

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

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

Race club

- Unless otherwise specified, this race club checklist operates under the *Betting and Racing Act 1998*, *Betting and Racing Regulation 2012*, *Unlawful Gaming Act 1998*, *Liquor Act 2007* and *Liquor Regulation 2018*.
- The first column of this checklist refers to sections in the *Betting and Racing Act 1998* (BRA) and *Unlawful Gaming Act 1998* (UGA), and regulations in the *Betting and Racing Regulation 2012* (BRR).
- 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 Racecourse conditions		
BRA s. 8(2)	Has the venue complied with the licence conditions imposed by the Minister?	<input type="checkbox"/> Yes <input type="checkbox"/> No
BRA s. 8(3)	Has the venue complied with the licence conditions imposed by the legislation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
BRA s. 8(1)(a)	Does the licensee ensure that all betting or wagering on the licensed racecourse are only betting on horse races, harness races, greyhound races or declared betting events?	<input type="checkbox"/> Yes <input type="checkbox"/> No
BRA s. 8(1)(b)	Does the licensee ensure that all records are kept and accounts for all its income and expenditure in relation to each race meeting?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 2 Records to be kept		
BRA s. 26GA (1)	Has the licensee kept all written records setting out the betting turnover and bookmaker/s details of everyone fielding at each race meeting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the licensee ensure that all returns are lodged with L&GNSW within 2 working days after the conclusion of each race meeting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
BRA s. 26GA(2)	Does the licensee ensure that all returns forms used are approved by the Secretary?	<input type="checkbox"/> Yes <input type="checkbox"/> No
BRA s. 11	Does the licensee ensure that all records are available for inspection by an authorised person?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 3 Betting auditorium		
BRA s. 24	Does the racecourse operate a betting auditorium on days other than Melbourne Cup day?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the racecourse have approval from the Minister to conduct betting activity at the auditorium?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the racecourse operate causal betting at the auditorium on Melbourne Cup day?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the racecourse have approval from the racing controlling authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 3 continued

BRA s. 25	Has the licensee complied with all conditions imposed by the Minister and the controlling body?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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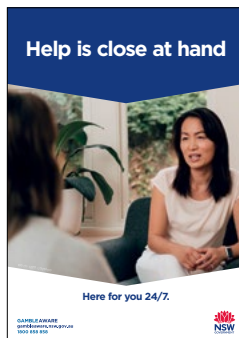
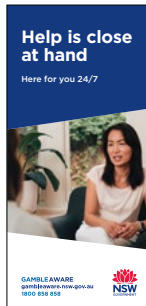
Part 4 ATM and EFTPOS terminals

	Does the venue have ATM or EFTPOS terminals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
BRR r. 10	Is this problem gambling notice (produced by the venue) prominently displayed on or close to each ATM and EFTPOS terminal? Help is close at hand GambleAware gambleaware.nsw.gov.au 1800 858 858	<input type="checkbox"/> Yes <input type="checkbox"/> No
BRR r. 10(4)	Has the licensee ensured that the letters and figures contained in the problem gambling notice are not less than 2 millimetres high?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 5 Gambling inducements

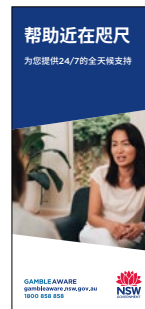
BRR r. 13	Does the licensee have procedures and controls in place to ensure staff do not offer or supply free or discounted liquor as an inducement to participate in any gambling activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Part 6 Signage and resources

BRR r. 9	Is Sign 6G (Gambling counselling sign) prominently displayed in the vicinity of the main entrance to the racecourse and in each part of the racecourse on which betting is conducted?		<input type="checkbox"/> Yes <input type="checkbox"/> No
BRR r. 9(3)	Is Sign 6G an approved sign?		<input type="checkbox"/> Yes <input type="checkbox"/> No
BRR r. 6	Is Brochure 4 (Help is close at hand) available and prominently displayed in each part of the racecourse on which betting is conducted?		<input type="checkbox"/> Yes <input type="checkbox"/> No

BRR r. 7

Is Brochure 4 (Help is close at hand - translated version) available as soon as possible following a patron's request?



