

CONTACT NUMBERS

Local police

Fire brigade

Security

Local council

LIQUOR & GAMING NSW

Switchboard 1300 024 720

Website liquorandgaming.nsw.gov.au

Email contact.us@liquorandgaming.nsw.gov.au

An incident register is a record of certain types of incidents that occur at a licensed venue.

Maintaining an incident register is mandatory for certain venues and is a way of recording incidents that affect the safety of your venue and patrons. They are also a useful compliance tool and can be used to identify and monitor emerging risks of alcohol-related violence and anti-social behaviour.

It is important to put procedures in place to ensure your incident register is carefully maintained. Information recorded in a mandatory incident register must be retained for at least **three years**.

We encourage all licensees to maintain an incident register even if it is not a requirement for your venue.

The licensee of a licensed premises must, if requested to do so by a police officer or inspector:

- make any mandatory incident register available for inspection by a police officer or inspector, and
- allow a police officer or inspector to take copies of any such register or to remove any such register from the premises.



Please scan this QR code for further information and a fact sheet on keeping and maintaining this incident register including:

- what incidents must be recorded
- when incidents are to be recorded, and
- what information is required, including example entries.