

SEPT 2018

Self-paced guide

Limited Licence



Victorian Commission for
Gambling and Liquor Regulation



Table of Contents

Topic 1 Introduction	1
Topic 2 About a limited licence	3
Renewable limited licence	4
Temporary limited licence	8
Renewable and Temporary Limited Licences	9
Redline Plan	11
Check your understanding: about a limited licence: for clubs	12
Check your understanding: about a limited licence: for caterers	14
Check your understanding: about a limited licence: general	16
Topic 3 limited licence conditions	18
Renewable limited licence conditions	21
Temporary limited licences conditions	26
Check your understanding: Renewable limited licence conditions	28
Check your understanding: Temporary limited licence conditions	30
Conclusion	31
Answers	32
Appendix 1 Schedule 1 Club Licence	39

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.

Topic 1 - Introduction

Introduction

This is a self-paced training guide outlining:

- what holding a limited licence means for you
- the conditions that may apply to a limited licence

Who should use this guide?

Anyone who needs to know about a limited licence and its conditions.

This may include:

- licensees or nominees who have a limited licence in addition to another type of liquor licence
- managers or supervisors at venues using a limited licence for specific events
- club committee members who may or may not have a full or restricted club licence

Learning outcomes

By the time you have completed this guide, you should be able to:

- Identify when, where and how you are permitted to supply alcohol to customers
- Identify possible breaches to limited licences

Topics

The following topics are covered in this guide:

- Introduction to the module
- About limited licences
- Limited licence conditions
 - renewable limited licence
 - temporary limited licence

Topic 1 – Introduction (continued)

Before you begin

Make sure you are clear about the type of licence you have or have applied for.

Locate your licence or a copy of the application form you submitted to the Victorian Commission for Gambling and Liquor Regulation (VCGLR).

How to use this guide

This guide is designed as a self-paced guide so you can work through it at your own pace.

Each topic has a learning check, which is an opportunity for you to see if you've understood the content.

Icons you will see in this guide

The following icons have been used throughout this guide:



This is a tip – something you may find useful.



Each topic has a **Check your understanding**. It includes questions on the content covered and in some instances, uses a scenario and questions.



Once you've completed the **Check your understanding**, this icon directs you to the answers at the back of the guide.

Topic 2 - about limited licences

Renewable limited licence

What this topic covers	This topic looks at the types of premises that hold a limited licence and where alcohol can be served and consumed.
Why have a limited licence?	<p>Licensees who already operate under a liquor licence apply for a limited licence to allow them to trade at times or hold events that their other liquor licence does not permit.</p> <p>Some small businesses only have a limited licence as the selling of alcohol is not their main business, but adds value to their main service, such as catering.</p> <p>A limited licence can be:</p> <ul style="list-style-type: none">• temporary for one-off events or functions <p>or</p> <ul style="list-style-type: none">• renewable for ongoing business that is limited in scale and scope <p>or</p> <ul style="list-style-type: none">• major event for those events that have a more significant impact.

Topic 2 - about limited licences (continued)

Renewable limited licence

What is a renewable limited licence?

A **renewable limited** licence is a permanent licence that is significantly limited in scope. This licence allows you to supply alcohol on an ongoing basis, where the scale and scope of the supply is limited, that is, how much is supplied or over what period.

Like other licence types, it is generally valid for 12 months, unless it is issued to a seasonal sporting or recreational club and will be valid just for the sporting season. e.g. football or netball club

What type of business has a renewable limited licence?

If you have applied for or are thinking of applying for a renewable limited licence, you may be one of the following types of business:

- Existing licensed premises
- Internet or mail order packaged liquor
- Small-scale winemaker or brewery
- Limousine or boat charter
- Caterer
- Club (seasonal, sporting or recreational)
- Party plan.

Do you already have a liquor licence?

As the licensee of another type of liquor licence, you may on occasions hold special events or be part of a local festival or community event.

If any of these occasions require you to trade outside your licensed trading hours or red-line area, then you will need to obtain a limited licence.

Topic 2 - About limited licences (continued)

Renewable limited licence (continued)

Do you already have a full club licence?

If you already have a full club licence, an additional limited licence gives you the flexibility to expand to whom and where you sell alcohol at your club.

You may want to:

- have an outside booth that is not within your red-line area selling alcohol to spectators on match days

or

- hold non-member functions and events, such as weddings, in your club rooms where you supply the alcohol.

Are you a small seasonal club?

If you are a small seasonal club, you may choose to only hold a limited renewable licence and not a full or restricted club licence.

However, your club is restricted to:

- supply of alcohol to members and guests of members only
- the club rules abiding by Schedule 1 of the *Liquor Control Reform Act 1998* (see Appendix 1)
- two playing days per week
- two practice days per week

You are required to keep details of your members and guests.

