

Self-paced guide

Packaged liquor and late night (packaged liquor) licence

Choose an item.
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Please note: 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.

Topic 1 – Introduction

<p>Introduction</p>	<p>Complete this self-paced training guide to understand:</p> <ul style="list-style-type: none"> • what holding a packaged liquor or late night (packaged liquor) licence means for you • the standard conditions on a packaged liquor or late night (packaged liquor) licence • the special conditions on some packaged liquor or late night (packaged liquor) licences.
<p>Who should use this guide?</p>	<p>Anyone who needs to know about a packaged liquor or late night (packaged liquor) licence and its conditions.</p> <p>This may include:</p> <ul style="list-style-type: none"> • new licensees, nominees • existing licensees who want to refresh their knowledge of their licence and obligations • company directors • staff who work at licensed premises with a packaged liquor or late night (packaged liquor) licence.
<p>Learning outcomes</p>	<p>Once you have completed this guide, you should be able to identify:</p> <ul style="list-style-type: none"> • when and where you are permitted to supply liquor to customers • any special conditions that apply to your licence type • possible breaches to a packaged liquor or late night (packaged liquor) licence. • the requirements in the Packaged Liquor Code of Conduct.
<p>Topics</p>	<p>The following topics are included in this guide:</p> <ul style="list-style-type: none"> • Introduction • About packaged liquor or late night (packaged liquor) licences • Packaged Liquor Code of Conduct • Packaged liquor or late night (packaged liquor) licence conditions: <ul style="list-style-type: none"> ○ standard conditions ○ checkout approvals.
<p>Before you begin</p>	<p>Confirm the type of licence you have, or have applied for.</p> <p>Locate and read your licence or a copy of the application form you submitted to the Victorian Gambling and Casino Control Commission (VGCCC).</p>

Packaged liquor and late night (packaged liquor) licence | Self-paced guide

<p>How to use this guide</p>	<p>This guide is self-paced so you can work through it in your own time and at your own pace.</p>
<p>Icons you will see in this guide</p>	<p>The following icons have been used throughout this guide:</p>
	<p>This is a tip – something you may find useful.</p>
	<p>Each topic has a Check your understanding section. It includes questions on the content covered and in some instances, uses a scenario.</p>
	<p>Once you've completed the Check your understanding section, this icon directs you to the answers at the back of the guide.</p>

