

NSW: CLUB LIQUOR LICENSING REQUIREMENTS



When you're managing a club liquor licence 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 will state where and when alcohol can be sold, supplied and consumed.

When licence 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 New South Wales (NSW), the *Liquor Act 2007* sets out the conditions for the sale and supply of alcohol.¹ And the Liquor and Gaming Branch within the NSW Government is responsible for regulating the liquor laws and rules under the Act.²

CLUB LICENCES

There are three different types of licence available for NSW clubs:

- **Club licence** – allows registered clubs to sell alcohol to their members and guests for consumption on and off the premises.³
- **Limited licence:**
 - Single function: allows a not-for-profit organisation, like a sports club or community group, to sell alcohol for consumption during a single event.⁴
 - Multi-function: allows not-for-profit organisations, like a sports club or community group, to sell alcohol for consumption at up to 52 functions a year.⁵
- **On-premises licence (surf clubs)** – allows a surf club to sell alcohol at functions and social events, as well as permitting clubs to hire out their premises and sell alcohol at those events.⁶

The individual liquor licences 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 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 you hold. Further information:

Requirement ¹	Club licence	Limited licence	On-premises licence (surf clubs)
Approved consumption area and hours – alcohol can only be consumed within the licensed area (or approved premises plan) that is approved within 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 – the licensee, and the staff who sell, serve or supply alcohol must hold a current RSA certification from an approved training provider, as well as hold a valid NSW competency card. Staff must complete an RSA refresher every 5 years. ³	✓	✓	✓
Managing intoxication – intoxicated people must not be allowed on the club premises.	✓	✓	✓
Minors – there are various obligations clubs need to comply with when allowing people aged under 18 on club premises (e.g. young people must be in the company of an adult when in the bar area). The licensee must be on site to supervise people under 18 who are attending a function under a limited licence. ⁶	✓	✓	✓
Signage – all premises licensed to sell alcohol are required to display mandatory signage. To understand signage and compliance requirements, there is a compliance self-audit checklist available online. ⁷	✓	✓	✓
Free drinking water – where alcohol is supplied at a club, there must be free suitable drinking water provided to members and guests. ⁸	✓	✓	✓
Availability of food – food of a nature and quantity consistent with the responsible sale, supply and service of alcohol must be available whenever alcohol is sold. ^{4, 6}	x	✓	✓
Protect neighbouring amenity – reasonable steps are required to make sure there is minimal disturbance to the neighbourhood in which the club is located.	✓	✓	✓

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Changes to your liquor licence – if clubs want to make variations to the liquor licence conditions (e.g. changes to licensed area or trading hours), an application can be submitted to Liquor & Gaming NSW. ⁹	✓	✓	✓
Administration and record keeping – there are some administrative obligations clubs must uphold, such as keeping a copy of the approved premises plan, or advising Liquor and Gaming NSW of changes to the club secretary.	✓	✓	✓
Inspections – Liquor and Gaming NSW inspectors and the NSW Police Force can enter and inspect club premises to make sure licence holders are complying with both the liquor licence/permit conditions, and the law.	✓	✓	✓
Approved manager – where a club licence is held by a corporation, the club premises must be managed by an approved manager (e.g. club secretary). They oversee the day to day operation of the premises and compliance with all licence conditions, while the licensee remains ultimately responsible.	✓	✓	✓
Notification of proposed function – clubs are required to give your local police at least 14 days' notice of your proposed function. Submit your notice via Services NSW . ¹⁰	x	✓	x

LIQUOR LICENCE EXEMPTION

You may be eligible to sell liquor at up to six fundraising functions without holding a liquor licence, this is known as a liquor licence exemption. You can find out if your club is eligible online (see 'further information' below).¹¹

Further information:

Liquor licence by business type

nsw.gov.au/business-and-economy/liquor-and-gaming/liquor-licensing/licence-types

Club licence forms

nsw.gov.au/business-and-economy/liquor-and-gaming/liquor-licensing/resources/club-licence-forms