- **Members' register** must contain the name and address of each member and their membership subscription. Members are not required to sign in each time they use the club; the register is to show who the members are.
- **Guests' register** for members' guests. A simple register with the guest's name and address, the member they are a guest of, and the date they are visiting the club will be adequate.

The Club Secretary is responsible for ensuring these registers are kept on the club premises and that they are available for inspection by an authorised person who may be from Victoria Police or the VCGLR.

For further information, refer to the factsheet 'Obligations of

Licensed Clubs' at vcglr.vic.gov.au

Many sporting clubs have junior teams that train and play sporting games at the club. Clubs must submit an application to VCGLR requesting permission to allow anyone under 18 years to be on licensed premises to participate in club activities.

Where permission is granted, the terms and conditions will be stated on your licence. This usually contains a time by which minors must leave the premises, and any other circumstances.

Do you sell alcohol via mail order or internet?

Internet sales may have specific conditions such as preventing storage of liquor, browsing, tastings and pick-up, to prevent the licensee from competing with packaged liquor licensees. There are also obligations on signs, which must be placed on websites.

You may need to obtain council planning approval if liquor is to be stored at the premises.

Do you supply alcohol to complement other goods or services?

There are a range of businesses in this category. You may supply alcohol to complement the sale of other retail goods, such as, food hampers or be a florist to allow you to supply liquor with the delivery of flowers.

Florists, gift makers, hairdressers and butchers may operate without a liquor licence, as long as existing legislative requirements relating to that business type are met (refer to sections 6B, 6C or 6D of the Liquor Control Reform Act).

Note that a liquor licence is still required if these businesses do not meet the exemption criteria as per section 107 of the Liquor Control Reform Act.

Do you need a liquor licence for a bed and breakfast?

A bed and breakfast may operate without a liquor licence if the business meets the exemption criteria and provided other requirements are met, (refer section 6A of the Liquor Control Reform Act).

A bed and breakfast operating without a liquor licence that provides temporary accommodation, other than dormitory style accommodation, for no more than eight adults in the course of that business may supply no more than 750ml of liquor in any one day per room.

Note that a liquor licence is still required if these businesses do not meet the exemption criteria as per section 107 of the Liquor Control Reform Act.

What other businesses are exempt from having to hold a liquor licence?

Hospitals, residential care services and retirement villages are exempt from having to hold a liquor licence provided they met the criteria below:

The organisation falls within the definition of 'hospital', 'residential care service' or 'retirement village' as specified under section 3 of the Liquor Control Reform Act.

The liquor is supplied to a resident, a patient of the hospital, or a visitor of a resident or patient.

The liquor is not supplied to a minor.

Not more than two standard drinks per day are supplied to each recipient.

The liquor is purchased on a retail basis.

The requirements for the exemption from having to hold a liquor licence are met (refer to sections 6E, 6F or 6G of the Liquor Control Reform Act).

Are cruise ships exempt from holding a liquor licence?

Cruise ships are exempt from having to hold a liquor licence for the supply of liquor provided they met the following criteria –

The ship has sleeping facilities for at least 100 passengers, other than crew members

The ship is used to transport passengers for a fee, whether inside or outside of state waters or in the course of overseas or interstate journeys

Liquor is only supplied to the registered passengers or crew members of the cruise ship

The requirements for the exemption from having to hold a liquor licence are met (refer to section 6H of the Liquor Control Reform Act).

Do you operate a catering business?

If you have a catering business that provides food and alcohol to venues, but you are not a licensee at a licensed premises, then a **renewable limited licence** is the most suitable licence for you.

Alternatively, if you are the licensee at a licensed premises and you provide catering to other venues, then you do not need to apply for a renewable limited licence. You can request a variation to your liquor licence to state that you are authorised to supply liquor at other authorised premises.

For more information refer to 'Guidelines for caterers' on vcqlr.vic.gov.au

Topic 2 - about limited licences (continued)

Temporary limited licence

What is a temporary limited licence used for?

A temporary limited licence is granted where alcohol will be sold at:

- a small one-off event, such as a festival, fund-raising event or function (there must be less than 5,000 people).
- a series of events for a limited time period.

A temporary limited licence is valid for:

- **six one-off events** over 12 months
- **three events** that are no more than three months in advance
- **a series of events** over a limited season
- **up to 12 events** at farmers' markets in one year under the one licence by licensees who hold either a wine and beer producer's licence or a renewable limited licence and who wish to attend and sell their wine at markets.

You must have the right to occupy the premises during the nominated event or season.

What type of business has a temporary limited licence?

If you have applied for or have been issued a **temporary limited** licence you may be the licensee or nominee of one of the following types of licensed events:

- Festivals
- Private functions
- Dance parties
- Fund-raising
- Theatre productions
- Point of sale booths at clubs
- Venues licensed under another licence type seeking to extend their trading hours or area for a specific function or event.