Topic 2 – About a packaged liquor or late night (packaged liquor) licences

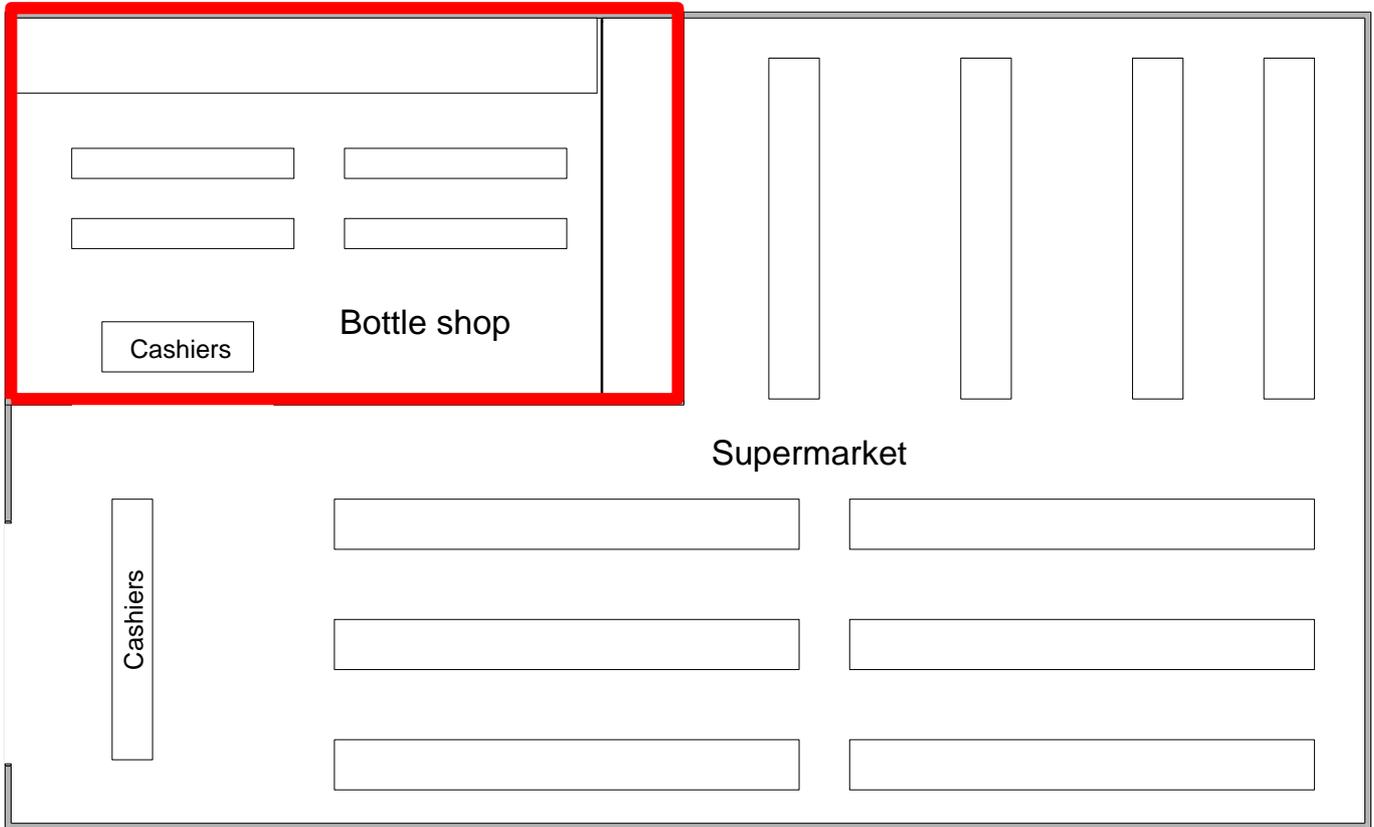
What this topic covers	This topic looks at the types of premises that hold a packaged liquor or late night (packaged liquor) licence and where liquor can be served and consumed.
Introduction	<p>A packaged liquor and late night (packaged liquor) licence both permit the supply of packaged liquor to customers for consumption off the licensed premises.</p> <p>The difference between these two licence categories is that the latest trading hours permitted under a packaged liquor licence is to 1am. The trading hours permitted under a late night (packaged liquor) licence is past 1am.</p>
Where can liquor be supplied and consumed?	<p>A packaged liquor or late night (packaged liquor) licence authorises the supply of alcohol in sealed containers, for consumption off your premises only.</p> <p>The supply of alcohol to customers must be carried out within the red-line area of the plan, unless your licence states otherwise.</p> <p>Under the <i>Liquor Control Reform Act 1998</i> (the Act), the VGCCC has the authority to grant the supply of liquor on any other premises. This will be clearly stated on your licence if this is the case.</p> <p>For example, in the case of a licensed supermarket, this may include a remote checkout approval, allowing the sale to occur via a supermarket checkout.</p> <p>You are not permitted to supply liquor to minors under any circumstances.</p>
Online orders and the delivery of liquor	<p>A packaged liquor or late night (packaged liquor) licence allows you to supply liquor via delivery, unless there is a condition in your licence that prohibits you from doing so.</p> <p>A packaged liquor or late night (packaged liquor) licence allows you to supply liquor via orders taken online as long as the predominant activity remains the sale by retail of liquor for consumption off the licensed premises.</p> <p>It is a condition of your packaged liquor or late night (packaged liquor) licence that you notify the VGCCC before commencing to supply liquor via online orders.</p> <p>You will need to comply with the conditions set out in section 18C of the <i>Liquor Control Reform Act 1998</i>.</p> <p>For online orders, section 18C of the Act requires the licensee:</p> <ul style="list-style-type: none"> • display their liquor licence number and any notice the VGCCC requires on its website, online platform or interface through which liquor can be ordered. • display their liquor licence number in any promotional or advertising material in relation to online ordering. • provide instructions to the person responsible for the delivery of liquor by orders placed online, and ensure delivery occurs within ordinary trading hours. <p>You must comply with your licence conditions when delivering liquor.</p> <p>Liquor must only be delivered to a person aged 18 or over.</p>

