



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 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.

ONE-OFF EXTENDED TRADING PERMITS or ADD, VARY OR CANCEL PERMITS

Licence Number	A
Licensee	
Trading Name	
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*

PERMITS/APPROVALS REQUIREMENTS FOR ALL APPLICANTS

		Y	N
S116(4)	Is the permit/approval kept on the licensed premises and available for inspection by an authorised officer?		
S110(1)(aa)	The conditions of the permit/approval remain in force for the duration of the hours covered on that permit/approval. ➤ Have you ensured that you will comply with the conditions during the hours covered?		
S110(1)(aa)	Is the number of patrons in the defined area for the permit/approval within the amount specified on the numbers limitation condition of the permit/approval?		
S37(5)	Does the lease agreement or subsequent arrangements with the owner permit the licensee to trade in the manner intended?		
S104(1)	Have all arrangements or agreements 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?		
S100(2a)	Is an approved manager who holds a valid Identification card present at the premises during the hours covered by the permit/approval?		

ADDITIONAL HOURS (ETP'S/ADD VARY'S)

		Y	N
S111(1)	The hours of trade on a specified date can be extended as per the conditions of the permit/approval. ➤ Are all sales of liquor concluding at the new finish time?		
S112(1)(a)(i)	Is all consumption of liquor ceasing within 15 minutes of the new finish time on your permit/approval?		
S5; S74; S117; S95	If your extended trading hours go beyond midnight Monday to Saturday or after 10pm on a Sunday, have you taken steps to avoid undue noise, disturbance or antisocial behaviour of your patrons?		
S110(1)(aa); S111(1)	During the extended trading hours the sale of packaged liquor is usually not permitted. ➤ Have you ceased selling packaged liquor at the conclusion of your standard trading times?		

ADDITIONAL AREA (ETP'S/ADD VARY'S)

		Y	N
S116(1)(c)	Is the map that was attached to your permit/approval kept on the licensed premises during the function for inspection by an authorised officer?		
S110(3)	Is the boundary of your extended area clearly defined to ensure patrons do not remove liquor from the licensed area?		
S110(3); S121(4); S115(1)(a)(i)	Have steps been taken to ensure that authorised access to the extended area does not occur? (e.g. Juveniles or drunk persons attempting to enter the area without permission)		

S110(1)(aa)	During the hours of the permit/approval the sale of packaged liquor is usually not permitted from an extended area. ➤ Are all packaged liquor sales conducted in the manner specified under the original licence?		
S37	Has the owner of the extended area been informed of the function and consented to the consumption of liquor on their property?		

CLUBS FOR NON-MEMBER'S (ETP'S)

		Y	N
S100(1)	The licensee club is responsible for the running of any non-member functions applied for under the Extended Trading Permit. ➤ Are all bar staff and approved managers under the direction of the licensee club?		
S120(1)(a)	If juveniles are on the premises and not accompanied by a responsible adult, are they permitted to be there under the prescribed situation in the Act for juveniles on a club premises (within the restrictions of the club rules and with committee consent)?		
S48	Are the restrictions regarding the sale of packaged liquor being adhered to?		

RESTAURANT COCKTAIL FUNCTIONS (ETP'S)

		Y	N
S60(4)(f)	In order for patrons to consume liquor while standing in a restaurant a permit must have been approved under section 60(4)(f). ➤ Has a permit been issued for a function under that section of the Act?		
S60(4)(f)	Are patrons who are not invited to the function being excluded from entering the area specified for the function?		
S60(4)(f)	Is the function a private event booked by a third party?		

NIGHTCLUBS WITHOUT ENTERTAINMENT (ETP'S)

		Y	N
S60(4)(f)	In order for liquor to be sold in a nightclub without continuous live entertainment a permit must have been approved under section 60(4)(f). ➤ Has a permit been issued for a function under that section of the Act?		
S60(4)(f)	Are patrons who are not invited to the function being excluded from entering the area specified for the function?		
S60(4)(f)	Is the function a private event booked by a third party?		



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.