Application for a temporary licence

Applications for a temporary limited licence must be made to the VCGLR **at least eight weeks before** the date of the event to give sufficient time to process the application.

Topic 2 - About Limited Licences (continued)

Renewable and temporary limited licences

Where can alcohol be served and consumed?

Limited licences vary greatly in terms of how and where the supply of alcohol to customers takes place.

For venues such as clubs, private functions or events, the supply and consumption of alcohol can take place **on** the licensed premises only.

Minors are not allowed to drink liquor on licensed premises under any circumstances

For businesses such as internet or mail order packaged liquor, alcohol is supplied to customers to be consumed **off** the licensed premises.

In all instances, the supply of alcohol to customers must take place within the red-line area on the plan, unless your licence states otherwise. However, liquor can be stored outside of the licensed area. e.g. a club with an outside storeroom.

Sub-letting and the right to supply liquor

A licensee must not let or sub-let any part of the licensed premises or assign the right to supply liquor without the consent of the VCGLR.

An example of a 'right to supply liquor' could be where a club has gaming facilities and they want to bring in an experienced gaming management company to run the gaming area. The licensee would apply for permission to allow this to occur. The gaming area would still remain the responsibility of the licensee.

An example of letting/sub-letting could be where a club wants to bring in an experienced caterer to run the kitchen. The external caterer would lease the kitchen from the club. Again, the licensee would apply for permission to allow this to occur.

The consent of the VCGLR to an application under s105 (let or sub-let) or s106 (right to supply) of the Liquor Control Reform Act, may be on any terms or conditions he or she thinks fit.

What is your red-line plan?

The red-line plan is the plan you submitted with your application for your liquor licence and approved by the VCGLR, or if you are the transferee of an existing licensed premises, the plan submitted by the original or previous licensee and approved by the VCGLR.

This plan is important as it shows where alcohol can be:

- supplied and consumed by customers on your premises
- supplied to customers for them to take away.

The red-line plan is important too if you intend to do renovations to your premises. You may need to submit a new plan to the VCGLR for its approval prior to making the proposed changes.

If you get a visit from the police or VCGLR inspectors, they will likely have a copy of your plan and may check that you are operating within the red-line area.

It is an obligation under the Liquor Control Reform Act that you not only keep a copy on your premises, but that you produce it if requested to by the police or a VCGLR inspectors.

An example of a red-line plan is shown on page 11.

