

Level 1 declared premises licence additional requirement self-audit checklist



Before you complete this checklist

What this checklist is for

It is a valuable tool you can use to help your declared Level 1 venue comply with all your obligations under liquor laws. It covers important additional legislative requirements. 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. This is your chance to make sure you are compliant.

Our compliance officers use this same checklist when they audit your licensed premises.


Why you need this checklist

The Secretary of the Department of Industry (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.

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

DD / MM / YYYY

This checklist authorised by

Full name

Role/title

Date

DD / MM / YYYY

Extra conditions for licensed premises listed as declared Level 1 venues

- Unless otherwise specified, this extra conditions checklist operates under the *Liquor Act 2007* and Liquor Regulation 2018.
- The first column of this checklist refers to Schedule 4 (Special licence conditions for declared premises) of 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 Knowledge and competency

If the venue is declared as Level 1, has the licensee informed the venue's management team and other key staff members that the venue is now included in Schedule 4? Yes No

Is the management team aware of the additional special conditions imposed on the licence?

Note: These may include additional security measures, time of lockouts and time-out, use of non-breakable plastic containers, certain drinks prohibition, restricted service period, incident register.

Yes No

Are all staff members aware of the additional special conditions imposed on the licence?

Yes No

Is the venue management team aware that the venue must comply with the more restrictive condition if there is conflict between a current licence condition and a Schedule 4 condition?

Yes No

Have the venue's operation and compliance manuals and safety plans been reviewed and, if necessary, amended since the venue was included in Schedule 4?

Yes No

Does the licensee or the venue management staff take action to make system or procedure changes when instances of non-compliance are identified by staff members?

Yes No

Are there procedures and controls in place to make sure that the venue complies with the Schedule 4 conditions?

Yes No

Part 2 Additional security measures

Has the licensee advised the Secretary via L&GNSW of the additional security measures? Yes No

Sch. 4,
r. 2A

Have these security measures been approved by the Secretary?

Note: The approved security should be attached to this checklist.

Yes No

Has the licensee complied with the terms of the approved additional security measures?

Yes No

Part 3 Lockout

Sch. 4, r. 3(1)	Has information been provided to patrons advising them of the 1.30am lockout condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do staff members let patrons know about the 1.30am lockout when they arrive or at various times during the evening?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are staff members properly resourced and trained to advise and enforce the 1.30am lockout?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the licensee ensure that all staff members enforce the 1.30am lockout?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 4 Glass and breakable plastic containers

Sch. 4, r. 4(1)	Does the licensee ensure that between midnight and close of trade all drinks sold or supplied at the venue are in non-glass or unbreakable plastic drinking vessels?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sch. 4, r. 4(2)	Do staff members actively remove empty glass drinking vessels and breakable plastic drinking vessels from the public access areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the licensee ensure that staff members actively remove abandoned drinking vessels from discrete and private areas such as restrooms and private function areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 5 Drink types

Sch. 4, r. 5(1)	Does the licensee ensure that during the restricted service period, these drinks are prohibited:	
	▲ Shots that contain more than 30ml spirits or liqueur?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	▲ Any drinks containing more than 50% spirits or liqueur?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	▲ Any ready-to-drinks with an alcohol-by-volume of more than 5%?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	▲ Any drinks prepared on the premises containing more than 30ml spirits or liqueur?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 6 Number of drinks

Sch. 4, r. 5(2)	During the restricted service period, does the licensee ensure that no more than 4 alcoholic drinks (whether the same or not) or no more than the content of one 750ml bottle of wine is served to a person at any one time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Part 7 10 minutes time-out each hour

Sch. 4, r. 6	During the restricted service period, does the licensee or approved manager ensure that staff members actively do one of the following :	<input type="checkbox"/> Yes <input type="checkbox"/> No
	▶ Enforce a 10 minutes time-out (cease sale and supply of liquor) at each hour?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	▶ Distribute free drinking water or food (or both) to patrons and encourage patrons to drink water?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 8 Cease liquor service 30 minutes before close of trade

Sch. 4, r. 7	Do all sales and supply of alcohol cease half an hour before close of trade?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is there adequate supervision to ensure that there is no alcohol stockpiling or rapid consumption immediately before alcohol service ceases?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 9 Approved incident register

Sch. 4, r. 7A	Does the venue maintain an approved incident register at all times?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the incident register conform to the requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the licensee ensure that all incidents such as violent or anti-social behaviour occurring on the premises or in the immediate vicinity of the venue, patrons being ejected and patrons requiring medical assistance are entered into the approved incident register?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the licensee or senior staff members regularly review the approved incident register to ensure appropriate action has been taken?	<input type="checkbox"/> Yes <input type="checkbox"/> No