	<p>Liquor must not be delivered and left at unoccupied premises on the same day the order is received.</p> <p>Liquor must only be delivered during ordinary hours.</p> <p>Specifically in relation to liquor delivered via online orders under section 18C of the Act:</p> <ul style="list-style-type: none"> • If the liquor order is not intended as a gift, for first-time orders you are required to: <ul style="list-style-type: none"> ○ request the customer who placed the order to confirm that they are 18 years old or older ○ provide instructions to the delivery person that the liquor must only be delivered and received by the customer who placed the order, and whose age must be verified by the delivery person via an evidence-of-age document. • For subsequent online orders made by the same customer, you are required to: <ul style="list-style-type: none"> ○ obtain instructions from the customer about where to leave the order if the customer is not present at the time of the subsequent delivery and provide these instructions to the delivery person ○ provide instructions to the delivery person that the order must only be delivered in accordance with the instructions obtained from the customer. • If the liquor order is placed by a customer to be delivered to another person as a gift, you are required to: <ul style="list-style-type: none"> ○ request the customer who placed the order to confirm they and the recipient of the gift are both of—or over—18 years of age ○ obtain the name and address of the recipient of the gift ○ provide instructions to the delivery person that the liquor must only be delivered to the recipient—or a person who is 18 years old or older and present at the address provided. The age of the recipient or the person must also be verified by the delivery person via an evidence-of-age document. <p>Note: The licensee must provide instructions to the person responsible for delivering the liquor that delivery must occur before 11pm.</p> <p>For further information see the <i>Liquor Control Reform Act 1998</i>(the Act)</p>
<p>Tastings</p>	<p>Under a packaged liquor licence or late night (packaged liquor) licence, you can offer free ‘tastings’ in your premises, for example wine tastings.</p> <p>This is considered gratuitous supply of liquor. In other words, you are offering the alcohol to a customer and they may take part in the tasting for free and without any obligation to purchase.</p> <p>Note: Minors are not allowed to be served or drink liquor on licensed premises under any circumstances.</p>
<p>Who can supply liquor?</p>	<p>Only people over 18 years of age can supply liquor.</p> <p>Minors can be employed to deliver packaged liquor to a person over 18 years of age, for consumption off the licensed premises. This means that a person under 18 years of age can carry the alcohol to a customer’s car but is not allowed to take orders or receive payment for liquor.</p>
<p>Are minors allowed on licensed premises?</p>	<p>Minors are only allowed in a packaged liquor or late night (packaged liquor) licensed premises if:</p>

	<ul style="list-style-type: none"> • they are employed in duties other than the supply of liquor or • if they are in the company of a responsible adult or • if they are involved in a VGCCC approved training course in hospitality. <p>A responsible adult is a person who is over the age of 18 years and who is:</p> <ul style="list-style-type: none"> • the younger person’s parent, step-parent, guardian or grandparent, or • the younger person’s spouse (over the age of 18 years), or • a person who is acting in place of a parent and who could reasonably be expected to exercise responsible supervision of the younger person (e.g. a sports coach). <p>Note: Minors employed in a packaged liquor premises are permitted to take packaged liquor to a customer’s vehicle. In this case, they do not require a Responsible Service of Alcohol (RSA) certificate.</p>
<p>What is your red-line plan?</p>	<p>The red-line plan (the plan) is submitted with the application for your liquor licence, or if you are the transferee for an existing licensed premises, the plan submitted by the original or previous licensee and approved by the VGCCC.</p> <p>This plan is important as it shows a dedicated area highlighted by a red line border, where liquor can be supplied on your premises. If you have a mixed business retail store (supermarket or grocery store), you will most likely have a specific area that alcohol can be displayed and supplied.</p> <p>If you have an older licence, you may have a plan that includes the entire building. In a supermarket scenario, this would mean that minors would not be allowed into the food areas without being in the company of a responsible adult. In this case, it’s recommended that the licensee submits a new plan to the VGCCC detailing a dedicated liquor area, as per the example on page 8.</p> <p>If you intend to do renovations to your licensed premises that change your red-line area, you will need to submit a new plan to the VGCCC for approval prior to making the proposed changes.</p> <p>If you are visited by Victoria Police or a VGCCC Inspector they will most likely have a copy of your plan and check that you are operating within the red-line area.</p> <p>It is an obligation under the Liquor Control Reform Act 1998 that you:</p> <ul style="list-style-type: none"> • keep a copy of your red-line plan on your premises and • produce it if requested by Victoria Police or a VGCCC Inspector.
<p>Sub-letting</p>	<p>A licensee must not let or sublet any part of the licensed premises or assign the right to supply liquor without the consent of the VGCCC.</p>
<p>Control of the business of the supply of liquor</p>	<p>A licensee must not permit any person who is not employed by the licensee to carry on a business of supplying liquor on the licensed premises.</p>