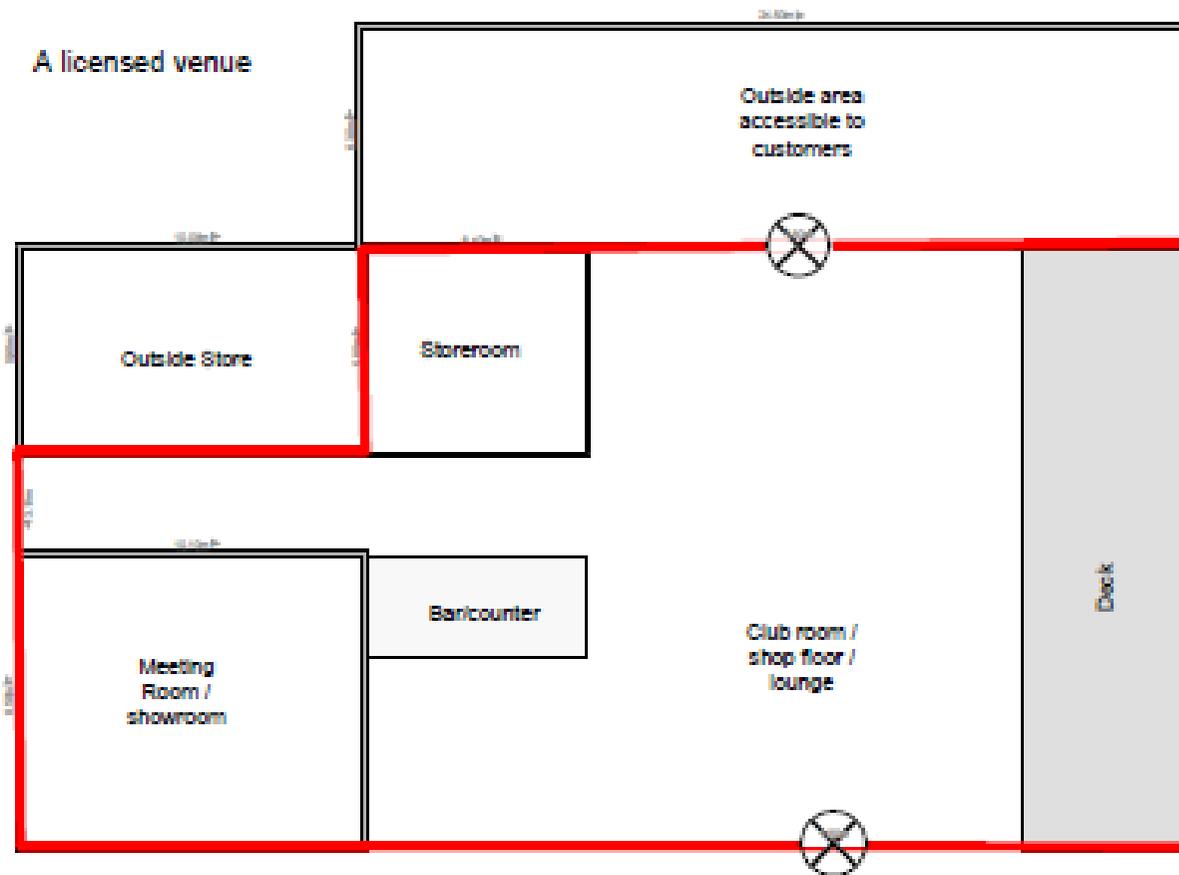
Major event
licences

Applies to events that are likely to have a significant impact, such as those:

- requiring significant enforcement effort or oversight
- with a significant impact on public transport or emergency services
- with a significant impact on public safety or amenity.

All events that are likely to attract more than 5,000 patrons will be taken as a major event unless the VCGLR decides otherwise.

Red-line plan



Check your understanding – about a limited licence: for clubs



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 back of this guide.

q.1

You are a large club with a full club licence. Your clubrooms have been renovated to include a new function centre. You will be hosting conferences for organisations and private functions on a regular basis to non-members. Your full club licence does not permit you to serve alcohol at these functions.

What additional type of licence permits you to serve alcohol at these functions?

- a) renewable limited
- b) temporary limited

q.2

You are a local football club that shares council clubrooms with a cricket and a netball club. The club is operational during the football season only, which you occupy three days of the week. The clubroom has a small bar area inside.

What type of licence is best for you?

- a) renewable limited
- b) temporary limited
- c) restricted club licence

q.3

You are a bowls club with a restricted club licence operating all year round. You have a small kiosk at the end of the bowls lawns where you sell alcoholic and non-alcoholic drinks. The kiosk is not within the club's red-line plan.

Do you need a licence to sell alcohol from the kiosk?

Yes / No

If yes, which one?

- a) renewable limited
- b) temporary limited

Check your understanding – about a limited licence: for clubs (continued)

Use the red-line plan on the page 11 to answer the following questions:

Q.4 Can alcohol be stored in the outside storeroom?

Yes / No

Q.5 A member cannot take alcohol into the outside area or onto the club grounds.

True / False



Now check your answers on page 32.

Check your understanding – About a limited licence: for caterers



It is 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 back of this guide.

Q.1

You have a catering business providing food and alcohol to functions at various venues.

What type of licence is best for you?

a) renewable limited

b) temporary limited

Q.2

You have a catering business operating as a sub-contractor to a large conference centre.

What type of licence is best for you?

a) renewable limited

b) temporary limited

Q.3

You have a restaurant and cafe licence for your cafe. You want to provide catering at functions.

Do you need to apply for a renewable limited licence?

Yes / No

Check your understanding – about a limited licence: for caterers (continued)

You are a football club with a renewable limited licence. Use the redline plan on the page 11 to answer the following questions:

Q.4 Can alcohol be stored in the outside storeroom?

True / False

Q.5 A customer at a function cannot take alcohol into the outside area

True / False

Q.6 A ship has sleeping facilities for less than 70 people and wants to supply liquor.

Do they need a liquor licence?

Yes / No



Now check your answers on page 33.

Check your understanding – about a limited licence: general



It is 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 back of this guide.

Q.1

You are one of the organisers of a school fundraising event. On the night of the fundraiser, a licensed bar is set up in the school auditorium.

What type of licence is best for you?

- a) renewable limited
- b) temporary limited

Q.2

You are about to setup a business selling a wide range of alcoholic products via the internet.

What type of licence is best for you?

- a) renewable limited
- b) temporary limited

Q.3

You sell a range of liqueurs at a monthly farmer's market from October to March.

What type of licence is best for you?

- a) renewable limited
- b) temporary limited
- c) either

Check your understanding – about a limited licence: general (continued)

Use the red-line plan on the page 11 to answer the following questions:

Q.4 Can alcohol be stored in the outside storeroom?

Yes / No

Q.5 A customer cannot take alcohol into the outside area

True / False



Now check your answers on page 34.

