

Hotel licence self-audit checklist

Liquor & Gaming NSW

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 Enterprise, Investment & Trade (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 2018.
- The first column of this checklist refers to sections in the *Liquor Act 2007* and regulations in the Liquor Regulation 2018.
- 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. 15	Is the venue's principal activity 'the sale or supply of liquor by retail' – in other words, gaming machines do not detract from the venue's character?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ss. 11, 52, 53, 54	Does the venue comply with each condition imposed on the liquor licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ss. 9, 12, 14	Is liquor sold and supplied strictly as per statutory and licence conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the venue trade only within the hours it is permitted to as per the licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 44	Is a copy of the licence, licence-related authorisations and conditions available at all times to staff members and security?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 107	Is the licence available for immediate inspection by police or a Liquor & Gaming NSW inspector?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 2 Liquor operations, approved incident register and food provision		
s. 56 r. 42	If the venue trades past midnight, does the licensee maintain an approved incident register?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Can all staff access the approved incident register?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the approved register show all incidents of violence and anti-social behaviour?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are all incidents entered into the register true and correct?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Has the licensee responded to these incidents immediately and appropriately?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is the approved incident register available for immediate inspection by police or a Liquor & Gaming NSW inspector?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are the approved incident registers maintained for at least 3 years from when the incident occurred?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 17(2)	Is the venue open to all classes of people without discrimination?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 2 continued

s. 17(4)	Is food available at all times and consistent with responsible service of alcohol (RSA) principles when liquor is sold or supplied on the premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 17(5)	Are there procedures and controls in place to prevent liquor being sold outside the approved trading hours to in-house lodgers or employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 3 Minimising intoxication

s. 73(1)	Are there procedures and controls in place to prevent intoxication, indecent, violent or quarrelsome conduct in the venue? See the L&GNSW GL4003 'Intoxication guidelines' at liquorandgaming.nsw.gov.au .	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are there procedures and controls in place to detect intoxicated patrons before they enter the venue?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 73(2)	Are there procedures and controls in place to prevent liquor being sold or supplied to an intoxicated person?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 73(4), (5)	If an intoxicated person is found in the venue, can the licensee prove all relevant steps were taken to remove the patron from the venue?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 85	Is drinking water available free of charge to all patrons at all times when liquor is sold or supplied?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 4 Primary purpose and licence conditions

r. 9	Has the venue paid the periodic licence fee due on 29 May of each assessment year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Part 5 Liquor self-exclusion

s. 76	Does the venue operate a voluntary liquor self-exclusion scheme?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If requested, can staff properly inform patrons of the self-exclusion scheme?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 76(3)	Has the licensee accepted all requests from patrons wishing to self-exclude from the venue?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 6 Licensee control

s. 7	Does the person apparently in control of the venue have an authorisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 8	Does the licensee ensure liquor is only sold in the authorised area of the venue?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 92(1)(a), 66	If the licensee or approved managers intends to be absent from the venue for more than 6 weeks, has an approval been provided authorising a temporary manager to manage the venue?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 6 continued

s. 92(1)(d),	Does the licensee ensure that all instances of letting or sub-letting of any part of the licensed premises have an approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 66(1)	If the manager is absent from the venue for more than 28 days, does the person in charge have an approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 93	If the venue was not trading for a continuous period of more than 6 weeks, was L&GNSW notified?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 7 Take-away sales

ss. 9, 14(4)	Are there procedures and controls in place to prevent liquor being sold or supplied after midnight Monday to Saturday (if authorised) and 11pm on Sundays?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Part 8 RSA training and competency card

rr. 63(3)-(5)	Does the licensee hold a current recognised RSA certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
rr. 63(1)-(2)	Do all staff involved in the sale and supply of liquor hold a current recognised RSA certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
rr. 64(1)-(2)	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. 63(1)	Does everyone involved in liquor promotions on the hotel premises hold a current recognised RSA certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 75	Are all staff able to produce their current physical or digital RSA competency card or interim certificate?	<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 9 Minors

s. 117(1), (2)	Are there procedures and controls in place to prevent anyone aged under 18 being sold or supplied liquor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are there procedures and controls in place to prevent anyone under 18 from consuming or taking away liquor from the venue?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 117(8)	Are there procedures and controls in place to prevent anyone from obtaining liquor for a minor unless they are the minor's parent or guardian?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 9 continued

