

Guide for Liquor Licence Holders

December 2025

Guide for liquor licence holders

Contents

Purpose	2
Getting Started	2
What to display	2
Licensed area.....	2
Authorised Hours	2
Authorised Hours - Christmas and New Year	2
Designations	3
Designation Signs	3
Liquor permits.....	3
Annual Fees.....	4
Licensee of multiple premises.....	4
Responsible Service of Alcohol - minimising harm to ensure effective control over the sale and consumption of liquor	4
Intoxication.....	4
RSA qualified staff	6
Young Persons (under 18).....	6
Managing your licence	7
Licensees.....	7
Selling liquor online	7
Changes to your licence or details	8
Change of details.....	8
Being absent from the licensed premises	8
Variation of licence conditions.....	8
Alteration to licensed premises	8
Ending your licence	9
Transfer of licence and Interim Authority	9
Surrender of licence	9
Important Information	9
Barring orders	9
Disciplinary action	10
Contact	10

Purpose

The purpose of this guide is to assist you to understand your obligations as a liquor licensee.

Non-compliance with your responsibilities and obligations may be a breach of the *Liquor Licensing Act 1990* (the Act) and may result in disciplinary action being taken against you.

A copy of the Act can be found on the [Liquor and Gaming website](#).

Getting Started

What to display

When you receive your liquor licence you must display it on the licensed premises where it is clearly visible for members of the public.

Licensed area

The red-line plan attached to the liquor licence is the licensed area. It defines the area where liquor can be sold.

Where liquor can be consumed depends upon the licence type. Your licence sets this information out.

Further information about licence types is available on the [Liquor and Gaming website](#).

Authorised Hours

The authorised hours for General, On, Off and Club licences are 5am to midnight daily. However, some licences have restricted hours imposed by the local council, so you need to be aware of your permitted trading hours.

A Special licence is authorised between certain times. The authorised hours are set out on the licence.

You are only authorised to sell liquor during the times set out on your licence.

Patrons of your premises are not permitted to be on the licensed premises outside of the authorised hours, unless they are exempt under the Act.

Authorised Hours - Christmas and New Year

The Commissioner for Licensing has authorised opening hours to be extended for premises holding General, Club, and On licences as follows:

- Christmas Eve – midnight until 2 am on Christmas Day.
- New Years Eve – midnight until 3 am on New Year's Day.

This is only authorised in conjunction with the following conditions:

1. No liquor is removed from the licensed premises during the hours specified in the extension.
2. Any conditions of an out-of-hours permit issued in respect to the General, On and Club licence premises also apply to the extended hours.

Designations

A designation is a restriction of access within a licensed premises to a person under the age of 18 years. If a designation is applied to your licence, you must ensure that a person under 18 does not enter or remain in the designated area, unless permitted to do so.

The designation may be applied between specified times. An area may have different designations applied at different times.

There are two types of designation:

PROHIBITED

An area where a person under the age of 18 years cannot enter or remain.

RESTRICTED

An area where a person under the age of 18 years cannot enter or remain except –

- to have a meal; or
- in the company of a responsible adult.

A "**responsible adult**" means a person of or above the age of 18 years who, in relation to a person under the age of 18 years (the minor), who is:

- parent, step-parent or guardian of the minor;
- the spouse or partner of the minor; or
- a person who, for the time being, has parental responsibility for the minor.

Designation Signs

Where a Designation is applied to your licensed premises, the applicable Prohibited or Restricted sign must be displayed in a clearly seen position at each entrance to any part of the licensed premises that has been designated.

Copies of the signs can be found here - [Signage | Treasury and Finance Tasmania](#)

Liquor permits

All liquor permits have an expiry date. To trade, you need a current permit in place.

Out-of-hours permit

If you trade after midnight, either for a one-off event or ongoing, you need an Out-of-hours permit. Conditions will restrict consumption to inside the premises and not allow liquor to be taken off the premises during this time. Other conditions may apply.

If you trade after 2am you will need to operate CCTV at the premises and comply with the surveillance standard, which can be found here - [Surveillance Standards](#).

Off Permit

If you hold an On or On-restaurant licence and want to sell liquor for consumption off the licensed premises such as street dining, you must hold an Off Permit.

On Permit

If you hold an Off licence, an On permit can be authorised for occasions such as tastings sold as part of a promotion.

Annual Fees

As the licensee, you must pay a licence fee every year, by 31 March. You will receive an invoice to your nominated email address.

If you fail to pay the fee by 31 March an additional amount of 10 percent of the fee will be payable.

If the fee remains unpaid, the licence may be suspended or cancelled.