Topic 3 – Limited licence conditions

What this topic covers

This topic looks at the conditions that may be applied to a limited licence.

What are licence conditions?

They are the conditions that reflect what you must abide by in your licensed premises. Licence conditions are monitored and enforceable by Victoria Police and VCGLR inspectors.

Limited licence conditions may include:

- the period of the licence, if seasonal
- the trading hours for specific events
- conditions specific to your situation or business type

Period of licence and trading hours

Your licence will specify the period it is valid and the authorised trading hours.

For example:

PERIOD OF LICENCE – SECTION 50(2)

This licence is only in force during September to March inclusive.

FOR SUPPLY ON THE CLUB PREMISES AND AT A PRE-BOOKED FUNCTION.

**Tuesday, Thursday & Friday between 5pm and 12 midnight
Saturday & Sunday between 12 noon and 12 midnight**

FOR SUPPLY FROM POINT OF SALE DURING A SPORTING EVENT

**Friday between 5pm and 9pm
Saturday & Sunday between 1pm and 7pm**

Remember, you have a 30-minute grace period after closing time for patrons to finish the drinks they have already purchased

Topic 3 – Limited licence conditions (continued)

Amenity

Amenity is the affect that your venue and its patrons may have on the surrounding area.

The Liquor Control Reform Act, defines amenity as:

‘The quality that the area has of being pleasant and agreeable’.

Amenity includes:

Parking facilities

- Do you have a car park?
- Do patrons park in nearby residential streets?

Traffic movement and density

- Is there a lot of traffic in the surrounding area from patrons coming and going to your venue?

Noise levels

- What measures do you have in place to minimise noise from your venue if you have amplified music, or from patrons leaving your venue?

Possibility of nuisance or vandalism

- Is your clientele likely to cause a nuisance to nearby residents?
- Is there a potential that they may cause noise, nuisance or damage to property or cars?

Harmony and coherence of the environment

- What general affect does your venue have on the local community and neighbouring businesses/residents?

Topic 3 – Limited licence conditions (continued)

Amenity condition

The amenity condition on your liquor licence is explained below:

Condition	What this means
<p>The licensee shall not cause or permit undue detriment to the amenity of the area to arise out of, or in connection with, the use of the premises to which the licence relates during or immediately after the trading hours authorised by this licence.</p>	<p>You are responsible for what happens in and around your venue. This includes the time that you are open for business and when customers are leaving your venue.</p>
<p>The licensee shall ensure that the level of noise emitted from the licensed premises shall not exceed the permissible noise levels for entertainment noise as specified in the State Environment Protection Policy (Control of Music Noise from Public Premises) No. N-2.</p>	<p>This condition relates to the Environment Protection Authority (EPA). For further information, go to www.epa.vic.gov.au/noise.</p>

Renewable limited licence conditions

There are many conditions that may be applied to a renewable limited licence and they are very specific to the type of business you operate.

The following outlines some of the conditions placed on renewable limited licences:

Pre-booked function (club)

Condition

The licensee is authorised to supply liquor at a pre-booked function organised by an outside organisation and conducted at the premises, subject to the licensee:

- maintaining a register of the pre-booked functions to which this licence applies, with the register detailing the date, time, area and name of the function organiser
- displaying a sign identifying that the room/area of the premises is operating under this approval for a pre-booked function.

Liquor supplied at Point-of-sale during a sporting event (club)

Condition

The licensee is authorised to supply liquor during a sporting event from a specified point/s of sale, restricted to:

- four cans or plastic cups of light or heavy beer per person opened at the point of sale
- two cans or plastic cups of spirit-based drinks per person opened at the point of sale.

Sales must cease no later than 30 minutes after the event ceases.

Renewable limited licence conditions (continued)

Pre-booked Function (non-club)

Condition

This licence only authorises the licensee to supply liquor at pre-booked functions conducted at the premises.

- The licensee will maintain a register of the pre-booked functions to which this licence applies, with the register detailing the date, time, area and name of the function organiser.
- The licensee will display during each pre-booked function, a sign identifying that the particular room or area of the premises is operating under this limited licence and not the club licence.
- The licensee will display this licence during each pre-booked function conducted under this licence.

Transfer of licence

This licence is only transferable to the holder of the club licence in respect of these premises.

Period of the licence section 50(2)

This licence will only have effect and continue in force during the period when a pre-booked function is being conducted by the licensee under this licence.

