

Include approved gaming premises and transfer an existing liquor licence

This kit contains the form and related materials required to apply to:

- include gaming premises on a venue operator's licence, and
- transfer a liquor licence.

Items

1. Useful information
2. Lodgement checklist
3. Application form – include approved gaming premises and transfer liquor licence
4. Application fees
5. Companion guide:
 - 'Training for licence applicants' fact sheet
 - 'Plans of licensed premises' fact sheet
 - 'Maximum patron capacity' fact sheet

Need help?

For more information on how to apply for a gambling licence or permit:

- visit the Victorian Gambling and Casino Control Commission (VGCCC) website at vgccc.vic.gov.au
- telephone the VGCCC on 1300 599 759
- email the VGCCC at contact@vgccc.vic.gov.au

Privacy policy

The VGCCC is committed to responsible and fair handling of personal information consistent with the *Privacy and Data Protection Act 2014* and its obligations under the *Gambling Regulation Act 2003* (the Act).

Confidentiality provisions

Information provided in your application must not be disclosed by the VGCCC or its staff to someone else, except for the purposes stated in Part 1, Division 6 of Chapter 10 of the Act. Go to vgccc.vic.gov.au to access this Act.

Useful information

Include approved gaming premises and transfer an existing liquor licence

Who may apply?

To apply, you must either hold a venue operator's licence, or have lodged an application for a 'Venue operator's licence – Company or incorporated association' which is yet to be determined by the Victorian Commission for Gambling and Liquor Regulation (VCGLR).

Note: A venue operator's licence cannot be transferred under the *Gambling Regulation Act 2003*.

By lodging this form, you will be applying to operate an existing approved gaming premises and liquor licence, by applying to:

- i) include approved gaming premises on venue operator's licence, under section 3.4.17 of the *Gambling Regulation Act 2003*, and
- ii) transfer liquor licence under section 32 of the *Liquor Control Reform Act 1998*.

Or, will apply to start operating newly approved gaming premises by applying to include approved gaming premises on venue operator's licence, under section 3.4.17 of the *Gambling Regulation Act 2003*.

Giving false and misleading information

It is an offence to provide false or misleading information in respect of an application under the *Gambling Regulation Act 2003* and the *Liquor Control Reform Act 1998*. The penalty for such an offence is 60 penalty units, and may also result in disciplinary action.

Demerit points

The VCGLR records demerit points against a licence where there has been a non-compliance incident in respect of the licensed premises. Demerit points apply to the licence for a period of three years from the date on which the demerit point is recorded against the licence. For more information relating to demerit points, please refer to the VCGLR website.

Red-line plan

Please ensure you have sighted the current red-line plan, which is a defined area where liquor can be supplied and/or consumed. If you have not sighted the red-line plan, please contact the VCGLR and a red-line plan can be emailed to you at no charge. If you intend to alter the red-line area (i.e. by extending or incorporating new areas), a separate variation application will need to be lodged.

Settlement letter (required after lodgement)

A letter confirming that settlement of the sale of the business and sale of freehold or transfer of lease (as applicable) has occurred. The applicant cannot trade until such a time as their name appears on the liquor licence and the gaming premises has been included on the applicant's venue operator's licence.

Lodgement checklist

Include approved gaming premises and an existing liquor licence

This checklist details the documents required to accompany the lodgement of your application form. Supplying these documents with your application will allow the VCGLR to commence assessment of your application and can reduce processing time. Your application may be returned if not all of the following forms/documents are submitted:

- | | |
|---|--|
| <input type="checkbox"/> Complete application form
Every question on the application form has been answered. | <input type="checkbox"/> Nominee for venue operator's licence: Nominee application or a 'Section 3.4.14 nomination form' (see Question 9) |
| <input type="checkbox"/> Prescribed application fees
Credit card authorisation completed or two cheques are attached for the prescribed fees. | <input type="checkbox"/> Nominee for liquor licence: Questionnaire(s) (see Question 9)
A person proposed to be the nominee for the liquor licence, who is not the nominee for the venue operator licence, must complete and submit a 'Questionnaire form'. |
| <input type="checkbox"/> Business name certificate from the Australian Securities and Investment Commission (ASIC) (see Question 4) | <input type="checkbox"/> Agreement/contract to manage the gaming machine operations (see Question 10) |
| <input type="checkbox"/> Purchase freehold agreement (see Question 6) | <input type="checkbox"/> Copy of new entrant training documentation for all required persons (see Question 12) including evidence of completion of an approved RSA course
Please refer to the 'Training for licence applicants' fact sheet. |
| <input type="checkbox"/> Lease agreement (see Question 6) | <input type="checkbox"/> Maximum patron capacity documentation
Please refer to the 'Maximum patron capacity' fact sheet. |
| <input type="checkbox"/> Purchase business agreement (see Question 7) | <input type="checkbox"/> A copy of report from a registered building surveyor. |
| <input type="checkbox"/> Documentation of source of funds (see Question 7) | <input type="checkbox"/> A copy of occupancy permit. |
| <input type="checkbox"/> A copy of payment receipt(s) for deposit(s) is attached. | <input type="checkbox"/> Four copies of the plan or drawing of the premises
Please refer to the 'Plans of licensed premises' fact sheet. |
| <input type="checkbox"/> A copy of loan agreement(s) is attached. | |
| <input type="checkbox"/> A copy of contract(s) for sale of assets is attached. | |
| <input type="checkbox"/> Associated entity and associated individual application forms (see Question 8 and 10) | |

How to lodge this form

Post

Victorian Gambling and
Casino Control Commission
GPO Box 1988
Melbourne
Victoria 3001

Email

contact@vgccc.vic.gov.au

Or deliver in person

Level 4, 12 Shelley Street
Richmond Victoria 3121

What happens next

If your application is accepted, you will be emailed or sent an acknowledgement letter. This will confirm that the VCGLR has received your application and outline any further information required and the date by which it must be submitted. Once the VCGLR has received all required information and documents, your application will be determined. You will be advised of the outcome in writing.

Include approved gaming premises and transfer an existing liquor licence

Gambling Regulation Act 2003
Liquor Control Reform Act 1998

OFFICE USE ONLY

04/16

Date rec'd / /

Receipt no. _____

File no. _____

1. Applicant details

Name of applicant

ABN/ACN

Contact name

Daytime telephone number

Mobile telephone number

Postal address for service of documents

Postcode

Email address

2. Premises details

Liquor licence number

Premises approved number

Trading name of licensed premises

Address of licensed premises

Postcode

3. Vendor details

Name of the vendor

4. Business trading name details

Will you be proposing a new business name?

☐ YES – please provide the new name below☐ NO

Please write the new name as it appears on the certificate of registration of business name. To register your business name, go to the Australian Securities and Investment Commission (ASIC) website for further information.

If you are not proposing a new business name, has the transfer of business name commenced?

☐ YES☐ NO – go to the ASIC website for further information.**5. Transfer of gaming machine entitlements**

To operate gaming machines at the approved gaming premises, the applicant must hold gaming machine entitlements with geographic area condition that is the same as the approved gaming premises.

Does the applicant currently hold sufficient gaming machine entitlements to conduct gaming at the approved gaming premises?

☐ YES☐ NO

If No, the applicant must acquire gaming machine entitlements held by another venue operator. To do so, the venue operator intending to sell gaming machine entitlements must lodge an application to transfer gaming machine entitlements in the venue operator portal on the VCGLR website. The application to transfer gaming machine entitlements must be approved for the application to include gaming premises and transfer liquor licence to be approved by the Commission.

6. Right to occupy

Is the applicant the owner of the premises?

☐ YES☐ NO

If no, will the applicant purchase the freehold?

