

# FORM F

## NOTIFICATION OF ADDITIONAL SECURITY MEASURE

Use this form if you are a licensee of a premises that has been categorised as **Level 1** under Schedule 4 of the *Liquor Act 2007*, to notify the Secretary of the Department of Industry of the additional security measure(s) you intend to implement in accordance with clause 2A(2) of Schedule 4 of the Act.

### PART 1: PREMISES DETAILS

<b>Venue name</b>		<b>Licence no.</b>	
<b>Address</b>		<b>Suburb</b>	
<b>Contact person</b>		<b>Mobile number</b>	
<b>Position</b>		<b>Email</b>	

### PART 2: ADDITIONAL SECURITY MEASURE

**Note:** you must select at least one of the measures listed below **and** complete the approved form for each measure selected.

- Providing security staff - **NOW COMPLETE FORM A AT PAGE 2**
- Training for security staff - **NOW COMPLETE FORM B AT PAGE 3**
- Closed-circuit television (CCTV) - **NOW COMPLETE FORM C AT PAGE 4**
- Digital video and audio recording devices - **NOW COMPLETE FORM D AT PAGE 5**
- Electronic ID scanning - **NOW COMPLETE FORM E AT PAGE 6**
- Systems for recording and retaining patron particulars - **NOW COMPLETE FORM F AT PAGE 7**
- Inter-venue communication network - **NOW COMPLETE FORM G AT PAGE 8**

### PART 3: IMPORTANT NOTES

- This is the form approved by the Secretary under clause 2A of the Act.
- A licensee of a Level 1 premises has 14 days from the day their Level 1 categorisation takes effect to notify the Secretary of the details of the additional security measure(s) they intend to implement.
- The additional security measure(s) must be in addition to any other conditions to which the licence is subject.
- The Secretary may, after considering this notice, decide to approve the additional security measure(s) with or without alteration, or approve a different additional security measure.
- The Secretary will notify you in writing of the approved additional security measure(s) and the date by which they must be implemented.

**SUBMIT YOUR COMPLETED FORM TO**  
Regulatory Interventions Team, GPO Box 7060, Sydney, 2001  
Or by email: [safe.premises@justice.nsw.gov.au](mailto:safe.premises@justice.nsw.gov.au)

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## ADDITIONAL SECURITY MEASURE

### (A) PROVIDING SECURITY STAFF

Use this form if you are a Level 1 licence listed in Schedule 4 of the *Liquor Act 2007* and propose to implement **(a) providing security staff** as an additional security measure.

<b>Venue name</b>		<b>Suburb</b>	
<b>Licence number</b>		<b>Proposed implementation date</b>	____/____/____
		<b>Current arrangements</b>	<b>Proposed arrangements</b>
<b>How many security staff will you deploy?</b>			
<b>What days and times will they be deployed?</b> <i>Day, start time, finish time</i>			
<b>How will they be deployed?</b> <i>Locations, patrol routes, duties etc</i>			
<b>How will the security staff be identified to patrons?</b>			
<b>What equipment (if any) will with security staff be provided with?</b> <i>Radio, blacklight, metal detector</i>			

1. If approved, this additional security measure and any variation(s), remains in force until the licensed premises is removed from Level 1 of Schedule 4.
2. In adhering to any condition, the venue must still comply with all relevant local, state or federal laws.
3. You must retain a copy of the approval and any annexure in your RSA register and make it available to NSW Police officers or L&GNSW Inspectors upon request.

\_\_\_\_\_  
LICENSEE SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

#### L&GNSW Use Only:

- Approved without variation
- Approved with variation
- Not approved

Reason: \_\_\_\_\_

Implementation date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date approved: \_\_\_\_/\_\_\_\_/\_\_\_\_

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## ADDITIONAL SECURITY MEASURE

### (B) TRAINING FOR SECURITY STAFF

Use this form if you are a Level 1 licence listed in Schedule 4 of the *Liquor Act 2007* and propose to implement **(b) training for security staff** as an additional security measure.

Venue name		Suburb	
Licence number		Proposed implementation date	____/____/____
		Current arrangements	Proposed arrangements
Who will be trained? <i>E.g. all security staff, only security supervisors etc</i>			
How often will you conduct the training? <i>Weekly, monthly, quarterly</i>			
By what date will the first training session occur?			
What topics will be covered in the training?			
Who will conduct the training and what are their qualifications?			
<b>A copy of training material, dates and attendees of the training session must be retained for at least 12 months</b>			

1. If approved, this additional security measure and any variation(s), remains in force until the licensed premises is removed from Level 1 of Schedule 4.
2. In adhering to any condition, the venue must still comply with all relevant local, state or federal laws.
3. You must retain a copy of the approval and any annexure in your RSA register and make it available to NSW Police officers or L&GNSW Inspectors upon request.

