**Club checklists**

The following checklists have been created to help persons responsible for the club liquor licence and club members who supply alcohol understand their licence obligations and implement good practices.

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| --- | --- | --- | --- |
| **Administrative requirements** | | **Yes** | **No** |
| **Liquor licence** | Is the licence for the current year displayed so that staff and anyone attending the club can read it? |  |  |
| **Mandatory** [**signage**](https://www.vic.gov.au/sites/default/files/2023-07/Liquor-licensing-signage-for-on-premises-with-restaurant-conditions%2C-restaurant-and-cafe%2C-club%2C-producers-and-limited-licences.pdf) | Is the relevant signage displayed so that staff and anyone attending the can club read it? |  |  |
| **Red line plan** | Is the red line plan available for inspection by Liquor Control Victoria (LCV) inspectors or Victoria Police during all trading hours? |  |  |
| **Members and guests register** | Is the [members and guest register](https://www.vic.gov.au/guest-and-member-registers) available for inspection  by LCV inspectors or Victoria Police? |  |  |
| **eLicence** | Does the club have an up-to-date email on the [LCV Liquor Portal](https://liquorportal.vcglr.vic.gov.au/liquorportal/)? |  |  |
| [**Renewal fee**](https://www.vic.gov.au/liquor-licence-renewal-fees) | Has the renewal fee been paid for the current year? If the renewal fee is not paid by 30 June, club could lose the licence. |  |  |
| **Nominee** | Has the nominee been updated by making application on the [LCV Liquor Portal](https://liquorportal.vcglr.vic.gov.au/liquorportal/)? |  |  |
| **Committee member changes** | Has LCV been notified at [contact@.liquor.vic.gov.au](mailto:contact@.liquor.vic.gov.au) with an updated committee member list and annual general meeting minutes? |  |  |
| |  |  |  | | --- | --- | --- | | **Licence conditions** | **Yes** | **No** | | | **Yes** | **No** |
| **Trading hours** | Does our club supply alcohol only within the hours on our licence? |  |  |
| **Patron numbers** | Does our club ensure that we do not exceed the maximum number of patrons as stated on the licence? |  |  |
| **Minors** | Does our licence have approval allowing unaccompanied minors at the club during certain times? |  |  |
| **Booth/pre-booked functions** | Does our licence have conditions allowing alcohol supply to non-members (e.g. for pre-booked functions) or at a booth/point of sale when a sporting event is being held? |  |  |
| **Take away/delivery** | Does our licence allow packaged liquor for take away or delivery to members? If so, am I aware of [alcohol delivery requirements](https://www.vic.gov.au/supplying-liquor-person-who-makes-premises-request)? |  |  |
| |  |  |  | | --- | --- | --- | | **Liquor laws** | **Yes** | **No** | | | **Yes** | **No** |
| [**Minors**](https://www.vic.gov.au/under-18-patrons-licensed-premises) | Can minors be at the club if accompanied by a responsible adult or the club has an underage approval? |  |  |
| **Intoxicated persons** | Can [intoxicated persons](https://www.vic.gov.au/managing-intoxicated-patrons) be served alcohol? |  |  |
| **Drunk persons** | Are [drunk persons](https://www.vic.gov.au/managing-intoxicated-patrons) allowed to be on club premises? |  |  |
| **Drinking water** | Is drinking water provided free of charge? |  |  |
| [**Refusing entry**](https://www.vic.gov.au/refusing-entry-licenced-premises) | Can the club refuse entry and bar patrons from attending the club? |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Good practice** | | **Yes** | **No** |
| **Acceptable ID** | Is the [approved forms of ID](https://www.vic.gov.au/sites/default/files/2024-12/Approved-forms-of-ID.pdf) poster displayed? |  |  |
| **Advertising and promotions** | Are the [guidelines](https://www.vic.gov.au/responsible-alcohol-advertising-and-promotions) followed when promoting any events or products? |  |  |
| **LCV newsletter** | Is our club subscribed to the [LCV newsletter](https://app4.vision6.com.au/forms/s/lgZWTMYcC35xq5Lk_D0gNWQE5qyHAwl15DjNRg6pX0Q/107748/760760/635465.html)? |  |  |
| **Incident register** | Does our club have an [incident register](https://www.vic.gov.au/sites/default/files/2023-02/liquor_accord_incident_report.pdf) to record incidents that occur on the club premises? |  |  |
| **Complaints policy** | Does our club have a complaints policy that outlines how we manage amenity concerns from neighbours? |  |  |
| **Staff induction** | Is an induction checklist completed to assist bar persons understand their alcohol supply obligations? |  |  |
| **Responsible Service of Alcohol (RSA) training** | Are staff/volunteers trained in RSA? |  |  |

**Name of person completing checklist:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date completed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Induction checklist

**When going through this checklist please mark the status column as any of the following:**

* I (incomplete)
* T (needs training)
* C (complete)

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Bar/waiter confirms they know:** |  | **Status** |
| **Red line plan** | * where to find a copy of our red line plan |  | |
| * alcohol can only be sold and consumed inside the red marked areas of the plan (does not apply to a point of sale/booth approval) |  | |
| **Minors** | * when minors are allowed on our club premises |  | |
| * to check ID for anyone under 25 |  | |
| **Acceptable ID** | * what [ID is acceptable in Victoria](https://www.vic.gov.au/sites/default/files/2024-12/Approved-forms-of-ID.pdf) as proof of age? |  | |
| [**Intoxication**](https://www.vic.gov.au/managing-intoxicated-patrons) | * the signs of intoxication and can list them |  | |
| * the law regarding intoxicated patrons |  | |
| [**Refusal of service**](https://www.youtube.com/watch?v=QzQL0mbb4mU) | * to refer to signs when refusing service |  | |
| * to offer alternatives (food, non-alcoholic drinks) |  | |
| * to report to other bar staff so they are aware of intoxicated person |  | |
| * seek assistance from other members if person is being resistant to refusal |  | |
| **Drunk** | * the law regarding [drunk and disorderly](https://www.vic.gov.au/managing-intoxicated-patrons) on club premises |  | |
| **Incident register** | * how to complete the incident register |  | |

**Bar/waiter name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date completed:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_