☐ YES – the applicant must provide an executed copy of purchase freehold agreement with this application.

☐ NO – the applicant must provide a copy of draft lease agreement or transfer of lease agreement (as applicable) with this application and complete the following

Owner of licensed premises

Address

Details of the transferee's relationship to the owner of the premises (e.g. landlord, holding company)

Note that agreements between the applicant and the owner of the premises whereby payment is calculated by reference to gaming machine revenue is prohibited and are void under the *Gambling Regulation Act 2003*.

Further details have been provided as an attachment

☐ YES

☐ NO

7. Terms of purchase of premises

Applicants must provide an executed copy of the sale and purchase agreement for the business and documentation of sources of funds (loan agreements, copy of contracts for sale of assets and payment receipts for deposits) with this application. Provide the anticipated date of settlement date (if not stated in agreement)

Summarise the sources of funding for payments for the premises and freehold (if applicable) below

Payments	Source of funds
Deposit(i)	Source: Amount: \$.....
Deposit(ii)	Source: Amount: \$.....
Balance	Source: Amount: \$.....
Balance(ii)	Source: Amount: \$.....
Balance(iii)	Source: Amount: \$.....

Other than financial consideration, provide an explanation of any other conditions required for completion of the purchase of premises.

Further details have been provided as an attachment

☐ YES ☐ NO

8. Changes to associates

The applicant must notify the VCGLR of all changes to associates.

Have there been any changes to the associates of the applicant?

☐ YES – the applicant must disclose details of changes to associates and must lodge associated individual and associated entity forms for all new associates with this application.

☐ NO

9. Nominee(s)

Approved gaming premises

A venue operator **must** nominate a nominee for each approved gaming premises within 60 days of the approved gaming premises being included on the venue operator's licence.

Name of proposed nominee

Does the proposed nominee for approved gaming premises currently have approval from the VCGLR to act as nominee of the venue operator making this application?

☐ YES – the proposed nominee must complete and submit a 'Section 3.4.14 nomination' form (available upon request from the VCGLR).

☐ NO – the proposed nominee must complete and submit the 'Request for approval of a nominee of a venue operator' form.

Liquor licence

A liquor licensee may apply for the approval of a person as a nominee of the liquor licensee.

Name of the proposed nominee (if applicable)

If the applicant intends to nominate a person as a nominee for the liquor licence who is not the nominee for the venue operator's licence, the proposed nominee must complete and submit a 'Questionnaire form' (available upon request from the VCGLR).

The liquor licence nominee must complete a new entrant training program and evidence must be provided.

10. Proposed management of approved gaming premises

Will there be a management agreement/contract to manage gaming machine operations at the approved gaming premises?

☐ YES – the applicant must provide a copy of the proposed management agreement/contract, associated entity and associated individual applications with this application form.

☐ NO

Note that agreements between the applicant and managers of gaming machine operations whereby payment is calculated by reference to gaming machine revenue is prohibited and are void under the *Gambling Regulation Act 2003*.

Further details have been provided as an attachment

☐ YES ☐ NO

11. Proposed person in management of liquor licensed premises

The applicant must identify the person in management or control of the premises who will run the day-to-day operation of the business in relation to the liquor licence.

Is this person the same as the proposed nominee in respect of the liquor licence identified above?

☐ YES

☐ NO – please provide details of the person below.

Name of proposed person in management or control of premises

Daytime telephone number/ mobile telephone number

The person who will be in management and control of the licensed premises must complete the Responsible Service of Alcohol (RSA) training program and evidence must be provided.

12. Mandatory training - new entrant training and Responsible Service Alcohol (RSA) training

For more information on the required training, please see the 'Training for licence applicants' fact sheet.

Have all required person(s) completed an approved new entrant training course?

☐ YES – please attach a copy of your certificate of course completion

☐ NO – certificate of course completion must be attached or application form may be returned

The person in management or control of the premises (identified at Question 11) must have completed an approved RSA training program within the last three years and must provide the VCGLR with their RSA certificate number and date of completion.

