



Licence Checklist

Special Facility Licence

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.

Licence Number	
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
S46(4); S98C and R9A;	Is liquor sold and supplied in accordance with statutory and licence conditions?		
S116(3)	Is the approved trading name , as shown on the licence, being used to conduct business?		

ACCOMMODATION

		Y	N
S41	• Do you have accommodation for lodgers?		
S41(3)	• Do you sell liquor to lodgers?		
S41(3)	• Is the liquor sold to the lodgers of a quantity that can be consumed by the lodger on the same day?		
S106	▪ If liquor is sold to the guests of a lodger: <ul style="list-style-type: none"> – is the lodger present at the time the lodger is consuming the liquor and has the lodger paid for that liquor? 		
S106	▪ If liquor is sold to the guests of a lodger: <ul style="list-style-type: none"> – is the number of guests present with the lodger not exceeding 8 guests? 		

SIGNAGE & DOCUMENTS

		Y	N
S116(5)	Is your signage displayed 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 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 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)	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?		
S3	Is your House Management Policy, Code of Conduct and Management Plan kept on the licensed premises and available for inspection by an authorised Officer?[see Director's Policy Harm Minimisation]		
S116A & R18EB	Is your Incident Register being maintained and kept on the licensed premises and available for inspection by an authorised Officer?		
S103AA(1) & R14AG	Is your Training Register being maintained and kept on the licensed premises and available for inspection by an authorised Officer?		

SUPERVISION & MANAGEMENT

		Y	N
S100(2a)	Is an approved manager 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 temporary manager ?		
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	Have all staff who are involved in the sale, supply and service of liquor completed the appropriate training within 4 weeks of commencing employment in that capacity?		
R14AG(2)	Do you have copies of Training Certificates on the licensed premises for an authorised officer to view if requested to do so?		

RESPONSIBLE SERVICE OF LIQUOR

		Y	N
	Do you have procedures and controls to prevent intoxication, indecent, violent or quarrelsome conduct on the premises? [see Department's <i>Identifying Signs of Intoxication</i> information document]		
	Do you have procedures and controls to detect drunk patrons prior to entry?		
S115(2)(a)	Do you have procedures and controls to prevent liquor being sold or supplied to an drunk person?		
S115(1)(a)	If an drunk person is found on the premises, can you prove that all steps have been taken to remove the patron from the premises?		
S116A(1)	Have all refusals of service been recorded in the incident register?		
	Are all liquor promotions operated in consideration of the Director's Policy <i>Responsible Promotion of Liquor</i> ?		
S115A	Is potable drinking water available free of charge to all patrons at all times when liquor is sold or supplied?		

JUVENILES

		Y	N
S120 & S121(5)	If juveniles are on the premises and are 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"> • Family member of licensee, manager or lodger • Lawful business purposes (ie apprentice plumber etc) • Obtaining a meal (if area set aside for meals) • Training • Condition on licence permitting unaccompanied juveniles 		
S121(1)	Does your venue have procedures and controls to prevent juveniles being sold or supplied liquor ?		
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?		
S121(11)	If you allow a juvenile to be involved in the sale, supply or service of liquor, have you obtained approval from the Director of Liquor Licensing?		

LICENSEE OBLIGATIONS

		Y	N
S113A	If authorised to sell packaged liquor and the licensee is advertising, promoting or otherwise facilitating the business carried on under the licence via a website, does the website contain the prescribed wording as described in the Regulations/Director's policy guideline?		
S37(5)	Does the licensee have exclusive rights to occupy the premises ?		
S102(1)	Have all changes to the structure of the licensee entity (ie directors and shareholders) been approved by the Director of Liquor Licensing?		
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?		
S77(1)	Have all alterations to the premises 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.