Licensee of multiple premises

If you are the licensee of more than one licensed premises, you need to have plans in place to ensure you are meeting your obligations under the Act at all premises, including but not limited to ensuring the effective control over the sale and consumption of liquor and not being absent from any premises for more than 14 days without notifying the Commissioner for Licensing.

Responsible Service of Alcohol - minimising harm to ensure effective control over the sale and consumption of liquor

It is an offence to sell or serve liquor on licensed premises to a person who you believe on reasonable grounds is intoxicated. Likewise, it is an offence if persons authorised by you as licensee serve or supply liquor to an intoxicated person.

Intoxication

Not all people are affected by liquor in the same way. Factors such as the amount of liquor consumed, general state of health, gender, body weight, medications and food intake affect the rate at which a person becomes intoxicated.

Refusing service to someone who is intoxicated is a legal requirement.

If you have reasonable grounds to believe that someone is intoxicated, you must not sell or serve them liquor.

The Act provides a meaning of "intoxicated"; A person is intoxicated if –

- a) the person's speech, balance, coordination or behaviour is noticeably affected; and
- b) it is reasonable in the circumstances to believe that the affected speech, balance, coordination or behaviour is the result of the consumption of liquor or other substances.

Tips for preventing intoxication

- Have a house policy on the responsible service of alcohol.
- Ensure you and your staff are familiar with and follow your house policy.
- Provide and promote low or mid-strength alcoholic drinks and non-alcoholic drinks.
- Ensure free water is constantly and easily available for patrons.
- Provide free snack food.
- Slow service down or stop service for the patron.
- Alert other staff to a patron showing signs of intoxication.
- Do not conduct an activity or promotion that will result in patrons engaging in irresponsible, rapid or excessive consumption of liquor.

Things you could do to help assess whether someone is intoxicated

- Review the amount and type of liquor they have consumed.
- Observe their behaviour.
- Talk to them and/or their friends.
- Get a second opinion from your staff.

Tips for refusing service

- Early intervention - Take notice of the patron's behaviour before it becomes a problem. Give early warnings so the patron knows where they stand and has an opportunity to change their behaviour.
- Offer an alternative - Offer a soft drink, coffee, water.
- Deliver the message to the patron discreetly where possible - Do not give the patron an opportunity to "make a scene" as well as allowing them to "save face". Explain your concern, letting them know that their welfare, and the welfare of others is your first concern.
- Use the law as a defence - Take yourself out of the argument by letting them know that you have no choice under the law. If you need to, advise that by law they cannot be served another drink.

- Stay calm and get assistance if you need to - Ensure that you have backup from other staff if needed.
- Once you have refused service to the person notify your staff or security.
- Consider a short-term ban if necessary -You are able to impose a short-term ban where you believe it is required.

Advertising and promotion of liquor

Any advertisement of liquor must be done in a way that supports responsible service and consumption of liquor principles.

The Commissioner for Licensing is able to prohibit or restrict the advertising or promotion of liquor (or the proposed advertising or promotion) if they believe it is likely to encourage irresponsible consumption.

Further information is available on the [Liquor and Gaming website](#).

RSA qualified staff

You can only allow a person to sell or serve liquor if:

- the person has successfully completed an approved responsible service of alcohol (RSA) course;
- has been your employee for less than 3 months and is:
 - undertaking an approved RSA course; or
 - is enrolled in an approved RSA course that is scheduled to start within 3 months of commencing employment.

Approved RSA course providers are located on the [Liquor and Gaming website](#).

You must keep records of each staff member's RSA qualification on the licensed premises.

Young Persons (under 18)

Liquor must not be sold, served or supplied to a person under the age of 18 years (young person) on your licensed premises.

A young person must not consume or possess liquor on your licensed premises.

A young person must not enter or remain in a Prohibited area of your licensed premises. They must not enter or remain in a Restricted area of your licensed premises unless they are authorised to be there.

Evidence of age

Evidence of age documents are to be used to prove that a person is 18 years or older.

All proof of age documents must include a **photo** and be **current**. Acceptable documents include:

- Driver licence issued in Australia;

- Firearms licence;
- Passport; or
- A document issued by a Federal, state or territory government department that shows the holder's name, photograph and age.

Managing your licence

Licensees

All liquor licences are issued to an individual. The Act does not allow for licences to be issued to an entity or club. Therefore, the licensee is ultimately responsible for compliance with a licence.

Selling liquor online

If you hold a licence that allows the sale of liquor via the internet or other online media, you must display the liquor licence number in a prominent position on the site, as well as the notice issued by the Commissioner, as follows -

WARNING

Under the *Liquor Licensing Act 1990* it is an offence:

for liquor to be delivered to a person under the age of 18 years.

