

## 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 (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](http://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 Sydney CBD Entertainment 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 Primary purpose and licence conditions		
ss. 52, 53, 54, 11	Does the venue comply with each condition imposed on the liquor licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ss. 9, 12, 49A, 20B	Is liquor sold and supplied strictly as per statutory and licence conditions and, if approved, as per extended trading hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 44	Is a copy of the licence, licence-related authorisations and conditions available at all times to staff members and security?	<input type="checkbox"/> Yes <input type="checkbox"/> No
s. 107	Is the licence available for immediate inspection by police or a Liquor & Gaming NSW inspector?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part 2 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), 41	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
rr. 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 3 Plan of management

### Cease serving alcohol

r. 90	Does the licensee ensure that liquor is not sold or supplied during the liquor sales cessation period? <b>Note:</b> This does not apply to small bar licences.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**Glasses** (only applies to premises that the Secretary has, by notice in writing served on the licensee, declared to be premises to which clause 91 applies.)

r. 91(3)	Does the licensee ensure that any drinks (whether or not they contain liquor) sold or supplied for consumption on the venue must not 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 from any area of the venue during the general late trading period?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Drink types

r. 92(5)	During the general late trading period, does the licensee ensure that no more than 4 alcoholic drinks (whether the same or not) or no more than the content of one 750ml bottle of wine is served to a person at any one time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 92(6)	Between 2am and 3.30am, does the licensee ensure that no more than 2 alcohol drinks (whether the same or not) are sold or supplied to the same person at any one time?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Liquor promotion

r. 93(a)	Does the licensee ensure that all liquor promotion or publication does not include any 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, designed to be consumed rapidly on the venue?	<input type="checkbox"/> Yes <input type="checkbox"/> No

RSA marshals (only applies to premises that the Secretary has, by notice in writing served on the licensee, declared to be premises to which clause 94 applies.)

r. 94(3)	Does the licensee ensure that a least one RSA marshal is carrying out RSA supervisory duties on the premises at all times after midnight 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

'Round the clock' incident register

r. 96(1)	Does the venue maintain an incident register in the approved form?	<input type="checkbox"/> Yes <input type="checkbox"/> No
r. 96(1) (a)-(e)	Does the register include all details of:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	▲ Any incidents and any action taken?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	▲ All incidents of violence or anti-social behaviour occurring on the premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	▲ All incidents of violence or anti-social behaviour occurring in the immediate vicinity of the venue involving a person who has recently left the venue or has been refused entry to the venue?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	▲ All incidents of a patron being 'turned out' for disorderly, intoxicated, violent or quarrelsome conduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	▲ All incidents that result in a patron of the premises requiring medical assistance?	<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

### Part 3 continued

r. 96(3) Does the licensee maintain the incident register for at least 3 years?  Yes  No

### Crime scene preservation

r. 97 Are 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](http://liquorandgaming.nsw.gov.au).  Yes  No

r. 97 Are all staff members aware of how to contact the Police Local Area Commander and advise them of the incident?  Yes  No

r. 97 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?  Yes  No

### Excluded persons

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?  Yes  No

r. 98 Does the licensee ensure that anyone wearing, carrying any clothing, jewellery or accessory displaying:  
▲ Colours, club patch, insignia, logo of an organisation listed below is prohibited from entering or remaining in the venue?  Yes  No

r. 98 ▲ '1%' or '1%er' symbol of an organisation listed below is prohibited from entering or remaining in the venue?  Yes  No

r. 98 ▲ 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?  Yes  No

**Note:** Motorcycle-related and similar organisations

- |                     |                  |                            |                |
|---------------------|------------------|----------------------------|----------------|
| – Bandidos          | – Gypsy Jokers   | – Mobshitters              | – Outcasts     |
| – Black Uhlans      | – 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        |                  |                            |                |

### Entry after drinking in an alcohol-free zone

r. 99 If the venue is located in or near an alcohol-free zone or alcohol prohibited area, are procedures and controls in place to ensure that anyone observed to be drinking in the alcohol-free zone or alcohol prohibited area is refused entry to the venue?  Yes  No