

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 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.


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.

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

Extra conditions for licensed premises in Kings Cross precinct

- 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 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 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 |
| r. 65(1)-(3) | Do all staff involved in RSA marshal or any RSA supervisory duties hold a current recognised RSA certification? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| Part 2 ID scanner | | |
|-------------------|---|--|
| | Does the venue operate an ID scanner? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| r. 106(3) | If using an ID scanner, does the licensee hold an approved RSA competency card with a privacy endorsement or a certificate issued by the Secretary that the licensee has successfully completed an approved privacy course? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| r. 106(1)-(2) | Does the licensee ensure that the staff member who operates the ID scanner holds an approved RSA competency card with a privacy endorsement or a certificate issued by the Secretary that the staff member has successfully completed an approved privacy course? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Part 3 Plan of management

Lockouts

| | | |
|-------|--|--|
| | Does the licensee ensure that patrons must not enter the venue during the lockout period, e.g. 1.30am lockout, or 2am if you have an exemption as a live entertainment venue? Note: This does not apply to small bar licences. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| r. 89 | Do staff members let patrons know about the lockout period 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 lockout period? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Does the licensee ensure that all staff members enforce the lockout period? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Cease serving alcohol

| | | |
|-------|---|--|
| r. 90 | Does the licensee ensure that liquor is not sold or supplied during the liquor sales cessation period? Note: This does not apply to small bar licences. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|-------|---|--|

Glasses

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|----------|---|--|
| r. 91(3) | Does the licensee ensure that any drinks (whether or not they contain liquor) sold or supplied for consumption on the venue are not to be served or supplied in a glass during the general late trading period? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| r. 91(4) | Does the licensee ensure that all glasses are removed from patrons and any area of the venue during the general late trading period? Note: applies to hotels, registered clubs, karaoke venues, non-cinema public entertainment venues and restaurants with a PSA | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Drink types

| | | |
|----------|--|--|
| r. 92(1) | During the general late trading period, are these drinks prohibited: | |
| | ▲ Any drinks that designed to be consumed rapidly, e.g. shots, shooters, bombs? | <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 |
| r. 92(5) | During the general late trading period, does the licensee ensure that no more than four alcoholic drinks or no more than the content of one 750ml bottle of wine are served to a person at any one time, and between 2 am to 7 am, no more than 2 drinks are served to any one person? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Liquor promotion

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|----------|--|--|
| r. 93(a) | Does the licensee ensure that any liquor promotion or publicity does not offer free or discounted drinks (including but not limited to shots, shooters, bombs) at the venue? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| r. 93(b) | Does the licensee prohibit any form of inducement, e.g. prizes or free giveaways, to purchase drinks designed to be consumed rapidly at the venue? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

RSA marshals

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|----------|--|--|
| r. 94 | If the venue is not a small bar, does the licensee ensure that an RSA marshal carries out RSA supervisory duties during the supervised trading period? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| r. 94(4) | Does the licensee ensure that the person who carries out RSA supervisory duties wears clothing that identifies them as an RSA marshal? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Closed-circuit television (CCTV)

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|-------------|---|--|
| r. 95(2) | Does the venue maintain a CCTV system on the premises? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| r. 95(2)(a) | Does the CCTV continuously record from opening time until one hour after the venue closes? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| r. 95(2)(b) | Recordings must be in digital format: <ul style="list-style-type: none"> ▲ at a minimum of 6 frames a second ▲ on and from 1 September 2020, at a minimum of 10 frames a second. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| r. 95(2)(c) | Do the recorded images include the correct date and time? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| r. 95(2)(d) | Does the CCTV recording cover: <ul style="list-style-type: none"> ▲ all venue entry and exit points ▲ the footpath immediately adjacent to the venue ▲ all publicly accessible areas (excluding toilets)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| r. 95(3)(a) | Are there procedures in place to ensure that all recordings made by the CCTV system are kept for at least 30 days? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| r. 95(3)(b) | Does the licensee ensure the CCTV system is accessible by staff at all times when it is in operation? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| r. 95(3)(c) | Does the licensee ensure CCTV recordings are available to police or a Liquor & Gaming NSW inspector within 24 hours of request? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Approved incident register

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|----------|--|--|
| | Does the venue maintain an approved incident register at all times? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Does the register conform to the requirements of the Secretary, LGNSW? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| r. 96 | Does the licensee ensure that all incidents such as violent or anti-social behaviour occurring at the venue or in its immediate vicinity, patrons being ejected, patrons requiring medical assistance, possession or use of drugs etc., are entered into the register? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Does the licensee or senior staff regularly review the incident register to ensure appropriate action was taken? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| r. 96(2) | Is the incident register available for immediate inspection by police or a Liquor & Gaming NSW inspector? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| r. 96(3) | Does the licensee retain the incident register for at least 3 years? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Not applicable to packaged liquor licences or on premises licences unless they hold a PSA or relate to a public entertainment venue that is not a cinema or theatre

Crime scene preservation

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|-------|---|--|
| r. 97 | Are there procedures and controls in place to ensure all staff are aware that after an incident on the premises resulting in injury to a patron they must take all reasonable steps to preserve the area? See 'NSW Police Force Guidelines – Preservation of crime scenes' at liquorandgaming.nsw.gov.au . | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Are all staff members aware of how to contact the Police Local Area Commander and advise them of the incident? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Are both the licensee and staff aware that they must comply with any direction given by the Local Area Commander to preserve where the incident occurred? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Excluded persons

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|-------|---|--|
| r. 98 | Are procedures and controls in place to ensure that anyone wearing or carrying any clothing, jewellery or accessory that displays the name of an organisation listed below is prohibited from entering or remaining in the venue? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Does the licensee or approved manager ensure that anyone wearing, carrying any clothing, jewellery or accessory displaying: <ul style="list-style-type: none"> ▲ Colours, club patch, insignia, logo of an organisation listed below is prohibited from entering or remaining in the venue? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | <ul style="list-style-type: none"> ▲ '1%' or '1%er' symbol of an organisation listed below is prohibited from entering or remaining in the venue? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | <ul style="list-style-type: none"> ▲ Any image, symbol or abbreviation, acronym or other form of writing that indicates membership of, or an association with, an organisation listed below is prohibited from entering or remaining in the venue? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Note: Motorcycle-related and similar organisations (Kings Cross Precinct)

- | | | | |
|---------------------|------------------|----------------------------|----------------|
| – Bandidos | – Gypsy Jokers | – Mobshitters | – Outcasts |
| – Black Uhlands | – Hells Angels | – Mongols | – Outlaws |
| – Brothers for Life | – Highway 61 | – Mongrel Mob | – Phoenix |
| – Comancheros | – Iron Horsemen | – No Surrender and Outlaws | – Rebels |
| – Finks | – Life and Death | – Nomads | – Rock Machine |
| – Fourth Reich | – Lone Wolf | – Odins Warriors | – Satudarah |
| – Gladiators | | | |