Renewable limited licence conditions (continued)

Off-site catering	<p>Condition</p> <p>This is a renewable limited licence and authorises the licensee to supply liquor in the course of catering for social receptions or social functions on premises other than the licensed premises for consumption on those premises during the trading hours specified below.</p>
Internet sales	<p>Condition</p> <p>This licence is a renewable limited licence and authorises the licensee to supply packaged liquor only when such liquor is ordered by mail, telephone, facsimile transmission or internet.</p> <p>Restrictions on sales</p> <p>The licensee must not use the above licensed premises to provide for:</p> <ul style="list-style-type: none"> • personal shopping for liquor • browsing liquor stocks or stores • the display of liquor for sale • the collection of liquor by customers <p>Delivery of liquor</p> <p>Liquor must be delivered to a person aged 18 or over. The licensee must ensure that delivery arrangements include requiring evidence of age where appropriate.</p> <p>Liquor must not be delivered and left at unoccupied premises on the same day the order is received.</p>

Renewable limited licence conditions (continued)

Internet sales (continued)

Liquor may only be delivered during the following hours:

- between 9am and 11pm on any day other than Sunday, Good Friday, Anzac Day or Christmas Day.
- between 10am and 11pm on Sunday.
- between 12 noon and 11pm on Anzac Day.
- No deliveries are permitted on Christmas Day or Good Friday

Information required to be displayed on website

The following notice must be prominently displayed on the licensee's website:

The licensee is required to prominently display the number of their liquor licence on their website.

Orders for liquor

Orders for the supply of liquor may be taken at any time on any day.

(Under a renewable limited licence that takes orders via a specified website, the website must have displayed the warning relating to supply to person under 18 years of age and person under the age of 18 to purchase or receive liquor).

Temporary limited licence conditions

The following table outlines some of the conditions placed on temporary limited licences

Condition	What this means
The licensed area is the area marked on the plan as approved by the VCGLR.	The red-line area on the plan is where alcohol can be served and consumed.
Any licensed area, which is not an enclosed building must be enclosed by an immovable barrier.	For outside events, the barriers mark the area licensed to sell and consume alcohol.
Liquor may not be removed from the licensed area.	Patrons are not permitted to take alcohol they have bought in the licensed area outside of this area.
Liquor supplied from public bars may only be served in plastic containers or opened cans.	No glass is permitted, only plastic containers and opened cans.
The licensee shall not serve more than four (4) containers of which a maximum of two (2) may be pre-mixed spirits, per customer, per time.	Any one customer at any one time can only be served a maximum of four drinks, two of which may be spirits.
The licensee shall not serve more than four (4) containers of liquor between 12.00 noon and 6.00pm per person, per time. The licensee shall not serve more than two (2) containers of liquor between 6.00pm and 8.00pm per person, per time. The licensee shall not serve more than one (1) container of liquor between 8.00pm and 10.00pm per person, per time	Any one customer at any one time can only be served a maximum of four drinks, then two drinks, then only one drink during a certain timeframe, determined by the trading time on each individual licence.

Temporary limited licence conditions (continued)

<p>All staff engaged in the serving of liquor in the licensed area shall have undertaken a Responsible Service of Alcohol course approved by the VCGLR.</p>	<p>All staff must have completed an approved RSA course. Evidence of this is a certificate signed by the VCGLR.</p>
<p>A copy of the limited licence must be displayed in the licensed area.</p>	<p>A copy of the licence must be displayed so customers can see it.</p>
<p>The licensee shall employ crowd controllers registered under the <i>Private Security Act 2004</i> at a ratio of two for the first hundred and one for every hundred thereafter.</p> <p>All bars will have present a security officer, registered under the <i>Private Agents Act 2004</i>, and trained in the Responsible Service of Alcohol (RSA) to ensure liquor is not provided in any way contrary to the Act.</p>	<p>Crowd controllers must be employed at a ratio of two for the first 100 patrons and then one for each 100 patrons over 101.</p> <p>All bars must have a registered security officer who has done the RSA course and act as an RSA monitor.</p>
<p>A director of the licensee company must be present for the entire event and wear identification showing he or she is the licensee.</p>	<p>At all times, a director of the licensed company must be in attendance throughout the duration of the event and able to be identified as the licensee.</p>

Check your understanding – Renewable limited licence conditions



It is 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 on page 35.

Q.1

The pre-booked function condition on a renewable limited licence permits you to hold pre-booked functions at your licensed venue.

What two things must you do when holding a pre-booked function?

1.

2.

Q.2

As a club with a renewable limited licence, during a sporting event what are the restrictions when selling alcohol from a point-of-sale booth?

Check your understanding - Renewable limited licence conditions (continued)

Q.3

If you operate a bed and breakfast that is exempt from having to hold a liquor licence, can you supply more than 750ml of liquor in any one day?

Q.4

If you sell alcohol over the internet, what must you not use your licensed premises for?



Now check your answers on page 35.

Check your understanding – Temporary limited licence conditions



It is 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 on page 38 of this guide.

Q.1

For outside events, what will you need to have to ensure you serve alcohol within the specified areas?

Q.2

Which of following is correct?