s. 122	If the venue has a minors function authorisation, are there procedures and controls in place to ensure staff know and observe all conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	• Giving local police 7 days written notice before each minors function?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	• Ensuring liquor is not sold, supplied, disposed of or consumed in the area in which the function is held?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 124	Are procedures and controls in place to ensure that minors:	
	• Do not enter or remain in bar areas or restricted areas of the venue, including areas where gaming machines or tobacco machines are located? and	<input type="checkbox"/> Yes <input type="checkbox"/> No
	• Stay with a responsible adult in the authorised areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 119	If the licensee allows a minor to sell, supply or serve liquor in the venue, have they obtained an approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 84(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. 84(4)	If Yes, has the licensee complied with the written notice?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 10 Liquor promotion and advertising

s. 99 and r. 84	Are all the liquor promotions conducted in accordance with the responsible service of alcohol (RSA)?	<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
	Does the licensee ensure that all liquor advertisements consider the responsible service of alcohol principles?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the licensee ensure that all liquor promotions or advertisements that involve discounting include the responsible consumption of alcohol message?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

Part 11 Undesirable liquor products

s. 100 and r. 86	Have all liquor products declared undesirable by the Minister been banned from sale?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ss. 101, 102, 102A	If the licensee has been issued with a written notice by the Secretary about the restriction or prohibition of the sale and supply of any undesirable liquor product, has that product been withdrawn from sale?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 12 Deterring crime

s. 74	Are there procedures and controls in place:	
	<ul style="list-style-type: none"> That deter criminal activity in the venue, including the use/supply of illicit drugs and trafficking of stolen goods? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 74	<ul style="list-style-type: none"> To report actual or suspected criminal activity to police? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 74(3)	Are all staff members aware that any criminal activity including stolen goods or prohibited plants/drugs in the venue is prohibited?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 74(4)	Are all staff aware of the venue's procedures and controls that deter criminal activity in the venue, including the use or supply of illicit drugs?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 13 Remote liquor sales

	If the venue sells or supplies liquor via phone, fax, mail order or online, is the liquor licence number displayed on the advertising material or published information?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 114 and r. 51	<p>Liquor Act 2007</p> <p>It is against the law to sell or supply alcohol to, or to obtain alcohol on behalf of, a person under the age of 18 years.</p> <p>Is this notice prominently displayed on any website?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the licensee require a prospective purchaser to provide date of birth (unless they have done so before) to ensure the purchaser is not a minor?	<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 14 Late hour entry

s. 87	Has the Secretary made a late hour entry declaration relating to the venue?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If Yes, has the venue complied with that written late hour entry declaration?	<input type="checkbox"/> Yes <input type="checkbox"/> No




Part 15 Noise disturbance

ss. 11, 79	Does the venue receive noise disturbance complaints from residents, police or the 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, was the disturbance issue 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 with these conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 16 Written direction

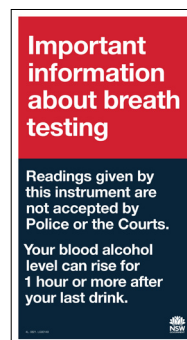
s. 75	If the Secretary has issued a written direction about any matter relating to the venue, have the licensee and staff complied?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 136	If the Secretary has issued a written direction to contribute to the costs of promoting or giving effect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

Part 17 Signage and resources

s. 95(1) and r. 49	Is there a sign at the front of the venue which can be read by a person from outside the premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the sign 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. 50	Is Sign 1L (under 18s not to be served alcohol) prominently displayed at the bar or, if no bar, at or close to every public entrance?	 <input type="checkbox"/> Yes <input type="checkbox"/> No
s. 127 and r. 52	If the venue has restricted areas, is Sign 2L (minors not permitted in this area) prominently displayed at or close to the entrance to the restricted areas?	 <input type="checkbox"/> Yes <input type="checkbox"/> No
s. 97 and r. 54	If the venue has minors authorisation areas, is Sign 3L (under 18 authorisation area) prominently displayed at each entrance to a minors authorisation area?	 <input type="checkbox"/> Yes <input type="checkbox"/> No

s. 97 and
r. 55

If the venue has a breath analysis instrument, is Sign 4L (breath testing), or a sign containing the same wording, prominently displayed nearby?



☐ Yes ☐ No

s. 123

If the hotel has a designated bottle shop, is Sign 3L (under 18 authorisation area) prominently displayed in areas dedicated to the sale of liquor by retail in sealed containers?



☐ Yes ☐ No

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.