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## ADDITIONAL SECURITY MEASURE

### (C) CLOSED-CIRCUIT TELEVISION (CCTV)

Use this form if you are a Level 1 licence listed in Schedule 4 of the *Liquor Act 2007* and propose to implement (c) closed-circuit television (CCTV) as an additional security measure.

Venue name		Suburb	
Licence number		Proposed implementation date	____/____/____
		Current arrangements	Proposed arrangements
What areas will the CCTV cover?			
When will the CCTV operate?			
How many cameras will be operated?			
How many days will CCTV recordings be retained for?			
Who has access to the CCTV system?			
How often will the CCTV system be checked to ensure that it is working properly?			

1. If approved, this additional security measure and any variation(s), remains in force until the licensed premises is removed from Level 1 of Schedule 4.
2. In adhering to any condition, the venue must still comply with all relevant local, state or federal laws.
3. You must retain a copy of the approval and any annexure in your RSA register and make it available to NSW Police officers or L&GNSW Inspectors upon request.

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## ADDITIONAL SECURITY MEASURE

### (D) DIGITAL VIDEO AND AUDIO RECORDING DEVICES

Use this form if you are a Level 1 licence listed in Schedule 4 of the *Liquor Act 2007* and propose to implement **(d) digital video and audio recording devices** as an additional security measure.

Venue name		Suburb	
Licence number		Proposed implementation date	____/____/____
		Current arrangements	Proposed arrangements
What is the device/s to be used?			
How many devices will be used?			
Who will be equipped with the device/s and how will they be deployed? <i>Locations, patrol routes, duties etc</i>			
What days and times will the device/s be in operation?			
In what circumstances will the device/s be activated for recording?			
How long will recordings be retained for?			

1. If approved, this additional security measure and any variation(s), remains in force until the licensed premises is removed from Level 1 of Schedule 4.
2. In adhering to any condition, the venue must still comply with all relevant local, state or federal laws.
3. You must retain a copy of the approval and any annexure in your RSA register and make it available to NSW Police officers or L&GNSW Inspectors upon request.

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## ADDITIONAL SECURITY MEASURE

### (E) ELECTRONIC IDENTIFICATION SCANNING

Use this form if you are a Level 1 licence listed in Schedule 4 of the *Liquor Act 2007* and propose to implement **(e) electronic identification scanning** as an additional security measure.

Venue name		Suburb	
Licence number		Proposed implementation date	____/____/____
		Current arrangements	Proposed arrangements
Where will the ID scanner be used? <i>E.g. Front door, nightclub</i>			
How many ID scanners will be used?			
What days and times will the ID scanner(s) be used?			
What privacy arrangements will you have in place? <i>Consider data retention, protection and destruction</i>			

1. If approved, this additional security measure and any variation(s), remains in force until the licensed premises is removed from Level 1 of Schedule 4.
2. In adhering to any condition, the venue must still comply with all relevant local, state or federal laws.
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## ADDITIONAL SECURITY MEASURE

### (F) SYSTEMS FOR RECORDING AND RETAINING PATRON PARTICULARS

Use this form if you are a Level 1 licence listed in Schedule 4 of the *Liquor Act 2007* and propose to implement (f) **systems for recording and retaining patron particulars** as an additional security measure.

<b>Venue name</b>		<b>Suburb</b>	
<b>Licence number</b>		<b>Proposed implementation date</b>	____/____/____
		<b>Current arrangements</b>	<b>Proposed arrangements</b>
<b>How will you record patron particulars?</b>			
<b>When will you record patron particulars?</b>			
<b>What particulars will be recorded?</b>			
<b>What privacy arrangements will you have in place?</b> <i>Consider data retention, protection and destruction</i>			

1. If approved, this additional security measure and any variation(s), remains in force until the licensed premises is removed from Level 1 of Schedule 4.
2. In adhering to any condition, the venue must still comply with all relevant local, state or federal laws.
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## ADDITIONAL SECURITY MEASURE

### (G) INTER-VENUE COMMUNICATION NETWORK

Use this form if you are a Level 1 licence listed in Schedule 4 of the *Liquor Act 2007* and propose to implement (g) **inter-venue communication network** as an additional security measure.

Venue name		Suburb	
Licence number		Proposed implementation date	____/____/____
		Current arrangements	Proposed arrangements
How will you communicate between venues?			
Which other venues will be part of the network?			
What procedures/policies/agreements will you have for the use of the network?			
What days and times will the communication network operate?			
What communications will be sent to other venues, and how will you respond to similar?			
Who will be responsible for the use of the communication network?			

1. If approved, this additional security measure and any variation(s), remains in force until the licensed premises is removed from Level 1 of Schedule 4.
2. In adhering to any condition, the venue must still comply with all relevant local, state or federal laws.
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