The licensee shall not serve more than:

- a) six containers of which a maximum of two may be pre-mixed spirits, per customer, per time.
- b) four containers of which a maximum of two may be pre-mixed spirits, per customer, per time.
- c) six containers of which a maximum of four may be pre-mixed spirits, per customer, per time.

Q.3

How many crowd controllers would you need for an event with 950 patrons?



Now check your answers on page 36.

Conclusion

Congratulations!



You have completed the limited licence self-paced guide.

If you think further training would benefit you, go to vcglr.vic.gov.au and click **Liquor** from the menu bar.

For information on liquor licences, training, liquor licence application/variation forms and fact sheets, go to vcglr.vic.gov.au/home/resources/publications/liquor/ **Liquor Publications A – Z.**

Answers



Check your understanding – about a limited licence: for clubs

- Q.1** You are a large club with a full club licence. Your clubrooms have been renovated to include a new function centre. You will be hosting conferences for organisations and private functions on a regular basis to non-members. Your full club licence does not permit you to serve alcohol at these functions.
- What additional type of licence permits you to serve alcohol at these functions?
- A.** *a) Renewable limited*
- Q.2** You are a local football club that shares council clubrooms with a cricket and a netball club. The club is operational during the football season only, which you occupy three days of the week. The clubroom has a small bar area inside. What type of licence is best for you?
- A.** *a) Renewable limited*
- Q.3** You are a bowls club with a restricted club licence operating all year round. You have a small kiosk at the end of the bowls lawns where you sell alcoholic and non-alcoholic drinks. The kiosk is not within the club's red-line plan.
- Do you need a licence to sell alcohol from the kiosk?
- A.** *Yes, you do need a licence to sell alcohol from the kiosk, as it is outside your red-line plan.*
- a) Renewable limited – if you trade all year round this is the best licence for you.*
- b) Temporary limited – if you only trade for a few months of the year, this is the best licence for you.*
- Q.4** Can alcohol be stored in the outside storeroom?
- A.** *Yes, as long as the alcohol is not in public view, and is not for sale or consumption, it may be stored outside the red-line area.*
- Q.5** A member cannot take alcohol into the outside area or onto the club grounds.
- A.** *True*



Check your understanding – about a limited licence: for caterers

- Q.1** You have a catering business providing food and alcohol to functions at various venues.
- What type of licence is best for you?
- A.** *a) Renewable limited*
- Q.2** You have a catering business operating as a sub-contractor to a large conference centre.
- What type of licence is best for you?
- A.** *a) Renewable limited*
- Q.3** You have a restaurant and cafe licence for your cafe. You want to provide catering at functions.
- Do you need to apply for a renewable limited licence?
- A.** *No. You can apply to the VCGLR for a variation to your restaurant and cafe licence. If granted, a condition will be applied to your restaurant and cafe licence stating that you can provide alcohol on any other premises authorised by the VCGLR as specified in the licence.*
- Q.4** Can alcohol be stored in the outside storeroom?
- A.** *Yes, as long as the alcohol is not in public view, and is not for sale or consumption, it may be stored outside the red-line area.*
- Q.5** A customer at a function cannot take alcohol into the outside area
- A.** *True*
- Q.6** A ship has sleeping facilities for less than 70 people and wants to supply liquor.
- Do they need a liquor licence?
- A.** *Yes, they do not fall under the exemption category relating to providing sleeping facilities for more than 100 people.*



Check your understanding – about a Limited licence: general

Q.1

You are one of the organisers of a school fundraising event. On the night of the fundraiser, a licensed bar is set up in the school auditorium.

What type of licence is best for us?

A.

b) Temporary limited – as this is a one-off event.

Q.2

You are about to setup a business selling a wide-range of alcoholic products via the internet.

What type of licence is best for you?

A.

a) Renewable limited

Q.3

You sell a range of liqueurs at a monthly farmer's market from October to March.

What type of licence is best for you?

A.

c) Either

Renewable limited – this gives you the option of doing other markets so you are not limited to just six one-off events.

Temporary limited – this gives you six one-off events, which would cover the monthly markets over the 6 months (March – October).

Q.4

Can alcohol be stored in the outside storeroom?

A.

Yes, as long as the alcohol is not in public view, and is not for sale or consumption, it may be stored outside the red-line area.

Q.5

A customer cannot take alcohol into the outside area

A.

