

ACT: CLUB LIQUOR LICENSING REQUIREMENTS



Managing a club liquor licence or permit requires understanding and adhering to certain requirements and conditions. Most importantly, you are required to responsibly manage the sale and consumption of liquor. If you uphold the requirements of your licence or permit you can avoid excessive drinking from patrons, as well as antisocial and unsafe behaviour occurring in your club.

- A liquor licence or permit states where and when alcohol can be served and consumed.
- In the ACT, the Liquor Act 2010, Liquor Regulation 2010, and the Liquor Amendment Bill 2017 controls the sale and supply of alcohol. 'Access Canberra' – the ACT Government customer and regulatory service agency – is responsible for regulating the liquor industry.

In the ACT, there is a licence and permit available for clubs depending upon the circumstances. They both have varying requirements and responsibilities.

The licence and permit are:

- Club licence
- Non-commercial permit.¹

Your liquor licence or permit will contain all the conditions you must adhere to, however there are some general obligations you should understand.

LICENCES:

- **Responsible Service of Alcohol (RSA)** – licensee, employees and crowd controllers must complete an approved ACT RSA training course. RSA training is required to be undertaken every three years.
- **Risk-Assessment Management Plan (RAMP)** – all staff must be aware of the contents of the RAMP as it is an offence if you do not comply. The requirements outlined in a RAMP are not allowed to be changed unless an amendment is approved by the Commissioner for Fair Trading.
- **Amending a licence** – if you would like to make a change to your licence you will need to apply to amend it (e.g. a change to trading hours).
- **Record keeping** – you need to keep a record of all RSA certificates and liquor sales information, as well as an incident register.
- **Underage functions** – if you have an adults-only area you may need to apply to the Commissioner if you would like to host an underage function.
- **Responsible supply and consumption of alcohol** – an Intoxication Guideline is available to assist in determining if someone is intoxicated and the potential actions you can take to deal with the individual (see further information).
- **Harassing behaviour** – you must ensure that activities on the licensed premises do not encourage harassment, abuse or threatening/intimidating behaviour.
- **Free drinking water** – where alcohol is consumed there must be free suitable drinking water provided to members and guests.
- **Signage** – you are required to display certain signs in a prominent place at your premises (see further information).²

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PERMITS:

A permit allows for the sale of liquor at permitted times (e.g. an event).

- **Responsible Service of Alcohol (RSA)** – permit holders, people supplying liquor and crowd controllers must complete an approved ACT RSA training course. RSA training is required to be undertaken every three years.
- **Risk-Assessment Management Plan (RAMP)** – You may be required to have a RAMP. If you have a RAMP all staff must be aware of the contents, as it is an offence if you do not comply. The requirements outlined in a RAMP are not allowed to be changed unless an amendment is approved by the Commissioner for Fair Trading.
- **Record keeping** – you need to keep a record of RSA certificates and liquor sales information, as well as an incident register.
- **Free drinking water** – where alcohol is consumed there must be free suitable drinking water provided to members and guests.
- **Smoking** – all enclosed public spaces and outdoor eating or drinking places must be smoke-free.
- **Signage** – certain signs are required to be displayed in a prominent place at your premises (see further information).²

Further information:

Liquor licensing and permits

(Find relevant signage under related resources>publications)

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1654/~/liquor-licensing-and-permits#!tabs-1

Liquor Practice Manual

<https://www.accesscanberra.act.gov.au/ci/fattach/get/47245/1435552101/redirect/1/filename/Liquor+practice+manual.pdf>

Liquor Intoxication Guidelines

<https://www.legislation.act.gov.au/ni/2017-352>

Access Canberra

Ph: 13 22 81

Chat online: https://www.accesscanberra.act.gov.au/app/chat/chat_launch

<https://www.accesscanberra.act.gov.au/app/home>

References:

1. ACT Government. Liquor Act 2010: ACT legislation register; 2010.
Available from: <https://www.legislation.act.gov.au/a/2010-35/default.asp>
2. ACT Office of Regulatory Services. Liquor Practice Manual ACT: ACT Government 2011.
Available from: <https://www.accesscanberra.act.gov.au/ci/fattach/get/47245/1435552101/redirect/1/filename>