☐ 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.

- A number of options showing different images are available for each sign with display of only one required. These are available on the L&G website.

Bookmaker operations

- Unless otherwise specified, this bookmaker operations checklist operates under the *Betting and Racing Act 1998*, *Betting and Racing Regulation 2012* and *Unlawful Gaming Act 1998*.
- The first column of this checklist refers to sections in the *Betting and Racing Act 1998* (BRA) and *Unlawful Gaming Act 1998* (UGA), and regulations in the *Betting and Racing Regulation 2012* (BRR).
- 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 7 Bookmaker conditions		
UGA s. 8	Does the bookmaker hold an approved bookmaker licence/registration from the relevant racing controlling body?	<input type="checkbox"/> Yes <input type="checkbox"/> No
BRA s.20(1)(c)	Has the bookmaker complied with the licence conditions imposed by the Minister?	<input type="checkbox"/> Yes <input type="checkbox"/> No
BRA s.20(1)	Has the bookmaker complied with the licence conditions imposed by other relevant legislation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
BRA s. 26I	Does the bookmaker ensure all records are made available for inspection by police and L&GNSW inspectors?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 8 Telephone and electronic betting		
BRA s. 17	Does the bookmaker hold a current authority to make/accept bets by phone or other electronic means?	<input type="checkbox"/> Yes <input type="checkbox"/> No
BRA s. 16	Has the bookmaker complied with all telephone and electronic betting conditions imposed by the Minister?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Has the bookmaker complied with all telephone and electronic betting conditions imposed by the relevant racing controlling body?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 9 Records to be kept		
BRA s. 26GB (1), (2)	Does the bookmaker ensure that all returns are lodged with the relevant racing controlling body at the conclusion of each race meeting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the bookmaker ensure that all returns forms used are approved by the Secretary?	<input type="checkbox"/> Yes <input type="checkbox"/> No
BRA s. 26GC (3), (4)	Are the records (bets and bet backs) kept in a form approved by the relevant racing controlling body?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are records kept for at least 5 years after each bet or bet back?	<input type="checkbox"/> Yes <input type="checkbox"/> No
BRA s. 26GD	Does the bookmaker ensure that all written records entered are true and correct?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 9 continued

BRA s. 11	Does the licensee ensure that all records are available for inspection by an authorised person?	<input type="checkbox"/> Yes <input type="checkbox"/> No
BRA s. 26H	At the request of the Minister, are all records available for inspection by an authorised person?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 10 Inducements

BRA s.33J	Does the bookmaker have procedures and controls in place to ensure staff do not offer or supply free or discounted liquor as an inducement to participate in any gambling activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Part 11 Betting tickets

BRR r. 8	Does the bookmaker ensure that all betting tickets are printed with this message?	<p>Help is close at hand GambleAware gambleaware.nsw.gov.au 1800 858 858</p> <input type="checkbox"/> Yes <input type="checkbox"/> No
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Part 12 Advertising

BRA s.33H(1)	Does the bookmaker have procedures and controls in place to prevent staff publishing or communicating, or causing to be published or communicated, where from in or outside NSW, any gambling-related advertisements contrary to the regulations and rules?	<input type="checkbox"/> Yes <input type="checkbox"/> No
BRA s.33H(2)	Are there procedures and controls in place that prohibit any gambling-related advertisements that:	
	▲ Encourage a breach of the law?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	▲ Depict children gambling?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	▲ Are false, misleading or deceptive?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	▲ Suggest that winning will be a definite outcome?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	▲ Suggest participation in gambling activities is likely to improve a person's financial prospects?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	▲ Promote the consumption of alcohol while engaging in gambling activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	▲ Are not published in accordance with decency, dignity and good taste?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	▲ Breach the <i>Commercial Television Industry Code of Practice</i> registered by the Australian Communications and Media Authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 12 continued

