



# Be Inspection Ready

## Late night licence checklist

A VCGLR inspector can show up at your venue at any time without notice. Be sure you are ready for an inspection at any time with our handy checklist.

### You must ensure:

all staff are aware of what a liquor inspection is and where the required documents are kept on your licensed premises

your current liquor licence is on display and visible to patrons

required signage for your licence type is on display and visible to patrons

your VCGLR approved red line plan is kept on the premises in a location that can be accessed by all staff

a copy of RSA certificates for the licensee or responsible person and all staff are kept on premises in a location that can be accessed by all staff

all staff have access to the CCTV system and know how to work it.

For additional information please turn over.



Victorian Commission for  
Gambling and Liquor Regulation



# What to expect during a VCGLR liquor inspection for a late-night licence

A VCGLR inspector can conduct an inspection with or without the venue manager on site. All staff are expected to understand what is involved in a liquor inspection and be prepared to provide the inspector with the required documents upon request.

1. An inspection for a late-night licence starts before entering the venue. An inspector will check that the correct number of security guards are present and a proof of age process is in place.
2. The inspector will observe how crowds and any queues are being managed and look at the general amenity of the area outside the venue. This includes any bottles and rubbish in the surrounding area and noise from inside and outside the premises. Inspectors will also monitor the level of care provided for patrons leaving the venue.
3. Inspectors will introduce themselves to security and enter the premises. The inspector will locate the person in charge at the time.
4. The inspector will check your current liquor licence and ensure this is on display in a place that is visible to your patrons. The inspector will look at the conditions of the licence and check that the licensee listed on the licence is still correct. The inspector will go through each condition listed on the liquor licence and check compliance for each of these.
5. The inspector will check the required signage for your licence type is on display and visible to patrons.
6. It is a legal requirement that licensed venues keep a copy of the red line plan on premises always. The inspector will ask to see this plan and check that liquor is only being served within the area marked on it. A red line plan will only be accepted if it has the VCGLR stamp showing it is the approved copy.
7. Inspectors will ask to see the RSA certificates for staff on duty and for the licensee. If the licensee is a company, the responsible person listed on the licence must have a current RSA certificate. The licensee or responsible person must have an up to date RSA certificate whether they work at the venue or not.
8. Inspectors will conduct a walkthrough. An inspector will be looking for intoxicated patrons being served alcohol, drunk patrons, minors on premises, patron capacity and any other behaviour that may raise concern. An inspector will also look for any fire hazards such as blocked fire exits.
9. If the licence has conditions around CCTV, inspectors will ask to view this. It is important that all managers and staff can operate the CCTV system. A breach may be recorded if staff are unable to operate and show the system is working during an inspection.
10. An inspector will always talk with the person in charge once they have finished an inspection. The inspector will discuss any findings, what this means and the next steps. The inspector will then depart the premises.