Gaming operations

- Unless otherwise specified, the first column of this gaming operations checklist refers to sections in the *Gaming Machines Act 2001* and regulations in the Gaming Machines Regulation 2019.
- 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 18 Gaming machines		
s. 56	Do all approved gaming machines kept or disposed of by the hotel have an authorisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 133(1)	Are all approved gaming machines kept at the venue connected to the authorised Centralised Monitoring System?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 76 and r. 10	Do all gaming machines function in the manner for which they are designed and have an approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are faulty gaming machines switched off as soon as practicable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is an 'out of order' notice displayed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are patrons not allowed to play until the gaming machine is repaired?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 77	Are there procedures and controls in place to prevent gaming machines being interfered with?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the licensee ensure all gaming machines have intact security seals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 69(1)	Does the licensee ensure all gaming machines kept on the venue premises have an approval, and have approved button labels, artwork, compliance plates and approved software?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 19 Responsible conduct of gaming / harm minimisation		
s. 39	Does the licensee ensure all gaming machines are not operated during the general 6-hour shutdown period?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ss. 40, 40A, 41	If the venue has an alternative gaming machine shutdown period (compared to the general shutdown period) has the licensee been granted approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 47(2)(d)	Are there procedures and controls in place that prohibit gaming patrons receiving free or discounted liquor, or free credits?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 45(2)	Are there procedures and controls in place that prohibit gaming patrons receiving any prize or free giveaway that is indecent or offensive?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 20 Problem gambling counselling and gaming self-exclusion

s. 46 and r. 44	Has the venue established a link with an approved gambling counselling service?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If requested, can venue staff properly inform patrons of the details of the counselling service?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 49 and r. 45	Does the venue operate a self-exclusion scheme?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If Yes, does the licensee ensure patrons have access to the self-exclusion scheme?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the licensee ensure patrons know how the self-exclusion scheme works?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 44(4)	Does the licensee ensure the club displays a notice (either their own, or Sign 5G 'Need a break from gambling') which publicises the gambling counselling service and self-exclusion scheme?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 46(3)	Does the licensee ensure a written agreement with a gaming counselling service is available for immediate inspection by a Liquor & Gaming NSW inspector?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 21 RCG training and competency card

s. 47(2) (c)(ii) and r. 57	Does the licensee hold a current recognised RCG certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 57(4)	Do all staff members involved in the conduct of gambling hold a current recognised RCG certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Has the licensee sighted each staff member's current recognised RCG certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 56	Can all staff members produce their current physical or digital RCG competency card or interim certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Has the licensee sighted each staff member's physical or digital RCG competency card or interim certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	For any staff working under an interim RCG certificate, is the interim certificate still valid for work?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 22 ATM and EFTPOS terminals

	Does the venue have ATM or EFTPOS terminals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 47(2)(g) and r. 24	Is this problem gambling notice displayed so a person can clearly see the notice while using the ATM or cash-back terminal? Help is close at hand GambleAware gambleaware.nsw.gov.au 1800 858 858	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 28	Is the ATM or EFTPOS terminal located outside the gaming machine area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 47C	Does the licensee ensure that the ATM or EFTPOS facilities prohibit cash withdrawals from a credit card account?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 23 Minors

LA s. 123	Are there procedures and controls in place to ensure anyone aged under 18 does not enter or remain in the gaming areas of the hotel?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the licensee ensure all minors are removed immediately from the hotel's gaming area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
GMA ss. 50, 51	Are there procedures and controls in place to prevent minors from playing the gaming machines?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 24 Cashing cheques

r. 25(1)(b), (c)	Does the licensee ensure that cheque cashing is limited to one personal cheque per person per day up to a maximum of \$400?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 25(1)(a)	Does the licensee ensure that the cheque is made out to the hotel manager or hotel owner?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 25(1)(d)	If the cheque has been dishonoured, are there procedures and controls in place to prevent the same person from cashing another cheque?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 25(2)	Does the licensee ensure that all cheques are banked within 2 working days?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 25 Cash advances

LA s. 17(1)	Are there procedures and controls in place to prevent cash advances being given to patrons?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Part 24 continued

