

# Licensee Q&A

The following checklist has been created to help you and your staff understand liquor licence requirements. Use this checklist as a guide for staff briefings and regular reminders.

	Yes	No	Maybe
Is your liquor licence located in a place where customers and staff can read it?			
Do you and your staff understand the conditions listed on your licence? E.g. patron capacity, trading hours etc.			
Do you have the right signage displayed where customers and staff can read it?			
Do you have a folder for all your important documents ready for an inspection?			
Do your staff know where this folder is and why you need to have it?			
Is there a copy of your red line plan in your folder?			
Do your staff know about your red line plan and what it means?			
Are your staff required to be RSA trained?			
Is their RSA training up to date?			
Do they have a copy of their RSA certificate?			
Are minors allowed in or on your premises?			
Does your advertising encourage rapid consumption of alcohol?			
Are you aware of the 30-minute grace period allowed after trading hours have finished?			
Is an intoxicated person allowed in or on your premises?			
Is a drunk allowed in or on your premises?			
You have the power to request a troublesome patron to leave your venue. Can you call the police if they refuse to leave?			
Do you have an incident book to record any incidents?			
Do you provide free drinking water?			
Do you and your staff know what is an acceptable form of ID in Victoria?			
Do you know about your local liquor forum?			
Do you subscribe to the VCGLR Newsletter?			
Are you registered on the VCGLR Liquor Portal?			

