

These guidelines have been prepared to assist licensees, crowd controllers and hospitality staff to control entry of patrons to licensed premises and ensure compliance with the Liquor and Accommodation Act 1990.

ACCEPTABLE IDENTIFICATION (ID)

Acceptable forms of identification for the purpose of gaining access to licensed premises and/or to purchase liquor for persons, 18 years of age or older are:

- ◆ Photographic – Driver’s Licence
- ◆ Photographic – Keypass
- ◆ Photographic – Passport
- ◆ Photographic – Firearms Licence

Proof of Age cards, produced by or for other licensing authorities and driver’s licences in other States and Territories are acceptable.

(Refer to the Australian ID Checking Guide – available from the Office of the Commissioner for Licensing).

CHECKING ID

The following steps should be taken when checking ID:

- ◆ Know the “*critical date*” ie the date – 18 years ago.

- ◆ Handle the card and check for its integrity – feel, size, thickness etc.
- ◆ If driver’s licence, check expiry date. If the licence has expired don’t accept it.
- ◆ Examine photo for correct likeness.
- ◆ Ensure card has not been tampered with or looks damaged.
- ◆ Check date of birth with “*critical date*”.

REMEMBER - NO ID IS 100% RELIABLE OR TAMPERPROOF

CROWD CONTROLLERS/SECURITY

Security staff must be accredited under the Crowd Controllers Act 1999.

At least 2 security staff should be located at the entrance of entertainment venues to adequately control the entry of patrons.

Consideration should be given to at least one of the security staff being female – particularly if checking of female patrons is an issue.

Security staff should commence their duties prior to the opening of the nightclub. Often young persons gain entry to premises before security is engaged, for example to have a meal etc., Security should check the whole of the premises at the commencement of their duty to ensure young persons are not on the premises. Remember to check toilets!

Security should check the exterior perimeters of premises from time to time while the venue is operating to encourage orderly behaviour.

ENTRANCE TO VENUE

The entrance to venues should be supplied with strong lighting, for checking ID’s and patrons behaviour and demeanour.

Video surveillance should be installed, not only at the entrance to the venue, but at critical areas both in and outside the premises. This can be a valuable tool if any dispute arises about incidents occurring on licensed premises.

SIGNAGE

Conditions of Entry /House Policy should be clearly displayed at the entrance to the premises including details of:

- ◆ Dress code
- ◆ Behaviour and conduct
- ◆ Role of security
- ◆ Out Of Hours Permit conditions
- ◆ Concealed weapons/alcohol policy
- ◆ Acceptable ID etc.

The following signage supplied by the Commissioner for Licensing should be displayed in a prominent position at the entry to the premises:

- ◆ “No Proof No Entry”
- ◆ Designated areas signs “Prohibited Area”
- ◆ “Fine Time”

GENERAL

Pass-out stamps given to patrons should be clearly identifiable as from that venue and include lettering, to avoid being transferred from one patron to another. Stamps should be changed in colour and/or lettering from night to night.

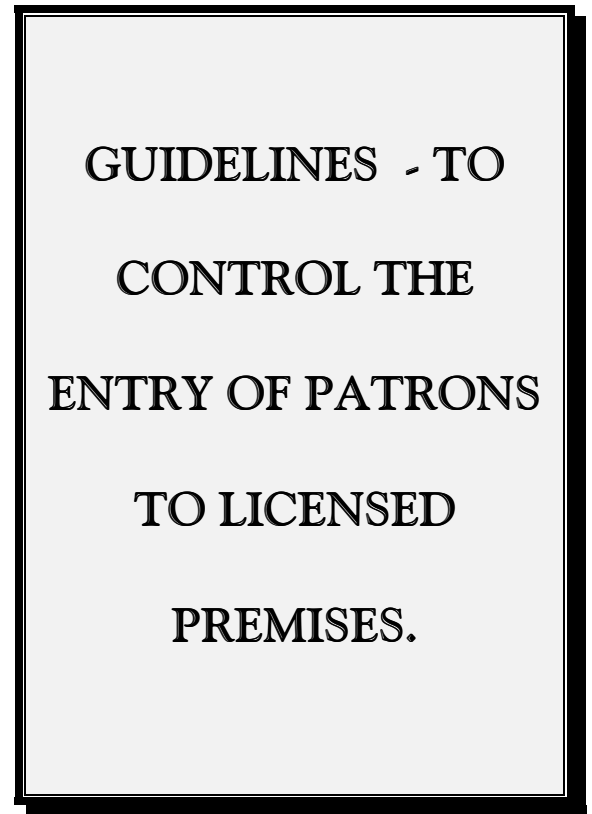
Patrons with pass-out stamps should be checked for acceptable ID on re-entry to premises.

Bar staff should not be complacent once security is checking age at the entrance to the venue. They should continue to be vigilant in observing patrons for both underage and behaviour.

Good communication should be encouraged between bar staff and security.

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