LA ss. 17, 109(1)	Are there procedures and controls in place to prevent false recording of cash advances for gambling as credit transactions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
LA s. 17 and 108	Are there procedures and controls in place to prevent staff from extending/offering credit to patrons to gamble?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 75	Does the licensee ensure that the gaming machines do not provide cash or credit other than as a scheduled prize?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 26 Gaming-related advertising and signage

s. 43(1) and c. 41	Does the licensee ensure all external gaming-related advertisements are prohibited?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 44(1) and c. 41	Does the licensee ensure that there is no external gaming-related signage and that all internal gaming-related signage is positioned so it cannot be seen from outside the hotel? Note: This includes gaming machine jackpot monitors.	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 43(1)	Does the licensee ensure there is no outdoor sign that advertises gaming machines?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 27 Gaming machine location

s.68A(1) (a)	Are all gaming machines located in the venue's bar area as defined in the <i>Liquor Act 2007</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are all gaming machines located in the restricted area of the hotel?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s.68A(1) (b)	Does the licensee ensure that all gaming machines are only operated when liquor is legally sold?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 68	If the venue operates more than 10 gaming machines, does the licensee ensure that no more than 5 are located in the general bar area and the remainder are located in a gaming room that complies with the Gaming Machines Regulation 2019?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 8	If the venue operates a gaming room, does the licensee ensure it complies with the regulations (e.g. floor-to-ceiling walls, patrons not required to pass through to enter or leave the venue, gaming machines are not visible from the street, monitored all machines at all times by electronic means or by the physical presence of venue staff, free entry, machines are suitably spaced, doorway or space to operating bar and toilets)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 8(2)(i)	If the gaming room can be accessed directly from a public street, does the licensee ensure that each doorway in the gaming room that provides access to and from the rest of the hotel is clearly marked and evident to patrons in the gaming room?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 26 continued

s. 44A	Does the licensee ensure that all gaming machines located in the venue do not attract the attention of anyone outside the venue?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Part 28 Gaming prizes

r. 50	Does the licensee ensure that the identity of a patron who wins more than \$1,000 is kept confidential and not published unless requested by the winner?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 26	If the balance of a gaming machine prize is \$5,000 or more: Is the amount over \$5,000 paid by crossed cheque, or electronic funds transfer (EFT) if the person requests?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If requested, does the venue pay the full amount of the gaming prize paid by crossed cheque or EFT?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 75A(6)	Does the venue pay all monetary gaming prizes within 48 hours of request by the prize winner?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 75A(7)	If a prize is not awarded immediately, is the prize winner given a written acknowledgement of the prize?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do all gaming machine prize schedules have an approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 11	Are non-cash gaming prizes purchased directly from a retailer/manufacturer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If No, has an approval been sought?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are all prizes paid in full, including cents?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 47B and r. 27	Does the licensee ensure that all gaming machine prize winning cheques: <ul style="list-style-type: none"> Are clearly identified? Contain a statement 'Prize winning cheque – cashing rules apply'? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
s. 47A	Does the licensee ensure that all gaming machine prize winning cheques are not cashed at the venue? Note: A person, other than a financial institution, must not accept the transfer of a prize winning cheque with 500 metres of the venue.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 29 Gaming machine tickets

r. 105(1)	Is there a designated area (whether by sign or otherwise) where gaming machine tickets may be redeemed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. 106	Is the hotelier or staff member, who holds a recognised competency card with a current RCG endorsement, authorised to redeem gaming machine tickets?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 29 continued

r. 102	Do all gaming machine tickets include the dollar value of the accumulated credits and unique identification number?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 103	Do all gaming machines have a lock or other security measure before the machine or equipment can issue a gaming machine ticket representing accumulated credits to a monetary value of more than \$10,000?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 104	Does the venue's gaming machine ticket system keep a record of all tickets issued, which includes the gaming machine identification number, unique ticket identification number, dollar value, ticket date and time of issue?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. 104	Do all gaming machine tickets have the venue name and problem gambling notice?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 107	If a gaming machine ticket is not redeemed on the day of issue or the next day or has a value of \$5,000 or more, does the venue record the name, address and signature of person claiming the prize, identification details, time and date of the redemption?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 108	Does the venue keep a monthly record of all redeemed gaming machine tickets and all unclaimed gaming machine tickets?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 109	Does the venue display a list of unclaimed gaming machine tickets with a value exceeding \$10 for a period of at least 1 month immediately before the date on which the tickets are due to expire? Note: A ticket expires 12 months from date of issue.	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 109(3)	If the unclaimed gaming machine ticket is not redeemed before it expires, does the licensee ensure that within 3 months of expiration the monetary value of all unclaimed tickets are paid to the Secretary?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 30 Player reward scheme and promotional prizes

