

Training for liquor licence applicants

Training for licence applicants helps potential licensees to understand their obligations under the *Liquor Control Reform Act 1998* (the Act). Applicants must complete mandatory training requirements before a liquor licence is granted. There are three courses applicants must complete depending on the licence type they are applying for. These are:

- New entrant training
- Responsible Service of Alcohol (RSA)
- Advanced RSA.

It is the applicant's responsibility to ensure the correct course is completed and to provide evidence of completion with their application.

New entrant training

New entrant training is a training course developed by Liquor Control Victoria (LCV) to ensure liquor licence applicants have an adequate knowledge of Victorian liquor law. This includes:

- liquor licensing legislation
- understanding liquor licence obligations
- best practice in managing licensed premises.

LCV may refuse to grant a liquor licence application if the applicant does not have an adequate understanding of the Act.

Applicants are required to complete one of the approved training courses to meet the new entrant requirements.

The approved courses and listed providers are available at vic.gov.au/new-entrant-training-licensed-premises

Licences requiring new entrant training

New entrant training must be completed prior to applying for a licence. BYO permit and pre-retail licence applications do not require completion of new entrant training.

Restricted club or renewable limited club applicants may complete Club Seminar provided by Good Sports, in place of new entrant training. Join Good Sports at goodsports.com.au to find out about upcoming training.

Applicants who must complete the training

The list below identifies who will need to complete new entrant training. If applying as:

- individuals—all natural persons
- partnerships—all partners
- company (body corporate)—at least one director
- club—at least one committee member
- association—at least one committee member.

In addition the following must complete the training:

- all persons being appointed as a liquor licence nominee
- all applicants seeking approval to sublet any part of the licensed premises, or to carry on the business of supplying liquor on the licensed premises.

Responsible Service of Alcohol (RSA)

RSA training provides licensees and staff who work in licensed venues with the skills and knowledge necessary to contribute to a safe, enjoyable environment in licensed premises.

RSA training is required for every licence application except pre-retail and BYO permit.

Additionally, licensees must maintain their RSA training by completing the RSA refresher course every three years if holding one of the following licence types:

- general
- on-premises
- late night
- packaged liquor.

In the case of a body corporate, the licensee must ensure the responsible person maintains their RSA training by completing the RSA refresher course every three years. A responsible person is the person who is or will be in management and control of the licensed premises and who will run the business' day-to-day operations.

Training must be completed with an LCV RSA approved provider. The list of the approved providers is available at vic.gov.au/approved-training-providers

The RSA refresher course is free and is available online at liquor.vcglr.vic.gov.au/rsa_refresher/

Applicants who must complete the training

The list below identifies who will need to complete RSA training. If applying as:

- individuals—all natural persons
- partnerships—all partners
- body corporate applicants (companies, incorporated associations, co-operatives or municipal councils)—the person who is or will be in management and control of the licensed premises and who will run the day-to-day operations of the business.

Note: On the application form body corporate applicants must advise LCV of the person's name who manages or will manage the day-to-day operations of the business.

The approved RSA training course must have been completed within the past three years.

Exemption from RSA training

In exceptional circumstances, a liquor licence applicant may seek an exemption from one or all of the RSA training obligations.

General, on-premises, packaged liquor or late night (general, on-premises and packaged) licence applicants must complete the 'Application for the exemption from the Responsible Service of Alcohol training requirements' form available at vic.gov.au/licensee-training

All other liquor licence applicants are required to write a letter to LCV detailing the reasons for seeking an exemption before the licence is granted.

Advanced RSA

The Advanced RSA training is designed for licensees, managers and staff of late night venues who often face a range of challenges and issues.

For new applicants, the Advanced RSA training program must be completed within six months of the licence being granted.

William Angliss Institute delivers the Advanced RSA training program. For further information about the course and how to book, please visit the William Angliss Institute's website at shortcourses.angliss.edu.au

Licences requiring Advanced RSA training

Applicants applying for the following licences must complete Advanced RSA training:

- late night (general)
- late night (on-premises) that authorises the supply of liquor after 1am for on-premises consumption.

This requirement does not apply in relation to late night (on-premises) licences with restaurant and café conditions.

Applicants who must complete the training

The Advanced RSA training program must be completed by the holder of the licence and by the responsible person for the premises.

The holder of the licence means, in relation to a licence held by:

- a natural person, that person
- a partnership, one partner
- a body corporate incorporated under the *Corporations Act 2001*, one director
- an association incorporated under the *Associations Incorporation Reform Act 2012*, one committee member.

Responsible person is defined by section 3 of the Act as the person responsible for the management or control of licensed premises.

Evidence of approved new entrant and approved RSA training courses must be provided to LCV prior to a liquor licence being granted, transferred or endorsed. You are required to provide this evidence with submission of your application.

For further information about new entrant, RSA and Advanced RSA training requirements, please visit liquor.vic.gov.au