Sample red-line plan – licensed supermarket business

Smalltown Supermarket and Bottleshop





**CHECK YOUR
UNDERSTANDING**

Check you understanding – About a packaged liquor or late night (packaged liquor) licences

It's time to check your understanding of what has been covered so far.

Please complete the questions below and check your responses against the answers provided at the back of this guide.

Q.1 A woman purchases a bottle of wine in your store. She explains that she is on her way to a picnic and doesn't have a cork screw and asks you to open the bottle for her.

Will you be in breach of your licence if you open the bottle for her?

Yes

No

Explain your answer:

Click or tap here to enter text.

Q.2 At 11.00am on Saturday morning you walk into David's Supermarket in Hawthorn; they hold a packaged liquor licence.

Whilst walking around the store, you walk past a table set up with wine tasting. A staff member asks if you would like to taste one of the wines.

You say no.

The staff member asks if you would like to try a new local beer instead.

This time you say yes.

Is David's Supermarket in breach of their licence?

Yes

No

Explain your answer:

Click or tap here to enter text.

Q.3 A customer can take alcohol from the bottle shop and pay for it with their supermarket shopping at the supermarket registers if there is no approval for a remote checkout in place.

True

False



TIP

Use the red-line plan on page 8 to answer the following question.

Q.4 Is it an offence to hold a wine tasting in the supermarket?

Yes

No

Explain your answer:

Click or tap here to enter text.

Q.5 The cashiers on the registers in the bottle shop must be over 18 years old?

Yes

No

Explain your answer:

Click or tap here to enter text.

Q.6 It is an offence for supermarket customers under 18 years old to go into the designated bottle shop area without a responsible adult?

Yes

No

Explain your answer:

Click or tap here to enter text.

Q.7 It's Ok to leave a delivery of packaged liquor with a person under 18 years old?

True

False

Explain your answer:

Click or tap here to enter text.



ANSWERS

Now check your answers at the back of this guide.

Topic 3 – Packaged Liquor Code of Conduct

What this topic covers	<p>This topic looks at:</p> <ul style="list-style-type: none"> • the Packaged Liquor Code of Conduct (the Code of Conduct) • why it is was introduced and • how it affects your business.
Introduction	<p>The Code of Conduct is a policy document for packaged liquor and late night (packaged liquor) licensees.</p> <p>It outlines the standards that packaged liquor licensees need to meet and documents they must develop and retain.</p>
What does it include?	<p>The Code of Conduct includes requirements about:</p> <ul style="list-style-type: none"> • irresponsible and inappropriate advertising & promotions • required signage • management and staff training in RSA • occupational health and safety • website information requirements • fair trading.
The Code of Conduct	<p>For information on the Code of Conduct see Packed Liquor - Code of Conduct.</p>
 <p>TIP</p>	<p>We recommend you print a copy of the Code of Conduct and highlight the sections that you feel are particularly important.</p> <p>Also, you may want to give a copy to your staff and discuss at meetings so that they are aware.</p>

