

## LIQUOR LICENSED PREMISES – SELF ASSESSMENT CHECKLIST

	Yes	No	If NO, what action is to be taken?	Action taken: When By whom
Is the liquor licence displayed in a conspicuous position on the licensed premises? <i style="color: red;">Section 54</i>				
If areas of the premises have been designated which restrict young people under 18 years of age from entering or remaining, are Restricted Area signs conspicuously displayed at each entrance to those areas? <i style="color: red;">Section 61 (b)</i>				
If areas of the premises have been designated which prohibit young people under 18 years of age from entering or remaining, are Prohibited Area signs conspicuously displayed at each entrance to those areas? <i style="color: red;">Section 61(a)</i>				
Is there a policy/procedure in place to detect, prevent and remove young people from being unlawfully on the premises?				
Is there a policy/procedure in place to prevent young people from consuming liquor or being provided with liquor on the premises?				
If an out-of-hours permit has been issued is it conspicuously displayed on the licensed premises? <i style="color: red;">Section 55</i>				
Is the out-of-hours permit regularly examined to check the hours, the expiry date and any conditions that may be imposed?				
If an interim authority has been issued is it conspicuously displayed near the main entrance of the premises? <i style="color: red;">Section 30A</i>				
Is the Responsible Serving of Alcohol (RSA) register for persons who serve liquor at the premises being maintained and kept on the premises? <i style="color: red;">Section 46A</i>				
Are copies of RSA certificates being kept on the premises? <i style="color: red;">Section 46A</i>				
If crowd controllers are employed or hired is there a procedure that can ensure that they are <b>licensed</b> crowd controllers?				

	Yes	No	If NO, what action is to be taken?	Action taken: When By whom
If crowd controllers are employed or hired is an incident book kept at the premises and maintained in accordance with section 35B of the <i>Security and Investigations Agents Act 2002</i> ?				
Has a House Policy been developed for the premises?				
Is a House Policy on display?				
Are written procedures provided to staff outlining their responsibilities in respect to responsible serving of alcohol?				
Is there a documented barring procedure in place at the premises for persons not welcome at the premises?				
Are procedures in place to minimise disturbances in the nearby neighbourhood by patrons going to or from the licensed premises?				
Are procedures in place to minimise disturbances in the nearby neighbourhood caused by activities conducted at the licensed premises?				
Are the conditions imposed on special and club licences being complied with? <i>Section 49</i>				