



Victorian Commission for Gambling and Liquor Regulation

Liquor Licensing Fact Sheet

Residents' registers on licensed premises

A residents' register must be kept on licensed premises where accommodation is provided by holders of a general licence, a late night (general) licence, an on-premises licence, or a late night (on-premises) licence.

When is a residents' register required to be kept?

A licensee under a general licence or an on-premises licence, relating to licensed premises where accommodation is provided, must keep a residents' register.

The licensee must keep the register on the licensed premises.

What form should a register take?

The Victorian Commission for Gambling and Liquor Regulation has specified a register should be held in the following form being either:

- a computerised database immediately retrievable in a hard copy format
- a computerised spreadsheet immediately retrievable in a hard copy format
- a registration card index
- a bound hand written register.

What information needs to be included in the register?

The Victorian Commission for Gambling and Liquor Regulation has determined a register should contain the following information:

- the name of the resident
- the residential address of the resident
- the room number of the room occupied by the resident
- the check in and check out date
- It is an offence to make or allow false or misleading entries in a register.

Who can inspect the register?

The licensee must produce for inspection the register if requested to do so by a Compliance Inspector or other authorised persons.

Failure to comply with each of these requirements carries a fine in excess of \$1,000.

This publication avoids the use of legal language. Information about the law may have been summarised or expressed in general statements. This information should not be relied upon as a substitute for professional legal advice or reference to the actual legislation. Authorised by the Victorian Government.