Penalty: Fine not exceeding 20 penalty units

for a person under the age of 18 years to purchase liquor.

Penalty: Fine not exceeding 20 penalty units

Evidence of age

At the time at which the agreement for sale is made, you must confirm that the prospective purchaser is at least 18 years of age.

Delivery

You must advise the person responsible for delivering the liquor in writing, that the liquor must be delivered to:

- the adult person who made the order;
- another adult who agrees to accept the order on behalf of the purchaser at the premises; or
- as instructed by the purchaser.

Delivery must not be received by a minor and a person must not order or request a person under the age of 18 years to take delivery of liquor.

Changes to your licence or details

Change of details

You must notify the Commissioner in writing within 14 days of changes to your circumstances including:

- contact details, for yourself or any associates, including name, address, phone number and/or email address;
- an associate is added or removed; and
- you or an associate is found guilty of an offence in Tasmania or any other jurisdiction.

A full list of the circumstances for which you must give notice are set out in the Section 49 Notice that you received with your licence. A copy of the Notice can be found on the [Liquor and Gaming website](#).

Being absent from the licensed premises

You must not be absent from your licensed premises for a period exceeding 14 days unless before the absence, you inform the Commissioner in writing of:

- (a) the period of time you will be absent; and
- (b) the name and address of the person who will be in charge of the premises during your absence, being a person who is 18 years of age or older.

You will remain fully responsible for the liquor licence during your absence.

Variation of licence conditions

Your business may evolve over time and the conditions on your licence may no longer be appropriate. Before you change activities, you need to apply to vary the conditions of your licence. A copy of the application form can be found on the [Liquor and Gaming website](#).

However, it is possible that the proposed changes exceed the scope of the liquor licence that was originally granted and a different licence type may be more suitable. You should contact the Liquor and Gaming Branch as soon as possible to discuss your plans so the appropriate way forward can be determined.

If you have taken over a liquor licence as part of a transfer process and the conditions don't suit your business model, this should be discussed with the Branch prior to applying for the transfer, so the appropriate way forward can be determined.

Alteration to licensed premises

If you wish to change the area of the licensed premises, for example to undertake renovations or use a different space within the premises, approval from the Commissioner is required PRIOR to any change occurring.

The Commissioner will not approve an alteration to the area of licensed premises unless he or she is satisfied that it is in the best interests of the community to do so. A copy of the two-step application form can be found on the [Liquor and Gaming website](#).

Ending your licence

Transfer of licence and Interim Authority

If you intend to sell/lease your business to another person, or you are no longer being employed at the premises, you need to be aware of your requirements to transfer the licence and also the consequences in the event the transfer application is not successful.

As the existing licensee, you must make an application to transfer the licence at least 28 days prior to the proposed change of licensee. You remain responsible as licensee until the transfer application is determined. If the transfer application is refused, the licence will remain in your name, and you will maintain all legal responsibility as licensee.

If you do not want to remain licensee during the transfer process, an application for an Interim Authority can be made. This authority will allow a person, usually the proposed licensee, to take over the licensee responsibilities until the transfer application is determined. However, if the transfer application is refused, the licence will remain in your name, and you will maintain all legal responsibility as licensee.

If payment of the liquor licence annual fee is payable whilst a transfer application is under assessment, this is a matter to be settled between the outgoing and incoming parties. The transfer application will not be finalised until the annual fee has been paid.

Surrender of licence

At any time, you may surrender your liquor licence. Notice must be given in writing to the Commissioner which includes the date the licence is to cease being in effect. There will be no authority to sell liquor at the premises after this date.

Important Information

Barring orders

A Barring order may be used to prohibit a person from **entering** or **remaining** on a licensed premises for a period of up to 6 months.

You (or person acting with your authority) or a **police officer** (acting with the authority of a senior police officer) may bar a person.

Details about Barring orders can be found on the [Liquor and Gaming website](#).

Disciplinary action

If you fail to meet your obligations as licensee, you may have committed an offence, and it may result in disciplinary action.

Disciplinary action depends on the seriousness of the non-compliance, and can mean any one or more of the following:

- the cancellation of a liquor licence or permit;
- the suspension of a liquor licence or liquor permit;
- the variation of a liquor licence or liquor permit;
- the imposition of a fine not exceeding 100 penalty units;
- the issuing of a letter of censure;

Contact

If you have any further questions, you can contact us at the Liquor and Gaming Branch by email at: licensing@treasury.tas.gov.au

Or give us a call on 03 6166 4040

Or visit the website at: [Liquor and Gaming | Treasury and Finance Tasmania](#)