Liquor licence exemption for not-for-profit organisations

nsw.gov.au/business-and-economy/liquor-and-gaming/liquor-licensing/licence-types/exemption-nfps

Signs for licensed businesses to sell liquor

nsw.gov.au/business-and-economy/liquor-and-gaming/liquor-licensing/licence-responsibilities/signs-for-your-business

Liquor and Gaming NSW

GPO Box 7060, Sydney NSW 2001
1300 024 720 (Monday to Friday: 9am-4pm)
contact.us@liquorandgaming.nsw.gov.au
liquorandgaming.nsw.gov.au

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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. NSW Government. *Liquor Act 2007 No 90*. [Internet]. Sydney, Australia; 2026. [cited 2026 May 20] Available from: <https://legislation.nsw.gov.au/view/whole/html/inforce/current/act-2007-090>.
2. Liquor & Gaming NSW. *What we do at Liquor & Gaming NSW*. [Internet]. Sydney, Australia: NSW Government; 2026. [cited 2026 May 20] Available from: <https://www.nsw.gov.au/departments-and-agencies/dciths/liquor-gaming-nsw/what-we-do>.
3. Liquor & Gaming NSW. *Club - liquor licence*. [Internet]. Sydney, Australia: NSW Government; 2026. [cited 2026 May 20] Available from: <https://www.nsw.gov.au/business-and-economy/liquor-and-gaming/liquor-licensing/licence-types/club>.
4. Liquor & Gaming NSW. *Limited liquor licence – Single function*. [Internet]. Sydney, Australia: NSW Government; 2026. [cited 2026 May 20] Available from: <https://www.nsw.gov.au/business-and-economy/liquor-and-gaming/liquor-licensing/licence-types/single-function>.
5. Liquor & Gaming NSW. *Limited liquor licence – Multiple functions*. [Internet]. Sydney, Australia: NSW Government; 2026. [cited 2026 May 20] Available from: <https://www.nsw.gov.au/business-and-economy/liquor-and-gaming/liquor-licensing/licence-types/multiple-functions>.
6. Liquor & Gaming NSW. *Liquor licences for surf clubs*. [Internet]. Sydney, Australia: NSW Government; 2026. [cited 2026 May 20] Available from: <https://www.nsw.gov.au/business-and-economy/liquor-and-gaming/liquor-licensing/licence-types/surf-clubs>.
7. Liquor & Gaming NSW. *Signs for licensed businesses to sell liquor and manage gaming machines*. [Internet]. Sydney, Australia: NSW Government; 2026. [cited 2026 May 21] Available from: <https://www.nsw.gov.au/business-and-economy/liquor-and-gaming/liquor-licensing/licence-responsibilities/signs-for-your-business>.
8. NSW Government. *Liquor regulation 2018*. [Internet]. Sydney, Australia; 2026. [cited 2026 May 21] Available from: <https://legislation.nsw.gov.au/view/whole/html/inforce/current/sl-2018-0473#sec.85>.
9. Liquor & Gaming NSW. *Manage, modify or move your liquor licence*. [Internet]. Sydney, Australia: NSW Government; 2026. [cited 2026 May 20] Available from: <https://www.nsw.gov.au/business-and-economy/liquor-and-gaming/liquor-licensing/apply-manage/modify-manage>.
10. Service NSW. *Submit a limited liquor licence functions notification*. [Internet]. Sydney, Australia: NSW Government; 2025. [cited 2026 May 20] Available from: <https://www.service.nsw.gov.au/transaction/submit-a-limited-liquor-licence-functions-notification>.
11. Liquor & Gaming NSW. *Liquor licence exemption for not for profit organisations*. [Internet]. Sydney, Australia: NSW Government; 2026. [cited 2026 May 27] Available from: <https://www.nsw.gov.au/business-and-economy/liquor-and-gaming/liquor-licensing/licence-types/exemption-nfps>.

Updated: June 2026