r. 93	If the hotel operates a player reward scheme, does the licensee give patrons an option of choosing whether or not to participate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 45	Does the licensee ensure that all gaming machine promotional prizes, including bonus reward points: <ul style="list-style-type: none"> Are not valued at more than \$1,000 and are not offered as cash? Are not exchanged for cash? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
s. 45(4) and c. 42	Does the venue ensure that the player reward scheme participants are aware that the player activity statement is available on request?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the venue player reward scheme promotional material inform participants that the player activity statement is available on request?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 45(2)	Does the licensee ensure that all gaming promotional prizes are not indecent or offensive?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 31 Player card / account

r. 92(1)	Are all player cards restricted to persons over 18 years of age?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r.92(2)	Does the venue sight any documentary proof of the player card holder's identity to confirm they are over the age of 18 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r.92(3)	Are there procedures and controls in place to record player cards that are lost, stolen or destroyed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r.92(4), r. 22	Are there procedures and controls in place to ensure that all player cards are not issued unless the applicant received information contained within the gambling warning and problem gambling notice?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 95	Is the amount stored in the player's account or player card limited to a maximum of \$5,000?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r.94(1)	Are procedures and controls in place to ensure that a player cannot operate more than one player's account?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r.94(2)	Are procedures and controls in place to ensure that cash advances or any other form of credit are not extended to a player's account?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r.94(3)(4), r.19	Are all players opening a new account provided with written information regarding security of money, a PIN and player information brochure as described in r.19?	<input type="checkbox"/> Yes <input type="checkbox"/> No
94(5)	Is all cash in a player's account kept in a separate account and not used by the venue?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r.97(1)(a)	Are all persons issued with a player card informed that the player activity statement is available on request?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 32 Gaming machine records

r. 143	Does the licensee ensure that all gaming-related business records are kept at the venue for at least 3 years, or another approved place?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Part 33 Technician records

S.76b AND r.16	<p>Does the licensee ensure that all works carried out by a licensed technician on the gaming machines concerning the installation, servicing and repair of an area referred to in s.77 of the Act, or the electronic meters have been reset, are recorded and the records are kept at the venue?</p> <p>Note: The record must contain the date, technician's name and licence number, gaming machine name and serial number of the gaming machine on which the work was carried out.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Part 34 Player activity statements

c. 42, cl. 22	Does the licensee ensure that all player activity statements contain the problem gambling notice?	Help is close at hand GambleAware gambleaware.nsw.gov.au 1800 858 858	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 97(1)(b)	Does the licensee ensure that all internal promotional material regarding electronic payment gaming machines, that material includes advice that the player activity statement is available on request?		<input type="checkbox"/> Yes <input type="checkbox"/> No
r.97(2)	If a player requested a monthly player activity statement, does the licensee ensure it is made available to that player?		<input type="checkbox"/> Yes <input type="checkbox"/> No
r.97(3)	Does the player activity statement contain the following information: Total turnover, total wins, net expenditure, the length of time the card was inserted (within 24 hour period), and time card inserted in a payment machine?		<input type="checkbox"/> Yes <input type="checkbox"/> No
r.97(4)	Does the licensee ensure that a record is kept of depositing, paying of credits and withdrawals for player activity statements and this record is provided to the player on request?		<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 98	Does the licensee keep a record or copy of all player activity statements issued to players?		<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 99	If a patron has a player account and wishes to set a limit on the amount of net expenditure, does the licensee ensure that they:		<input type="checkbox"/> Yes <input type="checkbox"/> No
	<ul style="list-style-type: none"> Adhere to the player's wishes? 		<input type="checkbox"/> Yes <input type="checkbox"/> No
	<ul style="list-style-type: none"> Informed the player they may limit the weekly expenditure at the time of establishing a player account? 		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the licensee ensure that any request for a limit on a player's account is enacted within 24 hours?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 35 Progressive gaming machines and progressive gaming system

cc. 76, 77(a) and 77(b)	If the venue operates a progressive gaming machine or progressive system, does it have an approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is the jackpot display visible from all gaming machines attached to the linked progressive jackpot system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 77(c)	Does the hotel ensure an authorised progressive gaming machine or authorised progressive system is not deliberately removed from play and in so doing deny players the opportunity to win existing progressive jackpots, unless removed under r. 82 or 84?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 78	Are all gaming machines clearly identified as being attached to the progressive system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do the house numbers on the gaming machine cabinets match those electronically recorded in the progressive system controller?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 35 continued

