

Our Club

Licensee responsibilities



Licensed areas

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Licensed areas

Overview

Introduction

This section contains information about the areas within a club where alcohol can be served and consumed. These areas are known as licensed areas.

It includes:

- what a red-line plan is
- your obligations
- steps to take if your existing red-line plan requires modifications.

Resources

If you require additional information to what is provided in this section, please call the VCGLR on 1300 182 457.

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General obligations

Introduction

As a committee member of a club, you have certain obligations associated with your club's liquor licence.

See: 'General obligations' (section 3 page 7).

The red-line plan and your obligations

What is a red-line plan?

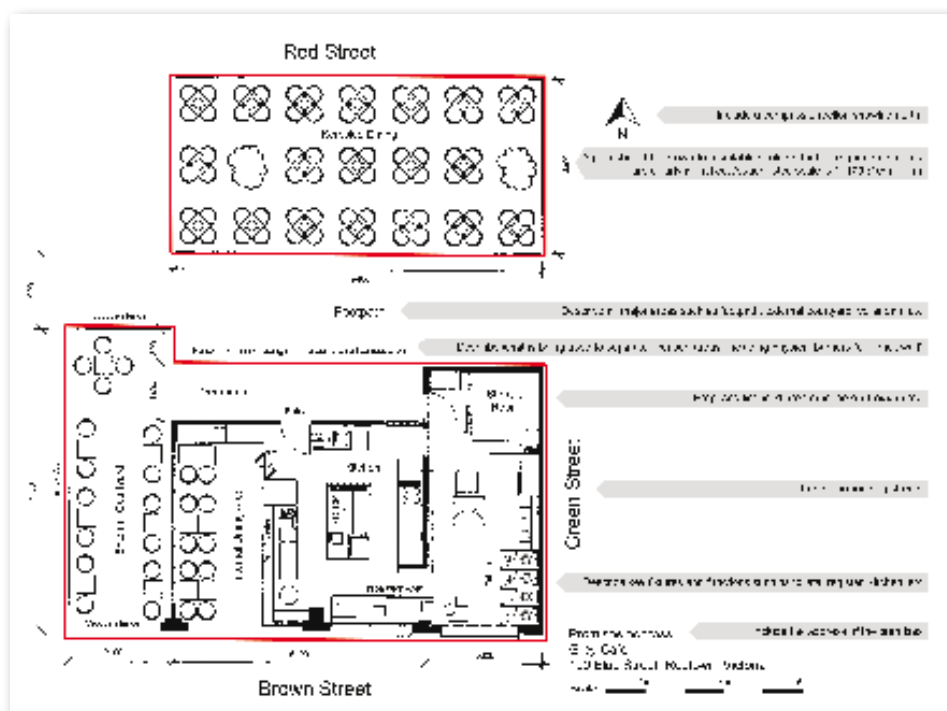
The red-line plan is important as it shows:

- where alcohol can be consumed by members, guests and visitors while on the club premises
- point of sale (Renewable Limited Licence, with a booth)
- where discounts can be supplied to members for them to take away (for full club licences only).

Your club was required to submit a red-line plan with its original liquor licence application for approval by the VCGLR.

Example

The following diagram is an example of a red-line plan in which a red line is drawn around the licensed areas.



The red-line plan and your obligations continued

Your legal obligations

It is your club's obligation under the *Liquor Control Reform Act 1998* (the Act) to:

- always have a copy of the red-line plan at your premises
- produce it if requested by Victoria Police or a VCGLR inspector.

If you get a visit from Victoria Police or a VCGLR inspector, it is likely that they will ask for a copy of your plan and will check that you are operating within the red line.

It is therefore important that all staff and committee members know at all times where the red-line plan is kept.

Tip: Laminate your club's red-line plan and display it in a prominent location and ensure that all committee members, staff, club members and guests can see where the licensed areas are.

Other recommendations

The following actions are strongly recommended:

a) Do not make assumptions.

Ensure all staff and committee members are aware of areas that **do** and **do not** form part of your red-line plan.