Have all required person(s) completed an approved RSA training course within the past three years?

☐ YES – please provide details below application form may be returned.

☐ NO – evidence of course completion must be provided or application form may be returned.

Approved RSA course completion details for the person who will be responsible for the management or control of the licensed premises.

Full name	
Position	
RSA Certificate number	
Date of completion	
Training provider	

13. Demerit points

Has the proposed licensee or their associated directors or nominee been in control of, or managed a licensed premises in which the licence has incurred demerit points within the previous 3 years?

☐ YES – please identify persons and provide details of the non-compliance incident that resulted in the demerit point(s)

☐ NO

Further details have been provided as an attachment

☐ YES

☐ NO

14. Nature of business

Provide details of the nature of business you are intending to conduct. Please note that if the nature of the business is no longer the same, a 'Variation to category of licence' application form may need to be submitted. Contact the VCGLR for more details.

Further details have been provided as an attachment

☐ YES

☐ NO

15. Variations

If you wish to change the trading hours or conditions of the licence or intend to increase the size of the licensed area from what the VCGLR has authorised under an existing approved plan, then you will also need to complete the application for a 'Variation to an existing licence or permit' application form to be found on the VCGLR website.

16. Certification on behalf of the applicant

Certification – I, the undersigned for the applicant, apply to include the gaming premises on the venue operator's licence and to transfer the liquor licence, as outlined in this application and certify that all statements contained in and all matters accompanying this application are true and correct.

Signature of authorised officer or director/committee member on behalf of the applicant

Date

Print name and position

Application form

Include approved gaming premises and transfer an existing liquor licence

Gambling Regulation Act 2003
Liquor Control Reform Act 1998

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03/16

Amount received: \$ _____
Receipt no. _____
Revenue officer (print name) _____
Revenue officer (signature) _____
Date received / /

Note:

- GST is not payable
- Application fees are non-refundable once the application has been registered by the VCGLR

Credit card payment

If paying by credit card, the authorised amount must be the total of two fees for:

- 'Amendment to add premises' for the gaming licence, and
- 'Application to modify a licence' for the liquor licence.

Please refer to the 'Gambling fees and fines information sheet' and the 'Liquor licence application fees' fact sheet on the VCGLR website for current fee amounts.

Venue operator's licence fee

\$ _____

Liquor licence fee

\$ _____

Total combined fee

\$ _____

Card number

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

Name of cardholder

Daytime contact number of cardholder

☐ Visa

Card expiry date

☐ Mastercard

□ □ / □ □

Signature

X _____

Date

/ /

Privacy – the VCGLR is committed to responsible and fair handling of personal information consistent with the *Privacy and Data Protection Act 2014* and its obligations under the *Gambling Regulation Act 2003* and the *Liquor Control Reform Act 1998*. This page will be destroyed once your payment has been processed.

Cheque payments

If paying by cheque, two cheques must be provided with this application for:

- 'Amendment to add premises' for the gaming licence, and
- 'Application to modify a licence' for the liquor licence.

Please refer to the 'Gambling fees and fines information sheet' and the 'Liquor licence application fees' fact sheet on the VCGLR website for current fee amounts.

Cheques are to be made payable to 'Victorian Commission for Gambling and Liquor Regulation'.

The applicant must attach the cheques to this application form.

Applications to include new gaming premises only (for an existing liquor licence holder)

Applications to include a new gaming premises to a venue operator's licence must only pay the gaming fee for 'Amendment to add premises' for the gaming licence, by either credit card or cheque.

No liquor licence fee is required to include a new gaming premises to an existing liquor licence.