<p>Minors on premises</p>	<p>The Code of Conduct sets out that:</p> <ul style="list-style-type: none"> • No minors are to be permitted on the licensed premises unless they are accompanied by a parent, spouse, legal guardian or a responsible adult. • The licensee shall ensure that any minor employed to work on licensed premises is not involved in the supply of liquor unless it is part of a training program approved by the VGCCC. <p>The licensee must maintain a list/register of minors employed on the premises (which may be the business time and wages record book) and which is available upon request for viewing by Victoria Police or a VGCCC inspector.</p>
<p>Secondary supply</p>	<p>The licensee must, where there are reasonable grounds to believe that an adult (including a parent) is buying alcohol for a minor, refuse the sale of alcohol.</p>
<p>Signage</p>	<p>The Code of Conduct sets out that the following signs and information must be displayed:</p> <ol style="list-style-type: none"> 1. Do Not Attempt to Buy Liquor for Under 18s 2. Intoxicated? Drunk? Disorderly? 3. Under 18? No Supply 4. Directline, the free call number 5. any information about any municipal local law, which prohibits the consumption of alcohol in a public place.
<p>House rules document</p>	<p>The licensee must develop a set of 'House Rules' for the licensed premises, which will set out the responsibilities and obligations of management and staff in the sale and supply of alcohol.</p> <p>House rules will usually list a set of rules and procedures that are adopted by and adhered to in your business.</p> <p>The house rules must be retained on the premises in the possession of the licensee or responsible person and be made available to Victoria Police or a VGCCC inspector if requested.</p> <p>To assist you in complying with this requirement, the VGCCC has developed a sample 'House Rules' template. You may use this as the basis to develop your own. The template can be found here.</p>
<p>Surveillance cameras (CCTV)</p>	<p>Under the Code of Conduct, where the licensee has voluntarily installed and maintains a surveillance recording system, it must be able to clearly identify individuals, show the time and date and provide continuous images of all relevant entrances and exits. A copy of the recorded images must be:</p> <ul style="list-style-type: none"> • available upon request for immediate viewing or removal by Victoria Police, a VGCCC inspector, or a person authorised in writing by the VGCCC, or • otherwise retained for at least two (2) weeks where technology exists. <p>Otherwise, where a licensee has CCTV conditions specified on the liquor licence, then the current standard condition requires the licensee to retain the images/footage for at least one month.</p>
<p>Internet sales or sales by phone, mail order or facsimile</p>	<p>If you intend to sell liquor by taking orders over the telephone, facsimile or mail order, you must display your liquor licence number in any advertisement or information published in writing or electronically in connection with such sales.</p>

A licensee must ensure that liquor is purchased by a person aged 18 or over.

The licensee must ensure that delivery arrangements include requiring evidence of age where appropriate.

Delivery must be as per the conditions noted in Topic 2 – ‘delivery of liquor and delivery hours’.

If you are supplying liquor via online orders, you are required to:

- notify the VGCCC before commencing to supply liquor via online orders, regardless of whether you have already been undertaking this activity.
- display your liquor licence number prominently on your website or on any other online platform or interface on which liquor orders are placed, as well as in any promotional or advertising material relating to online ordering
- display any other notice we may require on your website or any other online platform or interface on which liquor orders can be placed, for example you must display the following notice prominently on the site/s at all times so that customers will notice its contents.

“WARNING

Under the *Liquor Control Reform Act 1998* it is an offence:

- **to supply alcohol to a person under the age of 18 years [penalty exceeds \$19,000]**
- **for a person under the age of 18 years to purchase or receive liquor [penalty exceeds \$900]”**
- provide instructions to the person responsible for delivering the liquor that delivery must occur before 11pm.
- abide by conditions noted in Topic 2 – delivery of liquor and delivery hours’ as it applies to online orders.



CHECK YOUR UNDERSTANDING

Check your understanding – Packaged Liquor Code of Conduct

It's time to check your understanding of what has been covered so far.

Please complete the questions below and check your responses against the answers provided at the back of this guide.

Q.1 A 16-year old boy comes into your store with his 18-year old brother. Is the 16-year old boy allowed in the store?

Yes

No

Explain your answer:

Click or tap here to enter text.

Q.2 Josh, 17 years old, applies for a part-time job as a storeman in your store. The job involves working in the storeroom and ensuring shelves are stocked.

Can you employ Josh?

Yes

No

Explain your answer:

Click or tap here to enter text.

Q.3 A middle-aged couple and their teenage daughters come into your store on a Saturday afternoon. The couple are regulars and host many functions, often spending a lot of money in your store.

