

On-premises licence (vessel) self-audit checklist

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 the shaded area in response to any of the questions, 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.
- If you check the shaded area in response to any of the questions in this checklist you may be in breach of your obligations and require further enquiry.

Part 1 Check the status of your licence

Do you have a current copy of the licence?

Note: If No, obtain a current copy from Liquor & Gaming NSW.

☐ Yes ☐ No

Is the current licensee correct?

☐ Yes ☐ No

If No, have you advised L&GNSW?

Note: Failure to advise of a change of licensee within 28 days will result in the licence being suspended.

☐ Yes ☐ No

Are all other details on your licence current?

Note: If No, use form AM0555 'Update details or notify interest in liquor licence business' to update.

☐ Yes ☐ No

Part 2 Primary purpose and licence conditions

Are patrons allowed to remove alcohol from the vessel?

☐ Yes ☐ No

Do you only commence selling or supplying liquor within 1 hour of the commencement of a voyage?

☐ Yes ☐ No

Do you ensure that the sale and supply of liquor is stopped 30 minutes after the voyage is completed?

☐ Yes ☐ No

Review your licence and list each condition separately. Do you have systems in place to ensure compliance with each of the conditions?

☐ Yes ☐ No

Is a copy of the liquor licence and conditions available at all times to staff and security?

☐ Yes ☐ No

Do you pick up or drop off patrons in the CBD Entertainment Precinct between 12 midnight and 7am?

☐ Yes ☐ No

Part 3 Liquor operations, approved incident register and food provision

Do you undertake high-risk events (e.g. dance parties, buck's nights, adult entertainment, open bars)?

☐ Yes ☐ No

If Yes, do you engage proper security to control the event?

☐ Yes ☐ No

Do you maintain an approved incident register?

☐ Yes ☐ No

Part 3 continued

Can all staff access the incident register?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the incident register available for immediate inspection by police or an inspector?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you recorded details of any action taken in response to any incidents?	<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
Is food of a sufficient quality and quantity available at all times and consistent with RSA principles?	
Note: Chips, confectionary and other snack foods are not considered as meeting these requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 4 Minimising intoxication

Have staff reviewed the GL4003 'Intoxication guidelines' available at liquorandgaming.nsw.gov.au ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are staff trained on the signs that indicate whether a person may be intoxicated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a plan of management that is readily available to police or L&GNSW inspectors, if requested?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have procedures and controls in place to prevent intoxication and indecent, violent or quarrelsome conduct on the vessel?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have staff reviewed the GL4002 'Prevention of intoxication on licensed premises' guidelines available at liquorandgaming.nsw.gov.au ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you allow patrons who are intoxicated to board the vessel?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you sell or supply alcohol to a person who appears intoxicated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have policy and procedures in place on how to identify and deal with an intoxicated person?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do they include knowledge of safe drop off points, contacting transport options and contacting marine or local area police?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you monitor patrons after they leave the vessel to ensure that they depart in an orderly fashion?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are staff familiar with 'NSW Police Force Guidelines – Preservation of crime scenes' available at liquorandgaming.nsw.gov.au ?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Note: Make sure that the L&GNSW GL4003 'Intoxication guidelines' and GL4002 'Prevention of intoxication on licensed premises' guidelines (available at liquorandgaming.nsw.gov.au) are provided to staff.

Part 5 Licensee control

- Does the person managing the operations on the vessel have an authorisation? ☐ Yes ☐ No
- Has the licensee been absent from the vessel for more than 6 weeks at any time during the year? ☐ Yes ☐ No

Part 6 RSA training and competency card

- Does the licensee hold a current recognised RSA certification? ☐ Yes ☐ No
- Do all staff involved in the sale and supply of liquor hold a current recognised RSA certification? ☐ Yes ☐ No
- Do all staff involved in security and crowd control hold a current recognised RSA certification? ☐ Yes ☐ No
- Has the licensee sighted each staff member's current recognised RSA certification? ☐ Yes ☐ No
- Are all staff able to produce their current physical or digital RSA competency card or interim certificate? ☐ Yes ☐ No
- Has the licensee sighted each staff member's physical or digital RSA competency card or interim certificate? ☐ Yes ☐ No
- For any staff working under an interim RSA certificate, is the interim certificate still valid for work? ☐ Yes ☐ No
- Does the licensee hold a current recognised RSA certification? ☐ Yes ☐ No

Note: It is best practice to maintain a folder containing a copy of all RSA competency cards and interim certificates relating to staff who work on the vessel.