BRA s.33H(2) (h)	Does the bookmaker have procedures and controls in place that prohibit any gambling-related advertisements that offer any inducement to participate, or to participate frequently, in any gambling activity (including an inducement to open a betting account)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
BRA s.33H(4), BRR r.10A	Does the bookmaker ensure all gambling-related advertisements in newspapers, magazines, posters or other printed form must include the problem gambling message?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Help is close at hand
GambleAware
gambleaware.nsw.gov.au
1800 858 858

Part 13 Declared betting

BRA s. 19	Does the bookmaker have a current authority to take bets on declared betting events on a casual or full-time basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If declared betting turnover is over \$250,000 per year, does the bookmaker have a full-time declared betting events authorisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
BRA s. 20	Has the bookmaker complied with all the conditions imposed by the Minister?	<input type="checkbox"/> Yes <input type="checkbox"/> No
BRA ss. 18, 18A–D	Has the bookmaker complied with all the rules?	<input type="checkbox"/> Yes <input type="checkbox"/> No
BRA s. 21	Does the bookmaker ensure that all records are made available for inspection by an authorised person?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 14 Minors

UGA s. 16	Does the bookmaker have procedures and controls in place:	
	<ul style="list-style-type: none"> ▲ To prohibit an inducement offer to a minor to gamble at a racecourse, in a betting auditorium, or with an approved office? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<ul style="list-style-type: none"> ▲ To prevent a minor from gambling via telephone or electronic betting? 	<input type="checkbox"/> Yes <input type="checkbox"/> No

TAB operations

- Unless otherwise specified, this TAB operations checklist operates under the *Totalizator Act 1997*, Totalizator Regulation 2012 and the *Unlawful Gambling Act 1998*.
- The first column of this checklist refers to sections in the *Totalizator Act 1997* (TA) and the *Unlawful Gambling Act 1998* (UGA), and regulations in the Totalizator Regulation 2012 (TR).
- 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 15 TAB outlet conditions

TA s. 57	Is the licensee or agent aware of the Totalizator Rules that apply to the TAB outlet?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the licensee or agent ensure that all staff are made aware of the Totalizator Rules that apply to TAB outlet?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TA s. 55(a)	Are the Totalizator Rules prominently displayed at each place where bets are accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TA s. 55(b)	Does the outlet have a complete copy of the Rules available for inspection free of charge by a person on request?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 16 Responsible conduct of betting – totalizators, totalizator betting and other betting activity

TA s. 117(1)	Does the licensee or agent ensure that all betting activities adopt the responsible practices in the conduct of totalizators, totalizator betting and any other betting activities approved under s. 13 of the <i>Totalizator Act 1997</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TA s. 117A(2)	Has the licensee or agent complied with all the particulars required by the Totalizator Regulation 2012?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 17 Credit betting

TA s. 81	Are there procedures and controls in place that prevent staff or agents accepting a bet on a totalizator without payment at the time the bet is made?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Part 18 Gambling inducement

TR r. 13	Are there procedures and controls in place to ensure staff or agents do not offer or supply free or heavily discounted liquor to patrons that gamble?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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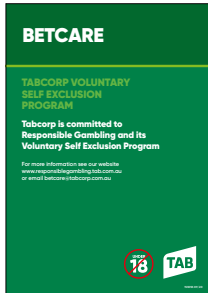
Part 19 Betting tickets / entry

TR r. 8	Has the licensee or agent ensured that all betting entries have a problem gambling message?	Help is close at hand GambleAware gambleaware.nsw.gov.au 1800 858 858	<input type="checkbox"/> Yes <input type="checkbox"/> No
TA s. 117A(2) (d) and TR r. 8	Has the licensee or agent ensured that all betting tickets are printed with the problem gambling message?	Help is close at hand GambleAware gambleaware.nsw.gov.au 1800 858 858	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 20 Advertising