As they walk around the store, the girls pick up some pre-mixed drinks and put them in their parents' trolley.

At the cash register, you observe the cashier state that she cannot sell the pre-mixed drinks to the couple.

Why might she do this?

Click or tap here to enter text.

Q.4 As the couple are known to you, should the cashier make an allowance and serve them?

Yes

No

Explain your answer:

Click or tap here to enter text.

Q.5 Which of the following signs/information are you required to display in your liquor store?

Tick the correct answer/s:

Do Not Attempt to Buy Liquor for Under 18s

Under 18? No Supply

Intoxicated? Drunk? Disorderly?

Free call number for Directline

any information about any municipal local law, which prohibits the consumption of alcohol in a public place.

Q.6 As a licensee, you must develop a set of 'house rules' for the licensed premises.

Please state what the 'house rules' need to include:

Click or tap here to enter text.



ANSWERS

Now check your answers at the back of this guide.

Topic 4 – Standard licence conditions

What this topic covers	This topic looks at the conditions that may be applied to a packaged liquor or late night (packaged liquor) licence.
Introduction	<p>Licence conditions outline what you can and cannot do to operate your licensed premises legally. Licence conditions are monitored and enforceable by Victoria Police and VGCCC inspectors.</p> <p>Non-compliance with your licence conditions can result in significant penalties for you and your business.</p>
What do licence conditions specify?	<p>There are standard conditions that all packaged liquor and late night (packaged liquor) licences have.</p> <p>Licence conditions specify:</p> <ul style="list-style-type: none"> • your authorised trading hours • the amenity condition • reference to the Code of Conduct • other conditions that are relevant to the type of licensed premises you have.
Ordinary trading hours	<p>Ordinary Trading Hours are defined in the Act for a packaged liquor and late night (packaged liquor) licence as:</p> <ul style="list-style-type: none"> • Sunday: 10am to 11pm • ANZAC Day: 12noon to 11pm • On any other day: 9am to 11pm. <p>Note: Unless your licence states otherwise, you are not permitted to trade on Good Friday or Christmas Day.</p>
Authorised trading hours	<p>A packaged liquor licence authorises the licensee to supply liquor for consumption off the licensed premises:</p> <ul style="list-style-type: none"> ○ during ordinary trading hours; and ○ between 11pm and 1am only if specified in the licence. <p>A late night (packaged liquor) licence authorises the licensee to supply liquor for consumption off the licensed premises:</p> <ul style="list-style-type: none"> ○ during ordinary trading hours; and ○ during any other times as specified in the licence.
What is amenity?	<p>Amenity is the impact that your store and patrons may have on the surrounding area.</p> <p>The Act defines amenity as:</p> <p>“The quality that the area has of being pleasant and agreeable”.</p> <p>Amenity includes:</p>