r. 79	Is the venue gaming machine jackpot prize monitor located in the bar area or gaming room?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. 80(1)	Does the licensee ensure that the venue's progressive gaming machine or progressive gaming system is functioning properly?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 80(2)	If the venue's progressive gaming machine or progressive gaming system is faulty, does the licensee ensure it is removed from play immediately and an 'out of order' notice displayed indicating it is faulty?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 81	Does the licensee ensure that unauthorised person/s do not have access to the venue's authorised progressive gaming machine or progressive system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. 82 (1)(a)	Does the licensee have a written approval to dispose of any progressive machine?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. 82 (1)(b)	Does the licensee have a written approval to dispose of any progressive system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. 82 (1)(c)	Does the licensee have a written approval to dispose of the accumulated progressive jackpot amounts on the gaming machine / system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 83	Does the venue dispose of all accumulated jackpot amounts, less start up amounts in accordance with an approval and within 6 months of that approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 84	Are all unclaimed jackpot prizes older than 12 months paid to the Secretary within 3 months of that 12-month period lapsing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 85	Are all particulars kept for manual linked progressive jackpot system prize payments (e.g. date, serial number, prize amount, name, address and signature of person who won the prize, name and signature of one witness)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. 87(2)	If the prize pool amount exceeds \$10,000 on a progressive gaming machine/system, has the licensee ensured the venue established a special account with a financial institution?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If No, has the licensee obtained a formal guarantee from a financial institution or body that has an approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If No, has the licensee received a written approval to enter into any arrangement in order to guarantee the prize payment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 90(3)	Does the venue keep a written record of the following: special account, any guarantee obtained or any arrangement entered under subclause (2) (a), (2)(b) or (2) (c)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 90(4)	Does the licensee ensure that all records referred to in subclause (3) are forwarded to L&GNSW within 21 days after the end of each instalment period?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 36 Progressive gaming system reporting





Part 36 continued

c. 86(2)(a)	Does the licensee or approved manager read and record the monthly electronic turnover meters of the progressive gaming system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. 86(2)(b)	Each month, does the licensee read and record the amount shown on the progressive meters of the progressive gaming system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 86(3)	Does the licensee ensure the jackpot reconciliation for the progressive gaming system is prepared monthly?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 37 Signage and resources – gaming machines

r. 23	Is Sign 1G (Gambling warning sign) and 6G (Gambling counselling sign) prominently displayed in each gaming area?	  <input type="checkbox"/> Yes <input type="checkbox"/> No
r. 44	Is a self exclusion sign such as the GameCare MSVE exclusion poster, prominently displayed in each gaming area? Note: A 5G (self-exclusion) sign is available on the L&G website.	  <input type="checkbox"/> Yes <input type="checkbox"/> No
r. 18	Is Sign 3G (chance of winning) prominently displayed in each gaming area?	 <input type="checkbox"/> Yes <input type="checkbox"/> No
LA s. 127 and LR s. 33	Is Sign 2L (minors not permitted in this area) prominently displayed at or close to each entrance to bar and gaming area?	 <input type="checkbox"/> Yes <input type="checkbox"/> No

Part 37 continued

r. 22	Is Sign 4G (Gambling counselling sticker) prominently displayed on each gaming machine?		<input type="checkbox"/> Yes <input type="checkbox"/> No
c. 24 and 42(7)	Is this problem gambling notice (produced by the venue) prominently displayed on the ATM, cash-back terminal, player activity statement?	Help is close at hand GambleAware gambleaware.nsw.gov.au 1800 858 858	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 46	Is Sign 2G (self-exclusion contact cards) securely attached to each bank of gaming machines in a card holder so they can be clear seen when playing a gaming machine or approaching the bank of gaming machines?		<input type="checkbox"/> Yes <input type="checkbox"/> No
rr. 19, 20	Is Brochure 1 (Info about the gaming machines) made available in each gaming area at all times?		<input type="checkbox"/> Yes <input type="checkbox"/> No
rr. 19, 21	Is Brochure 1 (Info about gaming machines - translated version) in the relevant community language supplied as soon as possible following a patron's request?		<input type="checkbox"/> Yes <input type="checkbox"/> No

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.

- A number of options showing different images are available for each sign with display of only one required. These are available on the L&G website.
- The 'GameCare MVSE' sign can be obtained from AHA NSW.

