

Limited 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 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 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 Licence conditions		
ss. 11, 52, 53, 54	Does the venue comply with each condition imposed on its liquor licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ss. 9, 12	Is liquor sold and supplied strictly as per statutory and licence conditions and, if approved, as per extended trading hours?	<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, incident register and food provision		
s. 36(2)	Is the sale or supply of liquor at any function related to the purpose for which the function is held?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 36(3)	Does the venue hold a maximum of 52 functions per year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If the venue holds more than 52 functions a year, are the additional functions approved on your licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 36(4)	If the licensee sells or supplies liquor at a function, does the licensee notify the police at least 14 days before the function takes place?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 38(1)(a)	Is all liquor sold or supplied by way of opened cans, bottles or other opened containers? Note: This does not apply to trade fairs.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 3 Approved incident register		
s. 56 and r. 42	If the function continues 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 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

Part 3 continued

s. 56 and r. 42	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 was made?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 4 Surf life saving clubs – conditions (if applicable)

s. 36(5)(a)	Are functions held at the venue organised by the surf life saving club?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 36(5)(b)	Are functions held on Saturday, Sunday or public holidays only?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If No, does the licensee notify the police and the local council at least 14 days before the function is held?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are functions held at the venue connected with, or following, an activity associated with the conduct or administration of the surf life saving club?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Licensee control

s. 92(1)	If the licensee has not been present at the venue for more than 6 weeks, has the person in charge received an approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Functions register

s. 38(4)(a)	Are functions held at the principal venue?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are functions held for surf life saving club members and their guests?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 38(4)(b)	Does the licensee ensure the surf life saving club maintains a functions register?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the functions register include the function dates, times and details of each function?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 38(4)(h)	Is the functions register available for immediate inspection by police or a Liquor & Gaming NSW inspector?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 38(4)(c)	Are all functions approved by the club's governing body?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 38(4)(d)	Does the licensee ensure food is available at all times when liquor is sold or supplied for consumption on the venue?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 38(4)(e)	Does the licensee ensure that liquor is sold or supplied only between 12 midday and 10pm on the day of the function?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 38(4)(f)	Does the licensee ensure that liquor is only available at a function for a maximum of 4 hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 4 continued

s. 38(4)(g)	If minors are present at a function, does the club ensure that a member of the club who is an adult and who is not intoxicated is present in the immediate vicinity of the bar area at all times?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Part 5 Race clubs – conditions (if applicable)

s. 36(6)(a)	Are functions held at the venue organised by the racing club?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are functions held at the venue connected with an activity associated with the conduct or administration of the race day?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 6 Periodic licence fees and biennial return

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 7 Licensee control

s. 92	Has the person apparently in control of the venue received an approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 94	Does the licensee ensure liquor is only sold in the authorised area of the venue?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 38(3)	If the licensee was not present at a function, did they ensure a nominated person was in charge of the function?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 92(2)	Does the licensee ensure that all instances of letting or sub-letting of any part of the licensed premises have received 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 8 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
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 9 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 venue 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 10 Minors		
s. 117(1), (2)	Are there procedures and controls in place to prevent anyone under the age of 18:	
	<ul style="list-style-type: none"> From being sold or supplied liquor? 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 <input type="checkbox"/> Yes <input type="checkbox"/> No
s. 117(8)	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 premises, have they obtained an approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 11 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 promotions or activities 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 12 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
	Does the licensee ensure patrons know how the self-exclusion scheme works?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the licensee publicise the self-exclusion scheme?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 13 Public entertainment

s. 139(3) (r)	If the venue conducts public entertainment, does the licensee have approval from the local council?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Part 14 Deterring crime

s. 74	Are there procedures and controls in place:	
	▲ To report actual or suspected criminal activity to police?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	▲ 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(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 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
	Are there procedures in place to reduce any noise being heard by the residents nearby?	<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/or staff complied?

☐ Yes ☐ No

Part 17 Signage and resources

s. 127
and r. 50

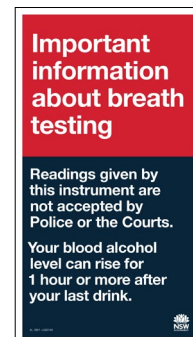
Is Sign 1L (under 18s not to be served alcohol) prominently displayed at the bar or, if no bar, at or close to every public entrance?



☐ Yes ☐ No

s. 97
and r. 55

Is Sign 4L (breath testing) prominently displayed near the breath analysis instrument?



☐ 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.