Part 7 Minors

- Do you allow patrons who look under 25 years of age onto the vessel without identification? ☐ Yes ☐ No
- Do you have procedures and controls in place to prevent minors being sold or supplied liquor? ☐ Yes ☐ No
- Do you have procedures and controls in place to prevent minors from drinking alcohol on the vessel? ☐ Yes ☐ No
- Do you have procedures and controls in place to stop a person from providing alcohol to a minor unless that person is the parent or guardian of the minor? ☐ Yes ☐ No
- Do you have any staff under the age of 18 years old who sell, supply or serve liquor on the vessel? ☐ Yes ☐ No
- If Yes, have you sought an approval? ☐ Yes ☐ No

Part 7 continued

- Does the vessel have a minor's function authorisation? ☐ Yes ☐ No
- If Yes, are you and your staff aware of the conditions attached to that authorisation? ☐ Yes ☐ No
- If Yes, before exercising this authorisation have you provided 7 days notice to police? ☐ Yes ☐ No

Part 8 Liquor promotion and advertising

- Are all liquor promotions conducted in accordance with the GL4001 'Liquor promotion guidelines' available at liquorandgaming.nsw.gov.au? ☐ Yes ☐ No
- Do you promote 'all you can drink' or similar types of promotions? ☐ Yes ☐ No
- If Yes, do you have procedures and controls in place to prevent intoxication or binge drinking? ☐ Yes ☐ No
- Do all liquor advertisements consider the responsible service of alcohol principles? ☐ Yes ☐ No
- Do you review all advertising conducted by promoters for events on your vessel? ☐ Yes ☐ No
- Do you regularly review social media and other forms of advertising? ☐ Yes ☐ No

Part 9 Deterring crime

- Do you have procedures and controls in place that deter criminal activity on the vessel including the use or supply of illicit drugs? ☐ Yes ☐ No
- Do you have a telephone contact to report actual or suspected criminal activity to police? ☐ Yes ☐ No
- Do you ensure that all staff members are aware of the procedures relating to reporting any criminal activity? ☐ Yes ☐ No
- Do you train staff on how to deter criminal activity on the vessel including the use or supply of illicit drugs? ☐ Yes ☐ No

Part 10 Noise disturbance

- Do you play loud music on the vessel? ☐ Yes ☐ No
- Do you have procedures in place to prevent loud music or patrons from surrounding residents? ☐ Yes ☐ No
- Do you have procedures in place to deal with noise disturbance complaints from the residents, police or local council? ☐ Yes ☐ No
- Do you have a complaints hotline? ☐ Yes ☐ No

Part 10 continued

- Do you have LA10 noise and disturbance conditions imposed on your licence? ☐ Yes ☐ No
- If Yes, do you have procedures and controls in place to ensure you meet the requirements of these conditions? ☐ Yes ☐ No
- Do you advise all passengers when disembarking from the vessels to do so in a quiet and orderly manner? ☐ Yes ☐ No
- Do you ask patrons during the cruise to be aware of causing excessive noise disturbance when disembarking from the vessel? ☐ Yes ☐ No
- Do security staff monitor and control patrons' behaviour while they disembark from the vessel and disperse from the wharf area? ☐ Yes ☐ No

Part 11 Signage and resources

- Does the vessel have a front-of-premises sign that can be easily read by a person on the wharf when docked? ☐ Yes ☐ No
- Does the sign include the venue name, type of licence and licensee name as shown on the licence? ☐ Yes ☐ No
- Is the vessel name the same as the licence name? ☐ Yes ☐ No

Is Sign 1L (under 18s not to be served alcohol) prominently displayed at each bar where liquor is served?



☐ 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.