This is because in most cases only club rooms are covered under the licensed area. Outdoor areas such as verandas or places where members can view the game or smoke, are often not licensed areas.

b) Display your red-line plan and signs such as *Warning: No Alcohol Past This Point* to assist with obtaining compliance from members, guests and visitors.

See: 'Warning: No Alcohol Past This Point' sign at the end of this section.

Modifying your red-line plan

When is the club required to submit a new red-line plan?

If your club is going to apply for a variation to your licence (for example, due to renovations), a transfer or relocation, you may need to submit a new version of your red-line plan. A new version of your red-line plan will need to be submitted if you are making any changes to the licensed areas, that is the areas within the red line.

In addition, the VCGLR may at any time request that a licensee prepare a plan and submit that plan for certification in accordance with the Act.

See: 'Further information' section of this resource kit for details on submitting a new liquor licence or making variations to an existing licence.

What are the requirements for the red-line plan?

If submitting a new plan, the VCGLR has specified that it must contain the following elements:

- be of a scale of 1:100 (1cm = 1m)
- be on at least A4 size paper (graph paper is not acceptable)
- be drawn in ink and be neat and legible
- include the premises address
- include a compass point showing north and names of the surrounding streets
- define the boundaries of the property
- outline the proposed licensed area(s) in red
- outline in red areas to be authorised, such as the footpath
- show measurements of areas to be licensed, including authorised areas
- show the basic functions or fixtures, for example, bar and dining area/ kitchen area or, in the case of a packaged liquor outlet, shelf areas where alcohol is displayed and the cash register is located.

If your plan does not meet these requirements, you will be asked to resubmit it.

Four copies of the new plan must be submitted to the VCGLR.

Check your understanding – licensed areas

Checkpoint

It's time to check your understanding of what has been covered so far. Please complete the questions below and check your answers against the answers provided at the end of this section of the resource kit.

Questions

1. If a red line is drawn around an area on a plan of a licensed premises, what does it mean?

2. In the red-line plan example provided in this section, a member can consume alcohol in the bench seating.

True ☐ False ☐

3. You do not need to provide Victorian Police or a VCGLR inspector with your red-line plan if they visit your premises.

True ☐ False ☐

4. Can verandas be part of your licensed area?

Yes ☐ No ☐

Summary

Tips

- Laminate the red-line plan and display it in a prominent location.
 - Display *Warning No Alcohol Past This Point* signs in appropriate locations to indicate the areas that fall outside the red line.
 - Ensure all staff and committee members are aware of the licensed areas that alcohol can be served and consumed within, according to the red-line plan.
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Lost?

If at any stage you need to request a copy of your red-line plan, you can call the VCGLR on 1300 182 457 or download via your liquor portal account.

Check your understanding answers

Licensed areas

1. If a red line is drawn around an area on a plan of a licensed premises, what does it mean?

The red line shows the areas where alcohol can be:

- consumed by members, guests and visitors whilst on the club premises
- supplied to members for them to take away (for full club licences only).

2. In the red-line plan example provided in this section, a member can consume alcohol in the bench seating.

True, as the red line encompasses the bench seating.

3. You do not need to provide Victoria Police or a VCGLR inspector with your red-line plan if they visit your premises.

False, under the *Liquor Control Reform Act 1998* you need to provide a copy of the red-line plan to the police or a VCGLR inspector if requested.

4. Can verandas be part of your licensed area?

Yes, verandas may be part of your licensed areas if they are within the boundaries of the red lines in the plan.

Checklist – licensed areas

Checklist

Use the following checklist to assist you with meeting your obligations and maintaining your red-line plan.

- ☐ Check that you have your approved red-line plan in a safe and easily accessible location (or displayed).
 - ☐ Check that all staff and committee members of your club:
 - ☐ know where the red-line plan is kept
 - ☐ understand where the licensed areas are in accordance with the red-line plan.
 - ☐ If you need to submit a revised plan:
 - ☐ check that it contains the elements included in this section
 - ☐ submit four copies to the VCGLR.
 - ☐ Display warning signs if required.
- See:** 'Warning: No Alcohol Past This Point' sign at the end of this section.

WARNING

No alcohol past this point

