ACT: CLUB LIQUOR LICENSING REQUIREMENTS



When you're managing a club liquor licence or permit you need to understand the conditions set out in it and make sure your club complies with them.

This will ensure your club responsibly manages the sale and consumption of alcohol and you meet any legal requirements.

Your liquor licence or permit will state where and when alcohol can be sold, supplied and consumed.

When licence or permit requirements are met, the risk of excessive drinking, unsafe situations, conflict and drink driving is significantly reduced. This helps you maintain a safe and welcoming club environment.

In the Australian Capital Territory (ACT), the *Liquor Act 2010* sets out the conditions for the sale, supply and consumption of alcohol.[1] And the ACT Government customer and regulatory service agency, Access Canberra, regulates the liquor laws under the Act.[2]

CLUB LICENCE & PERMIT:

There is one licence and one permit available for ACT clubs:

- **Club licence** – allows clubs to sell alcohol in specific parts of a single premises to members and guests.[3]
- **Non-commercial permit** – allows clubs to sell alcohol at a single permitted premises during the permitted times. Non-commercial permits are only available to non-profit organisations.[4]

The licence and permit contain all the conditions clubs must adhere to and generally have varying requirements and responsibilities.

It's important for clubs to be familiar with their liquor licence or permit to make sure all conditions are being met and to keep up-to-date with any legislative changes. Non-compliance will result in an offence being committed and penalties may apply.

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LICENCE REQUIREMENTS

The following table summarises some of the key requirements that apply to clubs depending on the type of liquor licence or permit you hold.

Requirement[1]	Club licence	Non-commercial permit
Approved consumption area and hours – alcohol can only be consumed within the licensed or permit area that is approved in your club's licence or permit.	✓	✓
Responsible Service of Alcohol (RSA) – clubs are required to adhere to RSA, which details responsibilities around serving alcohol. For example, one requirement is that clubs must not supply alcohol to intoxicated individuals or people aged under 18.	✓	✓
RSA training – licensee, employees and crowd controllers must hold a current RSA certification from a registered training organisation and complete a refresher every 3 years.[3]	✓	✗
Managing intoxication – clubs may refuse entry to an intoxicated person or ask them to leave the premises. 'Liquor Intoxication Guidelines' are available to assist in determining if someone is intoxicated and the actions clubs can take.[5]	✓	✓
Minors – there are various obligations clubs need to comply with when allowing people aged under 18 on club premises (e.g. young people are in the company of an adult if in an area designated as adults-only).	✓	✓
Signage – a sign displaying the name of the licensee of the club premises must be displayed. Approved Access Canberra signage is only required to be displayed under certain conditions, such as if a club has an adults-only area or occupancy limit.[6]	✓	✗
Free drinking water – where alcohol is supplied at a club, there must be free suitable drinking water provided.[6]	✓	✓
Availability of food – clubs with a liquor licence must provide food.[6]	✓	✗
Protect neighbouring amenity – community wellbeing should be protected and enhanced through the responsible sale, supply, promotion and consumption of alcohol.	✓	✓
Changes to your liquor licence or permit – if clubs want to make variations to the liquor licence conditions (e.g. licensed area), an application can be submitted to Access Canberra.[3]	✓	✗ (clubs must lodge a new application)
Risk-Assessment Management Plan (RAMP) – clubs must provide a RAMP for the premises to the Commissioner for Fair Trading for approval when applying for a club licence or when amending the floor plan of the venue. All staff must be aware of the contents of the RAMP.[7]	✓	✗

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Administration and record keeping – there are some administrative obligations clubs must uphold, such as keeping a copy of the RAMP.[7] The licensee or permit holder must give the Commissioner for Fair Trading a written report about any incident that happens at the club.	✓	✓
Inspections – Access Canberra inspectors and ACT Policing officers can enter and inspect club premises to make sure licence or permit holders are complying with both the liquor licence/permit conditions, and the law.	✓	✓
Approved nominee – where the licence holder is not an individual, the club premises should be managed by an approved nominee. They are responsible for the day-to-day operation of the licensed premises and ensuring the club complies with its licence conditions.	✓	x

Further Information:

Liquor licence types
accesscanberra.act.gov.au/business-and-work/hospitality-liquor-and-gaming/liquor-licences#Liquor-licence-types

Access Canberra
GPO Box 158
Canberra ACT 2601
13 22 81 (Monday to Friday: 8am to 6pm; weekends and public holidays: 9am to 5pm)
accesscanberra.act.gov.au/business-and-work/hospitality-liquor-and-gaming

This resource is intended as general information for community sporting clubs and was accurate at the time it was published. Laws and regulations may change, so the information may not always be up to date.

The information provided in this resource does not constitute legal advice and should not be relied upon as such. While the Alcohol and Drug Foundation has taken reasonable care in preparing this resource, clubs are responsible for checking the accuracy of the information and seeking independent legal advice for their specific situation.

References:

1. ACT Government. *Liquor Act 2010*. [Internet]. Canberra, Australia; 2025. [cited 2026 May 20] Available from: https://www.legislation.act.gov.au/a/2010-35/.
2. Access Canberra. *About us*. [Internet]. Canberra, Australia: ACT Government; 2026. [cited 2026 May 20] Available from: https://www.accesscanberra.act.gov.au/about-us.
3. Access Canberra. *Liquor licences*. [Internet]. Canberra, Australia: ACT Government; 2026. [cited 2026 May 20] Available from: https://www.accesscanberra.act.gov.au/business-and-work/hospitality-liquor-and-gaming/liquor-licences.
4. Access Canberra. *Liquor permits*. [Internet]. Canberra, Australia: ACT Government; 2026. [cited 2026 May 20] Available from: https://www.accesscanberra.act.gov.au/business-and-work/hospitality-liquor-and-gaming/liquor-permits.
5. ACT Government. *Liquor (intoxication) guidelines 2017 (no 1)*. [Internet]. Canberra, Australia; 2017. [cited 2026 May 20] Available from: https://www.legislation.act.gov.au/ni/2017-352.
6. ACT Government. *Liquor Regulation 2010*. [Internet]. Canberra, Australia; 2025. [cited 20 May 2026] Available from: https://www.legislation.act.gov.au/sl/2010-40.
7. Access Canberra. *Guide to completing a risk-assessment management plan*. [Internet]. Canberra, Australia: ACT Government. 2026. [cited 2026 May 20] Available from: https://www.accesscanberra.act.gov.au/__data/assets/pdf_file/0003/2333244/Guide-to-completing-a-Risk-Assessment-Management-Plan.pdf.

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