	<ul style="list-style-type: none"> • 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 store? • Noise levels What measures do you have in place to minimise noise from patrons leaving your store? • 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 effect does your premises have on the local community, residents and neighbouring businesses? 										
Amenity condition	<p>The amenity condition on your licence is explained below:</p> <table border="1" data-bbox="464 819 1366 1133"> <thead> <tr> <th data-bbox="464 819 906 871">Condition</th> <th data-bbox="906 819 1366 871">What this means</th> </tr> </thead> <tbody> <tr> <td data-bbox="464 871 906 1133">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.</td> <td data-bbox="906 871 1366 1133">You are responsible for what happens in and around your licensed premises. This includes the time that you are open for business and when patrons are leaving your premises.</td> </tr> </tbody> </table>	Condition	What this means	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.	You are responsible for what happens in and around your licensed premises. This includes the time that you are open for business and when patrons are leaving your premises.						
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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.	You are responsible for what happens in and around your licensed premises. This includes the time that you are open for business and when patrons are leaving your premises.										
Approvals	<p>There are additional conditions placed on some packaged liquor licences that are referred to as 'approvals'.</p> <p>The approvals below are placed on some supermarket packaged liquor licences:</p> <table border="1" data-bbox="464 1290 1465 1946"> <thead> <tr> <th data-bbox="464 1290 1007 1417">Condition – Section 11 (2) Supermarket Checkout Authorisation</th> <th data-bbox="1007 1290 1465 1417">What this means</th> </tr> </thead> <tbody> <tr> <td data-bbox="464 1417 1007 1559">The licensee is authorised to receive payment for liquor supplied on the licensed premises at any checkout located in the supermarket.</td> <td data-bbox="1007 1417 1465 1559">If you have this approval, any checkout can be used to receive payments for liquor.</td> </tr> <tr> <td data-bbox="464 1559 1007 1637">The person receiving the payment is of, or over, the age of 18 years.</td> <td data-bbox="1007 1559 1465 1637">The person on the checkout must be over 18 years old.</td> </tr> <tr> <td data-bbox="464 1637 1007 1809">The authorisation is subject to the licensee displaying the VGCCC sign 'Under 18? No supply' at any such checkout and in a manner, that invites customer's attention to the sign.</td> <td data-bbox="1007 1637 1465 1809">The 'Under 18? No supply' sign must be clearly displayed at checkouts in the supermarket.</td> </tr> <tr> <td data-bbox="464 1809 1007 1946">The authorisation is also subject to the licensee remaining the owner of the supermarket business and shall lapse should this no longer be the case.</td> <td data-bbox="1007 1809 1465 1946">This Supermarket Checkout Authorisation condition is applicable for the current licensee only.</td> </tr> </tbody> </table>	Condition – Section 11 (2) Supermarket Checkout Authorisation	What this means	The licensee is authorised to receive payment for liquor supplied on the licensed premises at any checkout located in the supermarket.	If you have this approval, any checkout can be used to receive payments for liquor.	The person receiving the payment is of, or over, the age of 18 years.	The person on the checkout must be over 18 years old.	The authorisation is subject to the licensee displaying the VGCCC sign 'Under 18? No supply' at any such checkout and in a manner, that invites customer's attention to the sign.	The 'Under 18? No supply' sign must be clearly displayed at checkouts in the supermarket.	The authorisation is also subject to the licensee remaining the owner of the supermarket business and shall lapse should this no longer be the case.	This Supermarket Checkout Authorisation condition is applicable for the current licensee only.
Condition – Section 11 (2) Supermarket Checkout Authorisation	What this means										
The licensee is authorised to receive payment for liquor supplied on the licensed premises at any checkout located in the supermarket.	If you have this approval, any checkout can be used to receive payments for liquor.										
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The authorisation is also subject to the licensee remaining the owner of the supermarket business and shall lapse should this no longer be the case.	This Supermarket Checkout Authorisation condition is applicable for the current licensee only.										

<p>Responsible Service of Alcohol</p>	<p>Licensees and staff selling, offering or serving liquor for a packaged liquor or late night (packaged liquor) licence, must complete Responsible Service of Alcohol (RSA) training.</p> <p>Licensees must complete training before the liquor licence is granted. Staff must complete the training no more than one month after they begin selling, offering or serving alcohol on the licensed premises.</p> <p>It is also mandatory for licensees and their staff to complete RSA refresher training every three (3) years. The RSA refresher course is free and available on the VGCCC website.</p>
<p>RSA training evidence</p>	<p>A licensee must provide relevant RSA training information to Victoria Police and VGCCC inspectors upon request.</p> <p>Information that may be requested includes:</p> <ul style="list-style-type: none"> • the name of the responsible person at the licensed premises (e.g. the nominee, manager) • the name of each person who is engaged in the sale and service of liquor and the date on which each person first sold or served liquor on the premises. • evidence of completion of the RSA training (the licensee is required to keep a copy of the most recent certificate issued to each staff member involved in the sale and supply of liquor - electronic is OK).
<p>What is static advertising?</p>	<p>It is an offence under the Act for anyone to display (or cause to be displayed) static alcohol advertising within 150 meters of the perimeter of a school for any direct or indirect financial benefit.</p> <p>What is static advertising?</p> <p>Static advertising includes (but is not limited to):</p> <ul style="list-style-type: none"> • banners, billboards, hoardings, signs, images or rolling static displays; • digital billboards and panels including those that display moving or video images; and • moveable billboards and displays (e.g. A-frame moveable display boards). <p>It does not include:</p> <ul style="list-style-type: none"> • broadcast television, radio or digital media such as websites or social media; and • commercial print media such as magazines and newspapers. <p>For details see Alcohol advertising near schools.</p>



CHECK YOUR UNDERSTANDING

Check your understanding – Standard licence conditions

It's time to check your understanding of what has been covered so far.