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Victorian Commission for Gambling and Liquor Regulation

Liquor licensing fact sheet

Training for liquor licence applicants

Training for licence applicants helps potential licensees to understand their obligations under the *Liquor Control Reform Act 1998*. Applicants must complete mandatory training requirements before a liquor licence is granted. There are two courses that applicants must complete. These are:

- A. New entrant training
- B. Responsible Service of Alcohol (RSA)

It is the applicant's responsibility to ensure the correct course is completed and to provide evidence of completion with their application.

A. New entrant training

What is new entrant training?

New entrant training is a training course developed by the Victorian Commission for Gambling and Liquor Regulation (VCGLR) to ensure that liquor licence applicants have an adequate knowledge of the liquor law. This includes:

- liquor licensing legislation
- understanding liquor licence obligations
- best practice in managing licensed premises.

Section 44 (2)(iii) of the *Liquor Control Reform*

Act 1998 (the Act) provides that the VCGLR may refuse to grant a liquor licence application if the applicant does not have an adequate understanding of the Act.

What must I do?

Applicants are required to complete one of the following approved training courses to meet the new entrant training requirement:

- Achieve Liquor Licence Compliance
- Licensees' First Step
- Licensee Compliance Certificate
- Victorian Licensee's Training Course, or
- Club Seminar (restricted club or renewable limited club licence applicants only).

Where can I find a Registered Training Organisation?

There are a number of Registered Training Organisations (RTOs) that provide new entrant training. Please refer to the VCGLR website at vcglr.vic.gov.au for a list of RTOs that provide new entrant training.

Which licence applications require evidence of new entrant training?

Applications for the following licences require evidence that the applicant has completed new entrant training:

- general
- on-premises
- packaged liquor
- late night (general, on-premises and packaged liquor)
- restaurant and cafe
- full club
- restricted club
- wine and beer producer's
- renewable limited
- transfer of an existing licence or permit.

Who must complete new entrant training?

The list below identifies who will need to complete new entrant training. If applying as:

- individuals – all natural persons
- partnerships – all partners
- company (body corporate) – at least one director
- club – at least one committee member
- association – at least one committee member.

In addition:

- all persons being appointed as a liquor licence nominee must complete new entrant training.
- all applicants seeking approval to sublet any part of the licensed premises, or to carry on the business of supplying liquor on the licensed premises, must complete new entrant training.



Liquor licensing fact sheet

Plans of licensed premises

When a liquor licence or BYO permit is granted, it is for a defined area where liquor can be supplied and/or consumed. This is shown by a red-line drawn on a plan of the premises. This plan needs to be submitted to the Victorian Commission for Gambling and Liquor Regulation (VCGLR) as part of the application process and may be required upon request at any time.

The plan of the premises must accompany applications for:

- a licence or BYO permit excluding a pre-retail licence or a BYO permit for party bus
- a variation of a licence or BYO permit that involves a change to the size or perimeter of the licensed premises
- a transfer of a licence or BYO permit if the current floor layout of the premises differs from the plan held at the VCGLR
- the relocation of a licence or BYO permit.

Four copies of the plan should be lodged when submitting an application form.

Why do I need to submit four copies of the plan?

Four copies are required to enable:

- a copy to be endorsed as an approved plan and retained by the VCGLR
- a copy to be provided to Victoria Police as part of the application process
- a copy to be provided to the relevant local council as part of the application process
- an approved copy to be provided to the applicant on the grant of an application.

Plan of premises should be submitted to the VCGLR if internal change made.

If a change is made to the internal area of the premises (for example, by adding or removing a particular structure), the licensee should submit an updated plan of the licensed premises.

Plan of the premises to be submitted to the VCGLR if requested

In addition to the above, section 101A of the *Liquor Control Reform Act 1998* provides that a licensee may at any time request that a licensee submit a current plan of a licensed premises.

What form should a plan take?

