

# NSW: CLUB LIQUOR LICENSING REQUIREMENTS



Managing a liquor licence requires understanding and adhering to certain requirements and conditions. Most importantly, you are required to responsibly manage the sale and consumption of liquor. If you uphold the requirements of your licence you can avoid excessive drinking from patrons, as well as antisocial and unsafe behaviour occurring in your club.

- A liquor licence states where and when alcohol can be served and consumed.
- In NSW, The Liquor Act 2007 controls the sale and supply of alcohol and the Liquor and Gaming branch is responsible for regulating the liquor and gaming industries.

In NSW, there are three different types of licences available for clubs depending upon the circumstances. All of them have varying requirements and responsibilities.

The licences are:

- Club licence
- Limited licence
- on-premises licence (surf clubs).<sup>1</sup>

Your liquor licence will contain all the conditions you must adhere to, however there are some general obligations you should understand.

## CLUB LICENCES:

- **Responsible Service of Alcohol (RSA)** – the licensee and the staff who sell, serve or supply alcohol need to have an approved RSA qualification, as well as hold a valid NSW competency card.
- **Authorisations/exemptions to your licence** – if you require a change to your licence you need to apply for an authorisation/exemption (e.g. extended trading, or under 18s to attend club functions).

- **Record keeping** – your liquor licence and related authorisations/conditions must be available for staff to access.
- **Free drinking water** – where alcohol is consumed there must be free suitable drinking water provided to members and guests.
- **Young people** – under 18s must not enter or remain in the bar area of a registered club. If the young person is not immediately removed, both the individual and the club face significant fines.
- **Signage** – certain compulsory liquor signs need to be displayed at your licenced premise (see further information).<sup>2</sup>

## LIMITED LICENCES

A limited licence allows for the sale and consumption of liquor either during a single function, for multiple functions or a special event. These three options for a limited licence are available for varying circumstances and all have certain requirements.

- **Responsible Service of Alcohol (RSA)** – the licensee and the staff who sell, serve or supply alcohol need to have an approved RSA qualification, as well as hold a valid NSW competency card.
- **Notify the local police** – you are required to give at least 14 days' notice to the local police of your proposed function. Submit your notice at the Service NSW website: <https://www.service.nsw.gov.au/services/business-industries-and-employment/hospitality-industry/liquor-licences-and-information-5>
- **Licensee must be present** – alcohol can only be sold at the function/event when the licensee is there to supervise, otherwise a person needs to be nominated in their place.
- **Young people** – under 18s can attend a function where a limited licence is held, but they cannot be served alcohol. Restrictions may be put in place for people under 18, particularly for larger events.
- **Free drinking water** – where alcohol is consumed there must be free suitable drinking water provided to members and guests.
- **Monitoring** – your function will need to be monitored by either security or RSA-certified staff for levels of intoxication, underage drinking and any anti-social behaviour.

# NSW: CLUB LIQUOR LICENSING REQUIREMENTS

- **Signage** – certain compulsory liquor signs need to be displayed at your licenced premise (see further information).<sup>3-5</sup>

## SURF LIFESAVING CLUB REQUIREMENTS

Surf lifesaving clubs can hold either a limited licence (multiple functions) or an on-premises licence. A limited licence allows clubs to sell alcohol during their own functions and an on-premises licence allows clubs to hire out their premises. Both have varying requirements.<sup>6</sup>

### Limited licence (surf club):

- **Responsible Service of Alcohol (RSA)** – both the licensee and the staff who sell, serve or supply alcohol need to have completed an approved RSA course, as well as hold a valid NSW competency card.
- **Function organisation** – the function needs to be organised by the surf club and held on the club's primary premises.
- **Notify Liquor and Gaming NSW, local police and local council** – you are required to give at least 14 days' notice of your function.
- **Food must be available** – the nature and quantity of the food must be 'consistent with the responsible sale, supply and service of alcohol'.
- **Supervision of people under 18** – a licensee must be on site to supervise people under 18 who are attending a function.
- **Allow inspections** – police and inspectors must be allowed to access the premises.
- **Signage** – certain compulsory liquor signs need to be displayed at your licenced premise (see further information).<sup>6</sup>

