

# WA:

## CLUB LIQUOR LICENSING REQUIREMENTS



Managing a club 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, 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 Western Australia, The Liquor Control Act 1988 controls the sale and supply of alcohol and the Department of Racing, Gaming and Liquor (RGL) is responsible for regulating the liquor and gaming industries.

In Western Australia, there are three different types of licences available for clubs depending upon the circumstances. They have varying requirements and responsibilities.

The licences are:

- Club licence
- Club restricted licence.
- Occasional licence.<sup>1</sup>

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

### LICENCES:

- **Responsible Service of Alcohol (RSA)** – the licensee, approved manager and staff who sell, serve and supply alcohol are required to have completed an RSA from a nationally accredited RSA course.
- **Approved manager** – unless the licensee is an individual, an approved manager must be present at the premises whenever business is conducted. They must have a Manager's ID Card.
- **Record keeping** – various documents (e.g. your management plan, code of conduct, incident register and register of all members) need to be kept on the premises and available on request by an authorised officer.
- **Free drinking water** – where alcohol is consumed there must be free suitable drinking water provided to members and guests.
- **Changes to a licence** – if you want to make changes to things such as your business name, the size of the licensed premises or the approved manager you need to seek approval from the Department of Racing, Gaming and Liquor.
- **Signage** – the trading name of the premises, licence type and licensee name needs to be displayed near the entrance of the premises in a visible position. Your licence document, any permits and a sign showing the name of the manager(s) on duty must also be displayed in a visible position.<sup>2</sup>

### Club restricted licences have a few additional restrictions:

- You can't sell packaged liquor.
- The licensee can only access the premises during certain hours of the day.<sup>3</sup>

# WA: CLUB LIQUOR LICENSING REQUIREMENTS

Further information:

[General requirements for licensees](#)

[https://www.rgl.wa.gov.au/docs/default-source/rgl/general\\_requirements\\_for\\_licensees.pdf?sfvrsn=2](https://www.rgl.wa.gov.au/docs/default-source/rgl/general_requirements_for_licensees.pdf?sfvrsn=2)

[Club & Club Restricted Licence](#)

[https://www.rgl.wa.gov.au/docs/default-source/rgl/club\\_-amp-\\_club\\_restricted0e43fba6e2326d0fa9d2ff0000b27513.pdf?sfvrsn=40](https://www.rgl.wa.gov.au/docs/default-source/rgl/club_-amp-_club_restricted0e43fba6e2326d0fa9d2ff0000b27513.pdf?sfvrsn=40)

[Information about approved managers](#)

<https://www.rgl.wa.gov.au/docs/default-source/general/approvedmanagerandmandatorytrainingforclubsfactsheet.pdf>

[Department of Racing, Gaming and Liquor \(RGL\)](#)

Ph: 1800 634 541

<https://www.rgl.wa.gov.au/liquor>

## References:

1. Government of Western Australia. (2015). Club & Club Restricted Licence: Information Bulletin & Lodgement Guide. Retrieved from [https://www.rgl.wa.gov.au/docs/default-source/rgl/club\\_-amp-\\_club\\_restricted0e43fba6e2326d0fa9d2ff0000b27513.pdf?sfvrsn=40](https://www.rgl.wa.gov.au/docs/default-source/rgl/club_-amp-_club_restricted0e43fba6e2326d0fa9d2ff0000b27513.pdf?sfvrsn=40)
2. Government of Western Australia. (2018). General Requirements for Licensees. Retrieved from [https://www.rgl.wa.gov.au/docs/default-source/rgl/general\\_requirements\\_for\\_licensees.pdf?sfvrsn=2](https://www.rgl.wa.gov.au/docs/default-source/rgl/general_requirements_for_licensees.pdf?sfvrsn=2)
3. Government of Western Australia. (2015). Club and Club Restricted. Retrieved from <https://www.rgl.wa.gov.au/liquor/liquor-applications/licence/club-club-restricted>

