



Licence Checklist

Occasional Liquor Licence

This checklist is a risk assessment tool that can help your Occasional Licensed event become and remain compliant with the liquor laws. It is a valuable tool to have and we encourage you to use it regularly to ensure you are complying with the *Liquor Control Act 1988*, *Liquor Control Regulations 1989* and your occasional liquor licence.

This checklist addresses important legislative requirements such as signage and documents, supervision and management, training, responsible service of liquor and juveniles.

The Department has a range of free resource material available, please visit our website at www.rgl.wa.gov.au or contact our office on (08) 6551 4888.

The following checklist has been based on observed problems within licensed areas, and is an initiative to rectify some common issues observed within licensed areas.

It is important to note, that the checklist is not exhaustive and that this does not replace enforcement.

Approval Number	
Licensee	
Venue	
Address	
Phone	()
Mobile	
Fax	
Email Address	
Web Address	

Completed by	
Position	
Date	

OPERATIONS

A 'NO' ANSWER MAY BE A BREACH AND REQUIRE FURTHER INQUIRY

This section operates under the *Liquor Control Act 1988* and *Liquor Control Regulations 1989*

LICENCE DOCUMENT

Y N

S59; S110(1)(aa)	Is liquor sold and supplied in accordance with statutory and licence conditions?		
S116(4)	Is your current liquor licence displayed in a conspicuous position on the licensed premises?		
S116(4)	Is there a notice displaying the name of each person who is supervising and managing the licensed premises and identifying each such person as a manager?		

MANAGEMENT OF THE LICENSED AREA

Y N

S100(2a)	Is an approved manager who holds a valid Identification card present within the licensed area?		
R14ADE	Does the on duty approved manager have their Identification card with them to present to an authorised officer if directed to do so?		
S59(1)(c); S59(2)(a)(iii)	Have steps been taken to ensure the number of patrons in the licensed area at any one time will not exceed the numbers limitation imposed on the licence?		
S116A; R18EB	Is your Incident Register maintained available for inspection by an authorised officer?		
S116A(1)	Have all refusals of service been recorded in the incident register?		
S116A	Where a juvenile or suspected juvenile fails to produce evidence of age when asked or the evidence submitted is suspected to be forged, false or counterfeit, are these incidents recorded in the incident register?		
S116A	Have all refusals of entry been recorded in the incident register?		
S59(2)(b)(ii)	Has the owner consented to consumption of liquor in the area?		
S116(1)	Is your current plan(s) approved, by the licensing authority, kept on the licensed premises and available for inspection by an authorised officer? Is the plan accurate?		
S110(3)	Is the boundary of the licensed area clearly defined to ensure patrons do not remove liquor from the licensed area?		
	Are all liquor promotions operated in consideration of the Director's Policy <i>Responsible Promotion of Liquor</i> ?		
S120; S121(5)	If juveniles are on the premises and not accompanied by a responsible adult, are they permitted to be there under the prescribed situations in the Act? <ul style="list-style-type: none"> • Lawful business purposes (i.e. apprentice electrician etc) • Present with the approval of the Director of Liquor Licensing • In an area not licensed 		

MANNER OF TRADE

Y N

S115	Do you have procedures and controls to prevent liquor being sold or supplied to a drunk person?		
S121(1)	Does your venue have procedures and controls to prevent juveniles being sold or supplied liquor ?		
S115A	Is drinking water available free of charge to all patrons at all times and is it clearly advertised?		
S104(1)	Have all arrangements or agreements that the licensee has entered into under which another person may share in the proceeds of the event/function been approved by the Director of Liquor Licensing?		
	Do you have strategies in place to prevent intoxication such as available food, clearly signed water stations, etc?		
	Have you ensured liquor is not being provided in a manner which promotes rapid consumption such as mixing liquor with energy drinks, serving liquor in shots or use of emotive titles such as "slammers", "laybacks", "jelly shots", etc?		

RUNNING A LARGE EVENT

Y N

S103A(1)(a); R14AD	For events in excess of 300 patrons in the premises, have all staff who are involved in the sale and supply of liquor completed the appropriate training?		
S103(1)(b); R14AG	Is your Training Register completed and available for inspection by an Authorised Officer?		
R14AG(2)	Do you have copies of Training Certificates on the licensed premises for an authorised officer to view if required to do so?		
S110(1)(aa)	If conditions of the licence require liquor to be sold in limited quantities per transaction, have all bar staff been briefed on this requirement?		
S5(1)	If liquor is being sold in glassware containers, are procedures in place to deal with breakages and to reduce the risks of possible harm?		
S126C; S115(4)(c); S121(7)(b); S126(3)	If security personnel will be used to assist in the monitor and control of patrons, have the security been hired from a licensed crowd control agent?		
S126	Will procedures be in place to check the ID's of patrons under the age of 25 when they are entering the licensed area or ordering drinks at the bar?		
S115(4a)(c)	If you have imposed dress standards as a condition of entry to the licensed area have you displayed signage of this condition at the entrance of the area?		
S59(2)(a)(iii)	Have sufficient toilet facilities been arranged to cater to the number of patrons in attendance at your event?		
	Have you ensured that all necessary stakeholders, such as the police, council and emergency services have been consulted about your event?		



Are you a licensee or an approved manager and want to make sure you are compliant with the liquor laws in WA?

The Department conducts free seminars for licensees and approved managers covering the following topics:

- ❖ What constitutes the licensing authority
- ❖ Selling liquor in accordance with licence conditions and liquor legislation
- ❖ Obligations and responsibilities as a licensee and approved manager
- ❖ Sections of the liquor legislation not well known
- ❖ What can happen if things go wrong
- ❖ Accords and what they are about.

If you are interested in attending a seminar please register via our website. The link is located on our homepage. Alternatively, please call the Department on (08) 6551 4888.