

OUR WEBSITE IS AN EXCELLENT SOURCE OF
INFORMATION FOR LICENSEES. YOU CAN FIND:

ALL APPLICATION KITS

PAMPHLETS AND FACT SHEETS

INFORMATION ON LIQUOR SEMINARS

APPROVED FORM FOR INCIDENT REGISTER

APPROVED FORM FOR TRAINING REGISTER

A LIST OF APPROVED TRAINING PROVIDERS AND THEIR
CONTACT DETAILS

DIRECTOR'S POLICIES

OUR CURRENT FEES AND CHARGES

LIQUOR NEWS

GENERAL REQUIREMENTS FOR LICENSEES

LIQUOR CONTROL ACT 1988



SIGNAGE

INFORMATION TO BE DISPLAYED

DOCUMENTATION REQUIRED TO BE KEPT

MAKING CHANGES

SIGNAGE AT OR NEAR THE FRONT ENTRANCE OF THE LICENSED PREMISES MUST BE DISPLAYED IN A READILY LEGIBLE CONDITION AND IN A CONSPICUOUS POSITION (IE APPROX 3CM HIGH) DETAILING:

- Trading name of premises
- Licence type
- Licensee name followed by the word "Licensee"

**THE TASTY BITE CAFÉ
RESTAURANT LICENCE
ABC PTY LTD "LICENSEE"**

THE FOLLOWING MUST BE ON DISPLAY AT THE LICENSED PREMISES IN A READILY LEGIBLE CONDITION AND IN A CONSPICUOUS POSITION:

- Licence Document (all pages visible)
- Any permits (all pages visible)
- A notice/sign showing the name of the manager(s) who are on duty

Unless the licensee is an individual, the Act requires that an approved manager that holds a valid Managers' ID Card to be present at the licensed premises whenever business is conducted.

The above signs can be incorporated so that the approved manager on duty is included in the signage at or near the front entrance.

THE FOLLOWING DOCUMENTS MUST BE KEPT AT THE LICENSED PREMISES AND AVAILABLE FOR INSPECTION BY AN "AUTHORISED OFFICER".

- Approved plans of licensed premises
- Incident Register
- Training Register
- House Management Policy
- Code of Conduct
- Management Plan
- Register of all members (clubs only)

These documents and registers must be kept up-to-date.

MANDATORY TRAINING FOR EMPLOYEES

Other than the licensee or approved manager, within four weeks of the issue of the licence or from the date commenced employment at the licensed premises, staff engaged in the sale, supply and service of liquor must successfully complete the nationally accredited *Responsible Service of Alcohol* course.

PENALTIES FOR NON-COMPLIANCE CAN BE UP TO \$10,000 PER OFFENCE.



Free drinking water must be available to patrons at all times that liquor is sold or supplied for consumption on the licensed premises.

APPROVAL MUST BE SOUGHT FROM THE DEPARTMENT OF RACING, GAMING AND LIQUOR TO:

- Change the business name
- Change/appoint an approved manager (online)
- Increase or decrease the size of the licensed premises
- Change the use of an area within the licensed premises in some instances
- Change the directors and shareholders of a licensee company
- Sell the business or assign the rights and responsibilities of the licensee to another entity. Settlement cannot occur unless prior approval of the Director has been given

A licensee must retain exclusive possession of the licensed premises at all times. If the licensee loses tenure at any time, their interest in the licence terminates.

Did you know?...

Once a person to be approved as a manager has lodged their application online and been issued with a receipt from Australia Post, that person can be lawfully employed in the meantime as:

- an unrestricted manager (all licensed premises)
- a restricted manager (club and club restricted licences)