The VCGLR has specified that a plan must include the following elements:

- be on suitably sized paper, minimum A4 (smaller paper is not acceptable)
- be drawn in ink and be neat and legible
- show the floor plan(s) of the owned or leased property
- outline in red the boundaries of the premises to be licensed
- if the proposed area does not follow a natural barrier (such as a wall), describe what barrier is used to separate the area
- show clear and consistent measurements on the plan
- include the address of the premises
- include a compass point showing north and the surrounding streets
- show basic functions or fixtures, for example, bar and dining area/kitchen area or in the case of a packaged liquor outlet, shelf areas where liquor is displayed and the cash register is located
- a plan should be drawn to a suitable scale so that all elements above are clearly identifiable. A suggested scale is 1:100 (1cm = 1m).

Restaurant and cafe licences and On-premises licences

If applying for kerbside trading, identify the area to be licensed and separately outline this area in red on the plan. The VCGLR will mark this area with an A.A on the approved copy of the plan. This area is referred to as the Authorised Area.

General licences

A general licence authorises the supply of liquor to patrons for consumption off the licensed premises, being a footpath or kerbside area. Therefore this area does not need to be identified on the plan.

Please note that licensees must comply with relevant local planning laws.

Where a proposed licensed or authorised area includes large outdoor spaces, a separate site plan must be provided that shows:

- the entire site including internal and external areas drawn to a suitable scale
- outline in red the proposed area that is to be licensed

- clear descriptions of how the proposed outdoor area will be distinguished (for example, fence, portable barriers, warning signs).

If the plan does not meet these requirements, the applicant will be required to resubmit the plan.

What am I required to do with my approved plan?

A copy of the approved plan must be kept on the licensed premises and must be available for inspection on request by a member of Victoria Police or a Compliance Inspector.

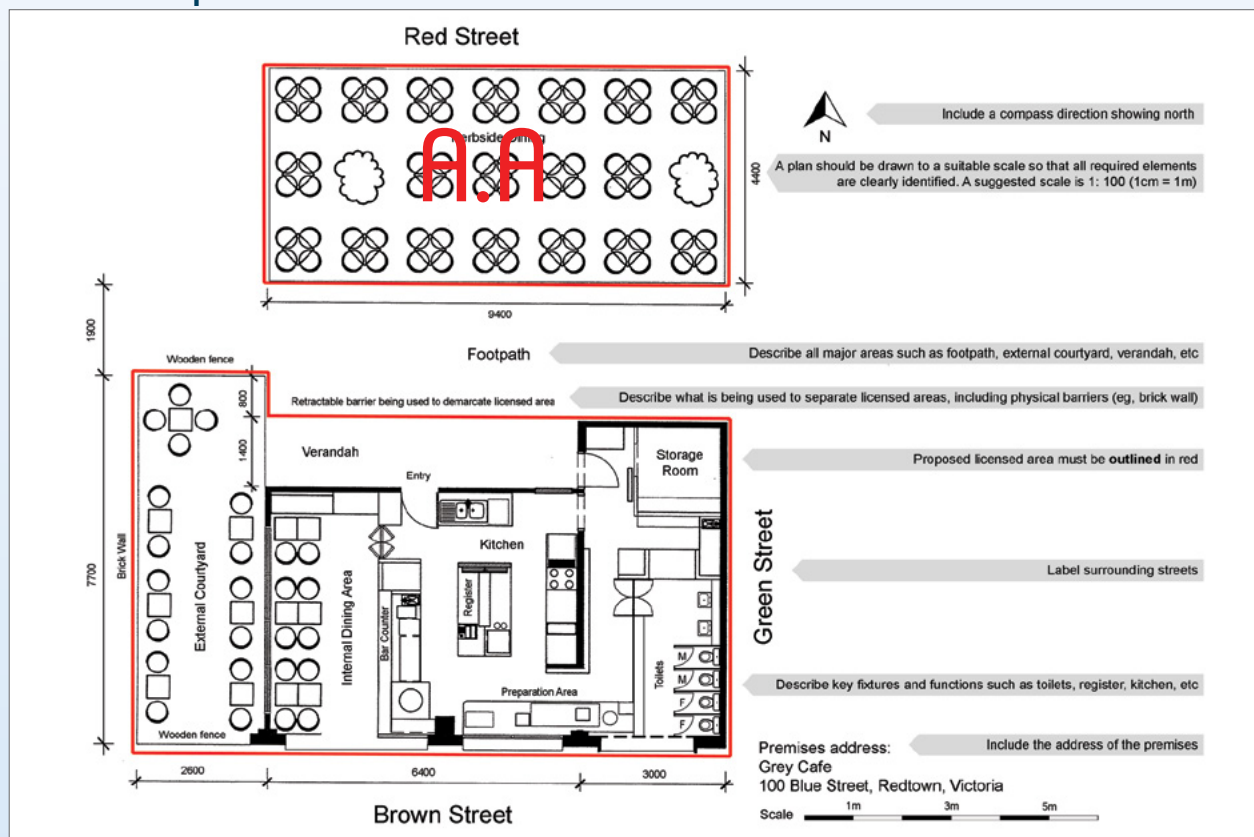
Failure to keep a copy of the plan on the licensed premises or produce a copy of the plan for inspection could result in a fine being issued.

