

Packaged 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 Primary purpose and licence conditions		
ss. 30, 31	Is the venue's principal activity 'the sale or supply of liquor for consumption away from the venue'?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ss. 11, 52, 53, 54	Does the venue comply with all conditions imposed on the liquor licence, including any restrictions to the sale and supply of liquor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ss. 9, 29	Is liquor sold and supplied only in the manner and at times as authorised by the liquor licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ss. 12, 49	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 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

Part 3 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
ss. 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
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. 61, 66(1)	If the licensee has not been present at the venue for more than 28 days, does the person in charge have an approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 3 continued

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
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Part 4 Take-away sales

ss. 9, 29(3A)	Does the licensee have procedures and controls in place to prevent liquor being sold or supplied after 11pm Monday to Saturday (if authorised) and 10pm on Sundays?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Part 5 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 6 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

Part 7 Minors

s. 117(1), (2)	Are there procedures and controls in place to prevent anyone under the age of 18:		
	▲ From being sold or supplied liquor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	▲ From consuming or taking liquor away from the venue?	<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 8 Deterring crime

s. 74	Are there procedures and controls in place:		
	▲ 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
	▲ 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 9 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 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
	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

Part 10 continued

s. 99 and r. 84	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
r. 84(3)	Has the Secretary issued the licensee with a written notice under r. 50 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
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 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
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 12 Remote liquor sales that appears to be under the age of 25


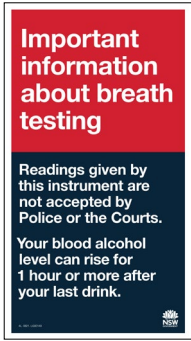



s. 114 and r. 51	If the venue sells or supplies liquor via phone, fax, mail order or online, is the liquor licence number displayed on the advertising material or published information?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is the notice 'No Alcohol can be sold or supplied to anyone under 18. It's against the law.' prominently displayed on any website?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the licensee require a prospective purchaser to provide identification with date of birth 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
	Does the licensee ensure that liquor cannot be delivered to public areas which are alcohol-free zones, alcohol prohibited areas or restricted alcohol areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the licensee ensure that a record is maintained of non-delivery where the receiver was a minor or intoxicated person? Are records maintained for at least 1 year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Have all delivery drivers undertaken mandatory responsible supply training?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the licensee have processes in place to ensure that any liquor advertised for same day delivery is not delivered after 11pm on a Sunday and after midnight on any other day or before 5am?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 13 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
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Part 14 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. 97 and r. 55	If the venue has a breath analysis instrument, is Sign 4L (breath testing) prominently displayed close to it?		<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 114 and r. 32	If the venue sells liquor online, is Sign 1L (under 18s not to be served alcohol) or the following notice prominently displayed on the site? 'No alcohol can be sold or supplied to anyone under 18. It's against the law.'		<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 123	Bottle Shops - Is Sign 9L prominently displayed on the premises and at, or close to every public entrance?		<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 123	Supermarkets or general stores - Is Sign 3L prominently displayed in areas dedicated to the sale of liquor by retail in sealed containers?		<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.

If purchasing the signs from L&GNSW, some of these signs are available in durable UV-resistant hard plastic and as decal stickers for placing on glass panels