

# Small bar licence self-audit checklist

Liquor &amp; 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](http://bspq.com.au/ive-liquorandgamingnsw)
-  Download the CE0003 'Signage and collateral order form' at [liquorandgaming.nsw.gov.au](http://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](http://liquorandgaming.nsw.gov.au)

### Need more information?

-  [liquorandgaming.nsw.gov.au](http://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. 20A	Is the venue's primary purpose the 'sale of liquor by retail' on the licensed premises— (a) for consumption on the premises, or (b) as house-made cocktails in sealed containers for consumption away from the premises? <input type="checkbox"/> Yes <input type="checkbox"/> No
ss. 52, 53, 54, 11	Does the venue comply with each condition imposed on the liquor licence? <input type="checkbox"/> Yes <input type="checkbox"/> No
ss. 9, 12, 49A, 20B	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 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 Liquor operations and food provision	
s. 20C(1), r. 39	Are fewer than 120 patrons allowed in the venue during the liquor trading hours? <input type="checkbox"/> Yes <input type="checkbox"/> No
s. 20C(2)	Is the venue open to all classes of people without discrimination? <input type="checkbox"/> Yes <input type="checkbox"/> No
s. 20C(4)	Is food available at all times and consistent with RSA principles when liquor is sold or supplied on the premises? <input type="checkbox"/> Yes <input type="checkbox"/> No
s. 20A (1)(b)	Are house-made cocktails mixed on the premises, and sold in sealed containers if selling house-made cocktails for take away consumption? <input type="checkbox"/> Yes <input type="checkbox"/> No

## Part 4 Approved incident register

s. 56 and r. 42	If the venue is authorised to trade 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
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 5 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 <a href="http://liquorandgaming.nsw.gov.au">liquorandgaming.nsw.gov.au</a> .	<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) (a)-(b)	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 6 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 7 Licensee control		
s. 7	Has the person apparently in control of the venue received an approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 9(3)	Does the licensee ensure liquor is only sold in the authorised venue?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ss. 66, 92(1)(a)	If the licensee or approved manager 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 received an approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ss. 61, 66(1)	If the licensee or approved manager is absent from the venue for more than 28 days, has the person in charge 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 RSA training and competency card		
r. 63(3)-(5)	Does the licensee hold a current recognised RSA certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 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
r. 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 for inspection by police or a Liquor & Gaming NSW inspector?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Has the licensee sighted each staff member's physical or digital RSA competency card or interim certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	For any staff working under an interim RSA certificate, is the interim certificate still valid for work?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 9 Minors		
s. 124	Are there procedures and controls in place to prevent anyone under the age of 18 from entering or remaining in the venue if not authorised?	<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 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
r. 84(3)	Has the Secretary issued the licensee with a written notice under r. 84 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

**Note:** See the GL4001 'Liquor promotion guidelines' at [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au).

## Part 11 Undesirable liquor products

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 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 13 Noise disturbance

ss. 11, 79 and r. 130A	When the venue receives noise disturbance complaints from residents, police or the local council, 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Part 14 Written direction

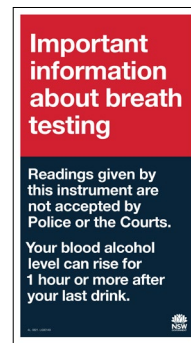
s. 75	If the Secretary has issued a written direction about any matter relating to the venue, have the licensee and staff complied?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 136	If the Secretary has issued a written direction to contribute to the costs of promoting or giving effect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

## Part 15 Signage and resources

s. 95(1) and r. 49	Is there a sign at the front of the venue that can be read by a person from outside the premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does it include the venue name shown on the liquor licence, type of licence and the licensee name shown on the licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 95(2)	If the venue name has been altered, has the licensee obtained a written approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 127 and r. 50	<p>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?</p> 	<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 nearby?


☐ Yes ☐ No

**Only one of these signs below is required to be displayed in your premises**

s. 127  
and r. 53

Is Sign 6L (under 18s not permitted during liquor trading hours) prominently displayed at each entrance to the bar?


☐ Yes ☐ No

Is Sign 7L (minors allowed during the following times, with an adult) prominently displayed at each entrance to the bar?


☐ Yes ☐ No

Is Sign 8L (minors allowed during the following times) prominently displayed at each entrance to the bar?


☐ 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](http://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.