Where can I get a copy of my approved plan?

If you do not have a copy of your approved plan, you can obtain a copy from the VCGLR at no extra cost.

An example of a plan is provided below.

Plan Example



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.



Victorian Commission for Gambling and Liquor Regulation

Liquor licensing fact sheet

Maximum patron capacity

The Victorian Commission for Liquor and Gambling Regulation (VCGLR) has a maximum patron capacity policy that guides how patron capacity is determined for a liquor licence.

Maximum patron capacity is the maximum number of patrons allowed on a licensed premises at any one time. This is to prevent overcrowding inside the venue and to minimise impacts on local amenity. Patron capacity may be used to calculate the annual licence fee payable by each licensee.

Applicants will be required to provide specific documentation in order for the VCGLR to determine and endorse maximum patron capacity for a premises.

Under the *Liquor Control Reform Act 1998* the VCGLR can set a maximum patron capacity as a condition of a liquor licence. This is enforceable, and penalties apply for licensees who do not comply.

Which licences have a maximum patron capacity?

Maximum patron capacity will be endorsed in respect of applications for the following new licences:

- general
- on-premises
- restaurant and cafe
- late night (on-premises and general)
- full club
- restricted club.

Some existing licences may also be endorsed with maximum patron capacities.

Maximum patron capacities may also be required on some major event licences where appropriate.

What documents need to be provided?

One of the following three documents is required in order to determine the maximum patron capacity:

- the most recently issued planning permit which contains a maximum patron capacity or
- a copy of an occupancy permit showing a prescribed patron capacity or
- a report from a registered building surveyor that states:
 - the area in square metres available to the public for the whole of the internal premises (excluding toilets, passageways and the like) and (if applicable) for any external areas such as courtyards or decks and
 - the number of patrons that may be accommodated on the internal premises and (if applicable) on any external areas of the premises based on a ratio of one person per 0.75 square metres and
 - the number of patrons that may be accommodated based on the Building Code of Australia. Please ensure that the report displays the building surveyor registration number.

Note: The VCGLR may request a building report from a registered building surveyor showing a calculation based on a ratio of one person per 0.75 square metres if the VCGLR considers that the capacity provided in the planning or occupancy permit is inaccurate or inappropriate.

Restaurant and cafe licences

For restaurant and cafe licences, tables and chairs must be available for at least 75 per cent of patrons. For example, if the licence states that maximum patron capacity is 100 patrons then there must be tables and chairs available for at least 75 patrons. Likewise, if there are tables and chairs available for only 50 patrons, a maximum of 66 patrons may be legally accommodated on the premises.

External areas

The overall maximum patron capacity for a licensed area is generally no larger than the maximum capacity allowed for the internal area of the premises.