Keno operations

- Unless otherwise specified, the first column of this Keno operations checklist refers to sections in the *Public Lotteries Act 1996*, regulations in the Public Lotteries Regulation 2016 and [Keno rules](#).
- 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 38 Conditions		
s. 10	Does the venue operate Keno?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 14	Does the licensee comply with the conditions imposed by the Minister?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the licensee comply with the conditions imposed by the legislation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 22	Is the licensee aware of the Keno rules?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 24(1)(a)	Are venue staff aware of the Keno rules?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are the Keno rules (extract) prominently displayed at each place where Keno entries are accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 24(1)(b)	Is a complete copy of the Keno rules available for inspection free of charge on request?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 39 Keno staff		
rule 5A(b)	Are all on-duty Keno staff members prevented from playing Keno?	<input type="checkbox"/> Yes <input type="checkbox"/> No
rule 6(b)	Is a senior writer present at the venue at all times while a Keno game is in progress?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 40 Credit betting		
s. 43 and rule 9(a)(b)	Are procedures and controls in place that prevent staff accepting an entry on Keno without payment at the time the entry is made?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 41 Gambling inducement		
r. 16	Are procedures and controls in place to ensure staff do not offer or supply any free or discounted liquor to participate in a Keno game?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 42 Prizes and prize winner

r. 15	If a Keno prize more than \$5,000 or the lower limit specified by that venue (venue threshold) but less than \$10,000 is won by a patron, has the licensee ensured that the balance, or the full amount (if requested by the patron), is paid by a crossed cheque or electronic funds transfer (EFT)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 38 and r. 7	Does the licensee ensure that any Keno prize winner's identity is kept confidential and not published unless requested by the prize winner?	<input type="checkbox"/> Yes <input type="checkbox"/> No




Part 43 Minors

s. 44 and rule 5A(c)	Are procedures and controls in place to prevent anyone aged under 18 from purchasing a Keno entry (in person, via mail or by electronic means)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Part 44 Advertising

s. 39 and r. 14(2)	Are there procedures and controls in place to prohibit any Keno-related advertisements that: <ul style="list-style-type: none"> Encourage a breach of the law? Depict children? Suggest that winning will be a definite outcome of participating in a public lottery? Suggest that entering a public lottery will definitely improve a person's financial prospect? Breach the <i>Commercial Television Industry Code of Practice</i>? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
r. 14(3)	Does the licensee ensure that all Keno-related advertisements have the problem gambling message?	Help is close at hand GambleAware gambleaware.nsw.gov.au 1800 858 858 <input type="checkbox"/> Yes <input type="checkbox"/> No
s. 43B	Does the licensee ensure that all Keno promotions are approved by the Keno licensee or the person acting for the Keno licensee?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 45 Signage and resources

r. 13(2)	Is Sign 6G (Gambling counselling sign) prominently displayed in each point of sale where Keno tickets are sold?		<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 13(4)	Is Sign 6G an approved sign?		<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 10	Is Brochure 2 (Info about lotto, lotteries or Keno) available and prominently displayed at or near each Keno terminal?		<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 11	Is Brochure 2 (Info about lotto, lotteries or Keno - translated version) available following a patron's request?		<input type="checkbox"/> Yes <input type="checkbox"/> No

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.

Wagering operations

- Unless otherwise specified, the first column of this wagering operations checklist refers to the *Totalizator Act 1997* (TA), *Totalizator Regulation 2012* (TR) and the *Unlawful Gambling Act 1998* (UGA).
- 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 46 TAB outlets – conditions

Does the venue operate a TAB?		<input type="checkbox"/> Yes <input type="checkbox"/> No
TA s. 57	Is the licensee aware of the totalizator rules that apply to the TAB outlet?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are staff aware of the totalizator rules that apply to TAB outlet?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TA s. 55(a)	Does the venue prominently display a sign at each place bets are accepted stating where a copy of the rules can be viewed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TA s. 55(b)	Is a complete copy of the totalizator rules available for inspection free of charge by a person on request?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 47 Responsible conduct of betting – totalizators, totalizator betting and other betting activity

s.117A(1)	Do all betting activities adopt the responsible practices in the conduct of totalizators, totalizator betting and any other betting activities approved under s. 13 of the <i>Totalizator Act 1997</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TA s. 117A(2)	Has the licensee complied with all the particulars required by the regulations?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 48 Credit betting

TA s. 81	Are there procedures and controls in place that prevent staff accepting a bet on a totalizator without payment at the time the bet is made?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Part 49 Gambling inducement

TA s.80B	Are there procedures and controls in place to ensure all staff or agents do not offer or supply free or heavily discounted liquor to patrons that gamble?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Part 50 Betting tickets / entry

