

# On Premises Licence Information

(from 18 November 2019)

*This licence lets licensees sell liquor for consumption on the premises.*

## Key points about on premises licences

Subject to the conditions of the licence, the category authorises the licensee to sell liquor:

- > for consumption on the premises
- > to a resident of the premises for consumption on or off the premises.

Some licences may have a *Conveyance Only* restriction on their licence. This means that your licence only permits the consumption of liquor on a conveyance (such as a bus, boat or limousine).

Some licences that have *Conveyance Only* have also had the capacity removed from their licence. If the capacity has been removed, you will instead find that a condition has been added that the number of persons cannot exceed the number of seats in your vehicle.

## Eligible businesses

Eligible businesses for this category will include accommodation providers, conveyances such as limousine services and other vessels, cinemas, theatres, sporting arenas, nightclubs, karaoke lounges and airport bars.

## Obligations

Licensees must ensure they comply with the following requirements:

- > Having the current licence on display at the premises
- > Having the required signage on display at the premises
- > Notifying the Commissioner within 14 days if the premises name changes
- > Notifying the Commissioner within 14 days if any of the contact details for the licensee change

## Codes of practice

Subject to the conditions of the licence, licensees must comply with the codes of practice:

- > General Code of Practice
- > Late Night Trading Code of Practice (applies if you are authorised to trade past 2am on any day)

Each of the codes of practice have been amended and so we recommend licensees read them again. Guidelines are available online to assist licensees in understanding and complying with the requirements of the codes of practice.

If you have an exemption from any of the codes, you may notice that the clause numbers have been updated on your licence in line with changes made to the code.



As part of the changes to the General Code of Practice all On Premise licence holders (except conveyance only) must have food available at all times when trading. The General Code of Practice guidelines provide further information about how to comply with this requirement.

## Minors

Subject to the conditions of the licence, a minor will only be permitted on premises that hold an On Premises licence between midnight and 2am if they are in the company of a responsible adult. Minors cannot be on premises that hold an On Premises licence between 2am and 5am (except in bedrooms).

## Signage

- > You must display sign LGC2019-1 on your premises.
- > If your licence allows the consumption of liquor on the licensed premises **after midnight**, you must display sign LGC2019-2 on your premises
- > All holders of a licence which does not permit people under 18 in a particular area of the licensed premises must display sign LGC2019-4 on your premises
- > All holders of a licence which does not permit people under 18 from entering the licensed premises must display sign LGC2019-5 on your premises

The signs can be downloaded from the CBS website.

## Gaming

If you also hold a gaming licence, this licence has been updated and the licence number changed for consistency with your liquor licence. You will need to ensure you replace your old licence in your gaming room.

## Responsible Person

All licensed premises open to the public must ensure that there is at least one responsible person at the premises at all times. A responsible person is someone who has been approved as a responsible person by CBS and has been issued a responsible person badge by CBS which they must wear at all times they are acting as the responsible person for the premises.

Some licensees may have a responsible person exemption on their licence which means they do not need to comply with this requirements.

## Responsible Service of Alcohol training

Another requirement for all licensed premises is that all persons involved in the sale and supply of liquor (whether they be paid staff or volunteers) must have completed Responsible Service of Alcohol (RSA) training. You do not need to lodge anything with CBS but you must ensure you can produce evidence of training for all persons within seven days of being requested by an authorised officer.

If you have an exemption from the responsible person requirements this does not exempt you from the training requirements as they are separate requirements.