKABLE PLASTIC DRINK CONTAINERS

Cl. 4(1)	Between midnight and close of trade are all drinks sold and supplied in containers that are neither glass or breakable plastic?		
Cl. 4(2)	Do staff proactively remove empty glasses and breakable plastic drink containers from public access areas?		
	▶ Do staff pay particular attention to collect abandoned containers from discrete and private areas such as restrooms and private function areas?		

### 10 MINUTE TIME-OUTS EACH HOUR

Cl. 6	For ten minutes each hour between midnight and close of trade do staff:-		
Cl. 6(a)	Cease the sale and supply of liquor? OR		
Cl. 6(b)	Distribute free drinking water or food (or both) to patrons? AND		
	▶ Actively encourage patrons to drink water?		

### CEASE SERVICE OF ALCOHOL 30 MINUTES BEFORE CLOSE

Cl. 7	Does the sale and supply of alcohol cease a half hour prior to close of trade?		
	▶ Is there adequate supervision to ensure no stockpiling or rapid consumption immediately prior to the cessation of alcohol service?		

## INCIDENT REGISTER

Cl. 7A	Does the venue maintain an incident register that is in the form approved by the Casino, Liquor and Gaming Control Authority?		
	▶ Do staff record all incidents of violence / anti-social behaviour occurring on the premises?		
	▶ Do staff record all incidents of violence / anti-social behaviour occurring in the immediate vicinity involving a person who has recently left the venue or has been refused entry from the venue?		
	▶ Do staff record all incidents of a patron being 'turned out' for being disorderly, intoxicated, violent or quarrelsome conduct?		
	▶ Does the venue's management team regularly review the incident register to ensure appropriate action or procedures have been applied following the incident?		