

# Licence Checklist

This checklist is a risk assessment tool that can help your premises 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 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.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au) or contact our office on (08) 6551 4888.

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

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

## Nightclub Licence

Licence Number	607
Licensee	
Trading Name	
Address	
Phone	(     )
Mobile	
Fax	
Email Address	
Web Address	

Completed by	
Position	
Date	

**Have you created an online account with the Department in order to lodge certain applications and view barring notices?**

**Visit our website and click on 'Log in' for further information.**

# 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*

## PRIMARY PURPOSE & LICENCE CONDITIONS

		Y	N
S42; S98A; S110(1)(aa)	Is liquor sold and supplied in accordance with statutory and licence conditions?		
S116(3)	Is the approved <b>trading name</b> , as shown on the licence, being used to conduct business?		

## SIGNAGE & DOCUMENTS

		Y	N
S116(5)	Is your <b>signage displayed</b> in a conspicuous position at or near the front entrance to the licensed premises showing trading name, licence class and licensee name?		
S116(4)	Is your current <b>liquor licence</b> 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 premises and identifying each such person as a manager (only required if name of managers not included in signage located at or near the front entrance)?		
S116(1)	If applicable, is your <b>extended trading permit</b> kept on the licensed premises and available for inspection by an authorised officer?		
S116(1)	Is your current <b>plan(s)</b> approved, by the licensing authority, kept on the licensed premises and available for inspection by an authorised officer? Is the plan accurate?		
S3	Is your <b>House Management Policy, Code of Conduct and Management Plan</b> kept on the licensed premises and available for inspection by an authorised Officer?[see Director's Policy <a href="#">Harm Minimisation</a> ]		
S116A & R18EB	Is your <a href="#">Incident Register</a> being maintained and kept on the licensed premises and available for inspection by an authorised officer?		
S103AA(1) & R14AG	Is your <a href="#">Training Register</a> being maintained and kept on the licensed premises and available for inspection by an authorised officer?		

## SUPERVISION & MANAGEMENT

		Y	N
S100(2a)	Is an <b>approved manager</b> who holds a valid Identification card present at the premises?		
S100(3)	If not, has this person been appointed by the licensee or an approved manager as a <b>temporary manager</b> ?		
R14ADE	Does the on duty approved manager have their Identification card with them to present to an authorised officer if directed to do so?		

## MANDATORY TRAINING

		Y	N
S103A(1)(a), R14AD	Has all staff who are involved in the sale and supply of liquor completed the appropriate training <b>within four weeks</b> of commencement of employment?		
R14AG(2)	Do you have copies of <b>Training Certificates</b> on the licensed premises for an authorised officer to view if required to do so?		

## RESPONSIBLE SERVICE OF LIQUOR

		Y	N
S115(2)(a)	Do you have procedures and controls to prevent liquor being sold or supplied to an drunk person?		
S116A(1)	Have all <b>refusals of service</b> been recorded in the incident register?		
	Are all <b>liquor promotions</b> operated in consideration of the Director's Policy <i>Responsible Promotion of Liquor</i> ?		
S115A	Is <b>drinking water</b> available free of charge to all patrons at all times when free tastings are supplied?		

## JUVENILES

		Y	N
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"> <li>• Family member of licensee or manager</li> <li>• Lawful business purposes (i.e. apprentice plumber etc)</li> </ul>		
S121(1)	Does your venue have procedures and controls to <b>prevent juveniles being sold or supplied liquor</b> ?		
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?		

## LICENSEE OBLIGATIONS

		Y	N
S37(5)	Does the licensee have <b>exclusive rights to occupy the premises</b> ?		
S102(1)	Have all changes to the <b>structure of the licensee entity</b> (ie directors and shareholders) been approved by the Director of Liquor Licensing?		
S104(1)	Have all <b>arrangements or agreements</b> that the licensee has entered into under which another person may share in the proceeds of the business been approved by the Director of Liquor Licensing?		
S77(1)	Have all <b>alterations to the premises</b> been approved by the Director of Liquor Licensing?		



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.**