

Liquor Licensee Responsibilities

Fact Sheet



Holding a liquor licence comes with obligations to your customers and community. In broad terms, you must ensure alcohol is served responsibly and in accordance with the law and conditions of your licence.

What are my responsibilities?

As a Licensee, you need to:

- Know what you can and can't do with your particular licence
- Know the liquor laws and relevant codes of conduct
- Display the liquor licence and required signage for customers
- Undertake relevant staff training, e.g. Responsible Service of Alcohol course
- Make sure staff stay up to date with changes to Victoria's liquor laws
- Serve liquor responsibly and promote the responsible consumption of alcohol
- Respond to neighbourhood complaints quickly and positively
- Allow 8 weeks to get your licence. Consider applying for a temporary limited licence if required.



What if I don't comply with the liquor laws?

The way you run your business has a direct impact on the safety of your customers and the community. You have a responsibility to ensure that liquor is promoted and sold in a way that encourages responsible and appropriate drinking.

It is your responsibility to know the liquor laws, particularly around responsible service of alcohol. If there is an incident where you don't comply with these laws you can be fined and the renewal cost of your licence may be increased. Plus, you will also incur demerit points, which last for three years. If you reach a certain number of points, your licence will be suspended for a short time.

For more information on demerit points, visit www.vgccc.vic.gov.au/resources/liquor-resources/actions-and-proceedings/current-demerit-point-register

Renewing your licence every year

Licences need to be renewed by 31 December each year. The renewal fee must be paid by March 31 the following year or the licence will be suspended.

You can easily apply to renew your licence until June 30 that year. After that point it will be cancelled and can't be renewed - you will need to go through the application process again.

Displaying notices

By law, you must display A4 public posters where customers can read them around the premises. To see what posters are required for your licence or permit type, visit www.vgccc.vic.gov.au/liquor/print-my-liquor-signage

LIQUOR LICENSING LAW Liquor Control Reform Act 1998

Intoxicated? Drunk? Disorderly?

It is against the law:

- for a licensee to supply liquor to an intoxicated person
Penalty exceeds \$19,000
- for a licensee to allow a drunk or disorderly person on the premises
Penalty exceeds \$19,000
- for a drunk, violent or quarrelsome person to refuse a request to leave a licensed premises
Penalty exceeds \$8,000

 Victorian Commission for Gambling and Liquor Regulation www.vcglr.vic.gov.au 

VDGLR002018V1

LIQUOR LICENSING LAW Liquor Control Reform Act 1998

Under 18? Can you enter?

It is against the law:

- if you are under 18 to be on licensed premises:
 - without a responsible adult
 - unless you are having a meal
 - unless you are permitted by other exceptions in the Act.
- to falsely represent yourself to be over 18 years of age

Penalty exceeds \$800

Staff have the right to request ID

We accept the following ID:



 Victorian Commission for Gambling and Liquor Regulation vcglr.vic.gov.au 

VDGLR002018V1

LIQUOR LICENSING LAW Liquor Control Reform Act 1998

Under 18? No supply*


It is against the law:



- for a licensee to sell liquor to under 18s
Penalty exceeds \$19,000
- for any person to supply liquor to under 18s
Penalty exceeds \$19,000
- for under 18s to purchase, receive, possess or consume liquor
Penalty exceeds \$800

*Exemptions apply

Staff have the right to request ID

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 Victorian Commission for Gambling and Liquor Regulation www.vcglr.vic.gov.au 

VDGLR0042018V1

Offering free water

Offering free water is an important part of responsible service of alcohol as it helps patrons slow down their rate of intoxication and provides an alternative to consuming alcohol. Licensed venues that supply alcohol for consumption on-site are required to provide free drinking water to their patrons. Failure to supply free drinking water could attract substantial fines.

Special events and temporary licenses

You may hold special events at your premises such as functions (e.g. weddings, birthdays), or be part of a local festival or community event. If the special event requires you to trade outside your general or late night (general):

- specified trading hours
- licence conditions or
- red-line area,

you may need to apply for a temporary limited licence or if it is a major event (5,000 or more people), a major event licence. A temporary limited licence or major event licence is granted in addition to your general or late-night general licence and is only valid for the times, days and locations specified on the additional licence.

Find out more

If you have any questions relating to your obligations and responsibilities, call the Victorian Liquor Commission on 1300 182 457.