TA s. 80	Has the licensee or agent ensured that all totalizator-related advertisements do not contravene the regulations or rules?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are there procedures and controls in place to prevent staff publishing or causing to publish any totalizator-related advertisements contrary to the regulations and rules?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TR r. 12(1)	Are there procedures and controls in place that prohibit any totalizator-related advertisements that: <ul style="list-style-type: none"> ▲ Encourage a breach of the law? ▲ Depict children gambling? ▲ Are false, misleading or deceptive? ▲ Suggest participation in gambling activities is likely to improve a person's financial prospects? ▲ Promote the consumption of alcohol while engaging in gambling activities? ▲ Are not published in accordance with decency, dignity and good taste? ▲ Breach the <i>Commercial Television Industry Code of Practice</i> registered by the Australian Communications and Media Authority? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
TR r. 12(h)	Are there procedures and controls in place that prohibit any totalizator-related advertisements that offer any inducement to participate, or to participate frequently in any gambling activity (including an inducement to open a betting account)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TR r. 12(3)	Does the licensee or agent ensure all totalizator-related advertisements in racebooks, newspapers, magazines, posters, website or other printed form must include the problem gambling message?	Help is close at hand GambleAware gambleaware.nsw.gov.au 1800 858 858 <input type="checkbox"/> Yes <input type="checkbox"/> No

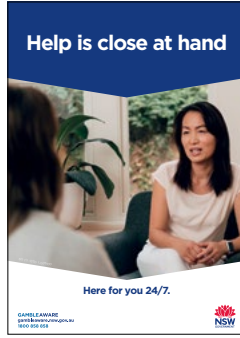

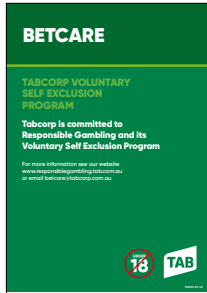
Part 21 Minors and EBT

TA s. 84(1)	Are there procedures and controls in place to prevent a minor placing a bet?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TA s. 84(2)	<p>If the venue has Electronic Betting Terminals (EBTs), is the 'TAB under 18' notice prominently displayed on or close to the EBTs?</p> 	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Does the licensee or agent ensure all EBTs are monitored at all times, either by electronic means or staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
UGA s. 16(1)(c)	Are there procedures and controls in place to prevent an inducement given to a minor to gamble for a fee or reward?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TAB Notice	<p>Is the 'TAB under 18' notice prominently displayed close to EBTs?</p> 	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>Is the 'TAB rules' notice prominently displayed close to EBTs?</p> 	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 22 ATM and EFTPOS terminals

	Does the club have ATM or EFTPOS terminals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TR r. 10	<p>Is this problem gambling notice (produced by the venue) prominently displayed on or close to each ATM and EFTPOS terminal?</p> <p>Help is close at hand GambleAware gambleaware.nsw.gov.au 1800 858 858</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
TR r. 10(4)	Does the licensee or agent ensure the letters and figures contained in the problem gambling notice are at least 2 millimetres high?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 23 Signage and resources

TR r. 9(1)	Is Sign 6G (Gambling counselling sign) prominently displayed in the betting area so anyone in that area can see the content of the sign?		<input type="checkbox"/> Yes <input type="checkbox"/> No
TR r. 9(3)	Is Sign 6G an approved sign?		<input type="checkbox"/> Yes <input type="checkbox"/> No
TR r. 6(1)(a)	Is Brochure 4 (Help is close at hand) available in each part of the venue where totalizator betting is conducted?		<input type="checkbox"/> Yes <input type="checkbox"/> No
TR r. 7(2)	Is Brochure 4 (Help is close at hand - translated version) available as soon as possible following a patron's request?		<input type="checkbox"/> Yes <input type="checkbox"/> No
TR rr. 6(3), 7(3)	Has the licensee or agent ensured that Brochure 4 and translated versions are approved brochures?		<input type="checkbox"/> Yes <input type="checkbox"/> No
TR r. 6(2)	Is the 'TAB under 18' notice prominently displayed in an area where bets are accepted?		<input type="checkbox"/> Yes <input type="checkbox"/> No
TR r. 6(2)	Is the 'TAB rules' notice prominently displayed in an area where bets are accepted?		<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.

- A number of options showing different images are available for each sign with display of only one required. These are available on the L&G website.
 - The 'TAB under 18' and 'TAB rules' notices must be obtained from TAB.
-