SA: 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 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 South Australia (SA), *The Liquor Licensing Act 1997* sets out the conditions for the sale, supply and consumption of alcohol.[1] And the Consumer and Business Services (CBS) division of the SA Government regulates the liquor laws under the Act.[2]

CLUB LICENCES:

There are two types of liquor licences available for SA clubs:

- **Club liquor licence** – available for sporting clubs who intend to supply or sell alcohol on their premises.
  - A club may obtain optional additions to their liquor licence, such as an *endorsement* or approval to sell take away alcohol.
  - Endorsement: A club may obtain an endorsement on its licence for events held on a site that is used for club activities, but which is outside the licensed area. For example, a football club may be licensed to sell liquor in their club room but wants to also sell liquor on the grounds on game days. Rather than apply for a short-term liquor licence for each game day, instead they can apply for an ongoing club event endorsement.[3]
- **Short term liquor licence** – suits a one-off event or function where the intention is for alcohol to be sold, supplied or consumed. Each event will be placed into a class (1, 2 or 3) depending on the size and type of event. Each class has conditions on things like trading hours and the maximum number of people attending.[4]
  - For clubs intending on holding regular or recurring events or functions, a short term (5 year) liquor licence is available.[5]

The individual liquor licences contain all the conditions clubs must adhere to and generally have varying requirements and responsibilities, depending on the type of licence.

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 they hold.

Requirement[1]	Club liquor licence	Short term liquor licence
Approved consumption area and hours – alcohol can only be consumed within the licensed area and only during the trading hours approved on the club's licence.	✓	✓
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 – all staff and security personnel must have completed an approved RSA training course within 3 months of being employed. RSA certifications remain valid, but refresher training is recommended.[6]	✓	✗
Managing intoxication – clubs may refuse entry to an intoxicated person or ask them to leave the premises. 'Intoxication Guidelines' are available to assist in determining if someone is intoxicated and the actions clubs can take.[7]	✓	✓
Minors – there are various obligations clubs need to comply with when allowing people aged under 18 on club premises (e.g. young people are not allowed in any area of the licensed premises that is out of bounds to minors).[6]	✓	✓
Signage – a club's liquor licence must be displayed at, or near, the front entrance of your premises. Signage or posters relevant to your licence, such as underage drinking notices, are required to be displayed in a place where people can read the conditions.[8]	✓	✓
Free drinking water – where alcohol is supplied at a club, there must be free suitable drinking water provided to members and guests.[6]	✓	✓
Non-alcoholic options – ensure that at least one non-alcoholic beverage (other than water) is available for purchase at a price that does not exceed the price of the least expensive alcoholic beverage available for purchase.[6]	✓	✓
Protect neighbouring amenity – reasonable steps are required to make sure there is minimal disturbance to the people who live and work in the area surrounding the club, and to ensure public order and safety.[9]	✓	✓
Changes to your liquor licence – if you want to make changes to your liquor licence (e.g. changes to licensed area or trading hours), you must submit an application to CBS.	✓	✗

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Risk Assessment and Management Plan – all liquor licence holders must have a management plan that you will need to provide to CBS upon request.[10]	✓	✓ (Required only for Class 3 events)
Administration and record keeping – there are administrative obligations clubs must uphold, such as notifying CBS of any changes to the contact details of the licensee.	✓	✓
Inspections – CBS inspectors and South Australia Police can enter and inspect club premises to make sure licence holders are complying with both the liquor licence/permit conditions, and the law.	✓	✓
Responsible persons – an approved responsible person needs to be at the premises to supervise whenever you are open for trade. You can apply for an exemption from this requirement if you can prove that it will not compromise the responsible service and consumption of liquor. Applications for an exemption need to be lodged with CBS.[11]	✓	✓ (Required only for Class 3 events)
Codes of practice – clubs must comply with the General Code of Practice to sell or supply alcohol for consumption, or operate a licensed premises.[6] The Code of Practice aims to encourage responsible attitudes towards alcohol and minimise alcohol-related harms. The Late Night Trading Code of Practice applies to venues that trade past 2am.[12]	✓	✓

Further information:

Club liquor licence

sa.gov.au/topics/business-and-trade/liquor/apply/club

Short term liquor licence

sa.gov.au/topics/business-and-trade/liquor/apply/short-term

Consumer and Business Services: Liquor, Gambling & Lotteries
GPO Box 1719
Adelaide SA 5001
13 18 82 (Monday to Friday: 9am to 4:30pm)
liquorandgaming@sa.gov.au
cbs.sa.gov.au/liquor-gambling-lotteries

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.

SA: CLUB LIQUOR LICENSING REQUIREMENTS

References:

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