True



Check your understanding – Renewable limited licence conditions

- Q.1** The pre-booked function condition on a renewable limited licence permits you to hold pre-booked function at your licensed venue.
- What two things must you do when holding a pre-booked function?
- A.**
- *Maintain a register with date, time, area and name of the function organiser*
 - *Display a sign identifying that the room/area of the premises is operating under this approval for a pre-booked function*
- Q.2** As a club with a renewable limited licence, during a sporting event what are the restrictions when selling alcohol from a point-of-sale booth?
- A.**
- *four cans or plastic cups of light or heavy beer per person opened at the point-of-sale*
 - *two cans or plastic cups of spirit-based drinks per person opened at the point-of-sale*
- Q.3** If you operate a bed and breakfast that is exempt from having to hold a liquor licence, can you supply more than 750ml of liquor in any one day?
- A**
- No, the maximum supply amount of liquor to any one room per day is 750ml.
- Q.4** If you sell alcohol over the internet, what must you not use your licensed premises for?
- A.**
- *personal shopping for liquor*
 - *browsing liquor stocks or stores*
 - *the display of liquor for sale*
 - *the collection of liquor by customers*



Check your understanding – Temporary limited licence conditions

- Q.1** For outside events, what will you need to have to ensure you serve alcohol within the specified areas?
- A.** *Immovable barriers*
- Q.2** Which of following is correct?
- The licensee shall not serve more than:
- A.** *b) four containers of which a maximum of two may be pre-mixed spirits, per customer, per time.*
- Q.3** How many crowd controllers would you need for an event with 950 patrons?
- A.** *11 crowd controllers*

Appendix 1 – Schedule 1

To download Schedule 1, visit the VCGLR website at vcglr.vic.gov.au

Club licence Schedule 1 <i>of the Liquor Control Reform Act 1998</i>	OFFICE USE ONLY	06/15
	Date Rec'd	/ /
	File No.	_____

The *Liquor Control Reform Act 1998* provides that the rules of a club that holds or seeks to hold a club licence must comply with Schedule 1, except as otherwise determined by the Victorian Commission for Gambling and Liquor Regulation.

Failure to ensure that the rules of a club continue to comply with the Schedule is a breach of the conditions of licence. Please use this form to check that your rules comply with Schedule 1 requirements prior to signing the "Club Rules" declaration on the application form.

Schedule 1 Clauses

- (a) The rules of a club must preclude the payment of any amount to an officer or servant of the club by way of commission or allowance from the receipts of the club for the sale and disposal of liquor;
- (b) The rules of a club must provide that a visitor to the club must not be supplied with liquor in the club premises unless the visitor is:
- (i) a guest in the company of a member of the club; or
- (ii) an authorised gaming visitor admitted in accordance with the rules of the club.
- (c) The rules of a club must provide that a person shall not:
- (i) be admitted as an honorary or temporary member of the club; or
- (ii) be exempted from the obligation to pay the ordinary subscription for membership of the club unless the person is of a class specified in the rules and admission or exemption is in accordance with the rules.
- (d) The rules of a club, except in the case of a club primarily for sporting purposes, must provide that a person under the age of 18 years shall not be admitted to membership of the club.
- (e) The rules of a club must provide for a Management Committee of the club with responsibility for the affairs of the club.
- (f) The rules of a club must provide that the members of the Management Committee of the club be elected for a term or not less than 12 months by members of a class of members that constitutes not less than 60 per cent of the total membership of the club, excluding temporary or honorary members and persons who are members by reason only of reciprocal arrangements with another club and persons whose rights as members are limited to rights as social, gaming or neighbourhood members.
- (g) Unless the club is a corporation or is registered under the *Associations Incorporation Reform Act 2012*, the rules
- (i) must provide that the facilities of the club are provided and maintained from the joint funds of the club;
- (ii) except as otherwise permitted under the *Liquor Control Reform Act 1998*, must not enable any person to receive a greater profit, benefit or advantage from the club than that to which any member is entitled;
- (iii) must provide for periodic meetings of the Management Committee and the recording of minutes of the meetings;
- (iv) must provide -
- (a) that not less than two weeks shall elapse between the date of nomination and the date of election of ordinary members; and
- (b) that the names and addresses of persons proposed for election as members of the Management Committee of the club shall be displayed in a conspicuous place in the club premises for not less than one week before the date of the election; and
- (c) for the election of members of the Management Committee by the general body of members; and
- (d) for the keeping of records of members voting at an election of members.
- (h) Must provide for the keeping of records of guests.
- (i) In the case of a club in respect of which a venue operator's licence is in force, must provide that an authorised gaming visitor must:
- (i) produce evidence of his or her residential address before being admitted to the licensed premises; and
- (ii) carry identification at all times whilst on the licensed premises; and
- (iii) comply with any relevant rules of the club whilst on the licensed premises.

Victorian Commission for Gambling and Liquor Regulation
 49 Elizabeth Street, Richmond VIC 3121
 GPO Box 1988, Melbourne VIC 3001

Email contact@vcglr.vic.gov.au
 Telephone 1300 182 457
vcglr.vic.gov.au
 ABN 56 832 742 797