This is to prevent overcrowding, sanitation and fire safety risks associated with patrons moving from outdoor to indoor areas, for example, to get a drink, to exit the premises or if it rains.

In some circumstances, the VCGLR may consider increasing the overall maximum patron capacity to allow for external areas.

Applicants with external licensed areas who wish to apply for this increase can submit a building report from a registered building surveyor demonstrating that fire safety and sanitation arrangements for the additional patrons will meet the requirements of the Building Code of Australia.

Features of an external area that may support an increase to the overall maximum patron capacity include:

- an external area that is large compared to the internal area, such as a large beer garden
- effective weather proofing
- separate entrances and exits
- separate facilities such as bars and toilets.

Function and accommodation areas

Function and accommodation areas may be excluded from the overall maximum patron capacity, and may be given their own separate capacity limits.

Patron capacity for specific areas

In addition to the overall maximum patron capacity for the licensed area, the VCGLR may set separate patron capacities on specific areas within a licensed area, such as:

- balconies
- terraces and courtyards
- beer gardens.

Patron capacities allocated for specific areas are calculated in accordance with the methods listed above, as well as amenity considerations.

While the VCGLR considers amenity as part of the patron number calculation, the relevant local council also retains responsibility for managing issues of amenity in each council region.

How do capacities on a liquor licence relate to other patron limits?

It is a condition of a licence that the maximum patron capacity specified on the liquor licence must not be exceeded. The VCGLR will make every effort to ensure that the maximum patron capacity is the same or lower than the limit prescribed on the planning or occupancy permit. However, the building owner is responsible for ensuring that building occupants comply with all regulatory and other requirements.

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B. Responsible Service of Alcohol (RSA)

What is Responsible Service of Alcohol (RSA) training?

RSA training provides licensees and staff who work in licensed venues with the skills and knowledge necessary to contribute to a safe, enjoyable environment in licensed premises.

Which licence applications require evidence of RSA training?

Applications for the following licences require evidence that the applicant has completed RSA training:

- general
- on-premises
- packaged liquor
- late night (general, on-premises and packaged liquor)
- restaurant and cafe
- full club
- restricted club
- wine and beer producer's
- renewable limited (only where face-to-face sales occur)
- transfer of an existing licence or permit.

Who must complete RSA training?

The list below identifies who will need to complete RSA training. If applying as:

- individuals – all natural persons
- partnerships – all partners
- body corporate applicants (companies, incorporated associations, co-operatives or municipal councils,) – the person who is or will be in management and control of the licensed premises and who will run the day-to-day operations of the business.

Note: Body corporate applicants must advise the VCGLR of the name of the person who manages or will manage the day-to-day operations of the business on the application form.

Where can I find a Registered Training Organisation?

There are a number of registered training organisations that provide RSA training. Please refer to the VCGLR website at vcglr.vic.gov.au for a list of RTOs that provide RSA training.

I've previously completed an RSA course, is it still valid?

The approved RSA training course must have been completed within the past three years.

If you completed your RSA training course more than three years ago, you can complete a RSA refresher course online at vcglr.vic.gov.au.

Can I be exempted from RSA training?

In exceptional circumstances, a liquor licence applicant may seek an exemption from one or all of the RSA training obligations.

General, on-premises, packaged liquor or late night (general, on-premises and packaged) licence applicants must complete the 'Application for the exemption from the Responsible Service of Alcohol training requirements' form available at vcglr.vic.gov.au.

All other liquor licence applicants are required to write a letter to the VCGLR detailing the reasons for seeking an exemption before the licence is granted.

Evidence of an approved new entrant and approved RSA training course must be provided to the VCGLR prior to a liquor licence being granted, transferred or endorsed. You will be required to provide this evidence with submission of your application.

For further information including frequently asked questions about new entrant and RSA training requirements, please visit the VCGLR website at vcglr.vic.gov.au.

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