

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 60</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 60</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 on the licensed premises? <i style="color: red;">Section 54A</i>				
Are copies of RSA certificates being kept on the premises? <i style="color: red;">Section 46A(2)</i>				
If crowd controllers are employed or hired, is there a procedure that can ensure that they are licensed crowd controllers?				
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?				

	Yes	No	If NO, what action is to be taken?	Action taken: When, by whom
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 coming to or going 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?				

Section 25B, 99(b)

LIQUOR AND GAMING CONTACT DETAILS

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