TR r. 8	Does the licensee ensure that all betting entries have a problem gambling message?	Help is close at hand GambleAware gambleaware.nsw.gov.au 1800 858 858	<input type="checkbox"/> Yes <input type="checkbox"/> No
TA s. 117A(2)(d) and TR r. 8	Does the licensee ensure that all betting tickets are printed with the problem gambling message?	Help is close at hand GambleAware gambleaware.nsw.gov.au 1800 858 858	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 51 Advertising

TA s. 80	Does the licensee ensure that all totalizator-related advertisements do not contravene the regulations or rules?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are there procedures and controls in place to prevent staff publishing or causing to publish any totalizator-related advertisements contrary to the regulations and rules?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TR r. 12(1)	Are there procedures and controls in place that prohibit any totalizator-related advertisements that: <ul style="list-style-type: none"> • Encourage a breach of the law? • Depict children gambling? • Are false, misleading or deceptive? • Suggest participation in gambling activities is likely to improve a person's financial prospects? • Promote the consumption of alcohol while engaging in gambling activities? • Are not published in accordance with decency, dignity and good taste? • Breach the <i>Commercial Television Industry Code of Practice</i> registered by the Australian Communications and Media Authority? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
TR r. 12(h)	Are there procedures and controls in place that prohibit any totalizator-related advertisements that offer any inducement to participate, or to participate frequently in any gambling activity (including an inducement to open a betting account)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TR r. 12(3)	Does the licensee ensure all totalizator-related advertisements in racebooks, newspapers, magazines, posters, website or other printed form must include the problem gambling message?	Help is close at hand GambleAware gambleaware.nsw.gov.au 1800 858 858 <input type="checkbox"/> Yes <input type="checkbox"/> No

Part 52 Minors and EBT

<p>TA s. 84(1)</p>	<p>Are there procedures and controls in place to prevent a minor placing a bet?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>TA s. 84(2)</p>	<p>If the venue has Electronic Betting Terminals (EBTs), is the 'TAB under 18' notice prominently displayed on or close to the EBTs?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Does the licensee ensure all EBTs are monitored at all times, either by electronic means or staff?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>UGA s. 16(1)(c)</p>	<p>Are there procedures and controls in place to prevent an inducement given to a minor to gamble for a fee or reward?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>TAB Notice</p>	<p>Is the 'TAB under 18' notice prominently displayed close to EBTs?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Is the 'TAB rules' notice prominently displayed close to EBTs?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Part 53 ATM and EFTPOS terminals

TR r. 10	Does the venue have ATM or EFTPOS terminals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is this problem gambling notice (produced by the venue) prominently displayed on or close to each ATM and EFTPOS terminal?	<p>Help is close at hand GambleAware gambleaware.nsw.gov.au 1800 858 858</p> <input type="checkbox"/> Yes <input type="checkbox"/> No
TR r. 10(4)	Does the licensee ensure the letters and figures contained in the problem gambling notice are at least 2 millimetres high?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 54 Signage and resources

TR r. 9(1)	Is Sign 6G (Gambling counselling sign) prominently displayed in the betting area so anyone in that area can see the content of the sign?		<input type="checkbox"/> Yes <input type="checkbox"/> No
TR r. 9(3)	Is Sign 6G an approved sign?		<input type="checkbox"/> Yes <input type="checkbox"/> No
TR r. 6(1)(a)	Is Brochure 4 (Help is close at hand) available in each part of the club where totalizator betting is being conducted?		<input type="checkbox"/> Yes <input type="checkbox"/> No
TR r. 7(2)	Is Brochure 4 (Help is close at hand - translated version) available as soon as possible following a patron's request?		<input type="checkbox"/> Yes <input type="checkbox"/> No
TR rr.6(2), 7(3)	Has the licensee ensured that Brochure 4 and translated versions are approved brochures?		<input type="checkbox"/> Yes <input type="checkbox"/> No
TR r. 6(2)	Is the 'TAB under 18' notice prominently displayed in an area where bets are accepted?		<input type="checkbox"/> Yes <input type="checkbox"/> No
TR r. 6(2)	Is the 'TAB rules' notice prominently displayed in an area where bets are accepted?		<input type="checkbox"/> Yes <input type="checkbox"/> No

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- A number of options showing different images are available for each sign with display of only one required. These are available on the L&G website.
 - The 'TAB under 18' and 'TAB rules' notices must be obtained from TAB.
-