### On-premises licence (surf club):

- **Responsible Service of Alcohol (RSA)** – both the licensee and the staff who sell, serve or supply alcohol need to have completed an approved RSA course, as well as hold a valid NSW competency card.
- **The club cannot operate as a bar** – the primary purpose of the business or activity cannot be to sell or supply alcohol.
- **Authorisations** – you need to apply for extended trading to operate outside of your standard hours.
- **Food must be available** – the nature and quantity of the food must be 'consistent with the responsible sale, supply and service of alcohol'.
- **Signage** – certain compulsory liquor signs need to be displayed at your licenced premise (see further information).<sup>6</sup>

## LIQUOR LICENCE EXEMPTION

You may be eligible to sell liquor at up to six fundraising functions without holding a liquor licence, this is known as a liquor licence exemption. You can find out if your club is eligible on the Service NSW website (see further information).<sup>7</sup>

# NSW: CLUB LIQUOR LICENSING REQUIREMENTS

Further information:

## Club licence

<https://www.liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/liquor-licence-types/club-licence>

## Limited licence – single function

<https://www.liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/liquor-licence-types/limited-licence-single-function>

## Limited licence – multiple functions

<https://www.liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/liquor-licence-types/limited-licence-multiple-function>

## Limited licence – special event

<https://www.liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/liquor-licence-types/limited-licence-special-event>

## Liquor licences for Surf Clubs

<https://www.liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/liquor-licence-types/licences-for-surf-clubs>

## Club licence forms

<https://www.liquorandgaming.nsw.gov.au/resources/club-forms>

## Licence conditions

<https://www.liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/liquor-licence-conditions-and-precincts/licence-conditions>

## Liquor licence exemption for not-for-profit organisations

<https://www.service.nsw.gov.au/transaction/apply-liquor-licence-exemption-non-profit-organisation>

## Signs

<https://www.liquorandgaming.nsw.gov.au/operating-a-business/running-your-business/signs-for-your-business>

## Liquor and Gaming NSW

Ph: 1300 024 720

E: [contact.us@liquorandgaming.nsw.gov.au](mailto:contact.us@liquorandgaming.nsw.gov.au)

<https://www.liquorandgaming.nsw.gov.au>

## References:

1. NSW Government. Liquor Act 2007. Parramatta: Liquor & Gaming NSW; 2007.  
Available from: <https://www.legislation.nsw.gov.au/#/view/act/2007/90/full>
2. Liquor & Gaming NSW. Club licence: NSW Government [cited 2020 July 13].  
Available from: <https://www.liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/liquor-licence-types/club-licence>
3. Liquor & Gaming NSW. Limited licence - single function: NSW Government [cited 2020 July 13].  
Available from: <https://www.liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/liquor-licence-types/limited-licence-single-function>
4. Liquor & Gaming NSW. Limited licence - multiple functions: NSW Government [cited 2020 July 13].  
Available from: <https://www.liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/liquor-licence-types/limited-licence-multiple-function>
5. Liquor & Gaming NSW. Limited licence - special event: NSW Government [cited 2020 July 13].  
Available from: <https://www.liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/liquor-licence-types/limited-licence-special-event>
6. Liquor & Gaming NSW. Liquor licences for Surf Clubs: NSW Government  
Available from: <https://www.liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/liquor-licence-types/licences-for-surf-clubs>
7. Service NSW. Apply for a liquor licence exemption for a non-profit organisation: NSW Government [cited 2020 July 13].  
Available from: <https://www.service.nsw.gov.au/transaction/apply-liquor-licence-exemption-non-profit-organisation>