Please complete the questions below and check your responses against the answers provided at the back of this guide.

Q.1 The RSA course must be completed by the licensee:

- within six months of being granted a licence.
- within one month of being granted a licence.
- prior to being granted a licence.

Q.2 How often must a licensee and staff do the RSA refresher course?

- Every 12 months
- Every three years
- Twice a year.

Q.3 You go into your local supermarket bottle shop where they have two cashiers on registers in the supermarket and the bottle shop register is not staffed.

You buy a bottle of wine and pay for it at one of the supermarket registers.

What condition/approval must the supermarket/bottle shop have so as to not breach their licence?

Click or tap here to enter text.

Q.4 What is the definition of amenity in the *Liquor Control Reform Act 1998*?

Click or tap here to enter text.

Q.5 The perimeter of the local primary school is 140 metres away from your store. Can you display an A-frame moveable display board in front of your store promoting your liquor specials?

- Yes
- No

Explain your answer

Click or tap here to enter text.



ANSWERS

Now check your answers at the back of this guide.

Conclusion

Congratulations!

You have completed the packaged liquor and late night (packaged liquor) licence self-paced guide.

Breaches and fines

Holding a liquor licence comes with legal obligations.

The way you run your business has a direct impact on the safety of your customers and the community. You have a responsibility to ensure that liquor is managed in a way that encourages responsible and appropriate drinking.

The Act provides for the issue of fines for specified breaches.



TIP

General information

A liquor licence does not override local laws, planning schemes and conditions on planning permits. It is the licensee's responsibility to ensure they comply with these.

Helpful links

- House Rules Template
- [Accredited Responsible of Alcohol providers](#)
- PLL Code of Conduct
- Intoxication guidelines
- [Advertising and Promotion Guidelines](#)
- Delivery poster- optional
- Required signage
- Late night freeze guidelines
- Subscribe to VGCCC News – free monthly newsletter

Answers



ANSWERS

Check your understanding – About packaged liquor and late night (packaged liquor) licences

- Q.1 A woman purchases a bottle of wine in your store. She explains that she is on her way to a picnic and doesn't have a cork screw, and asks you to open the bottle for her.
- Will you be in breach of your licence if you open the bottle for her?
- A. Yes, as a packaged liquor store, you may only sell liquor in sealed containers. Opening the wine would constitute an open container.**
- Q.2 At 11.00am on Saturday morning you walk into David's Supermarket in Hawthorn; they hold a packaged liquor licence.
- Whilst walking around the store, you walk past a table set up with wine tasting. A staff member asks if you would like to taste one of the wines.
- You say no.
- The staff member asks if you would like to try a new local beer instead.
- This time you say yes.
- Is David's Supermarket in breach of their licence?
- A. There is no offence.**
- Packaged liquor licensees are able to provide 'tastings' under Section 20 of the *Liquor Control Reform Act 1998*.**
- Q.3 A customer can take alcohol from the bottle shop and pay for it with their supermarket shopping at the supermarket registers if there is no approval for a remote checkout in place.
- A. False.**
- Q.4 Is it an offence to hold a wine tasting in the supermarket?
- A. Yes, it must be held within the red-line area.**
- Q.5 The cashiers on the registers in the bottle shop must be over 18 years old?
- A. Yes, only people over 18 years of age are allowed to supply liquor.**
- Q.6 It is an offence for supermarket customers under 18 years old to go into the bottle shop without a responsible adult?

A. Yes, minors are only allowed in packaged liquor or late night (packaged liquor) licence if they are employed in duties other than the supply of liquor or if they are in the company of a parent or a responsible adult acting in place of a parent.

Q.7 It's Ok to leave a delivery of packaged liquor with a person under 18 years old?

A. False.

Packaged Liquor cannot be left with a person under 18 years old.

The licensee must ensure that delivery arrangements include requiring evidence of age where appropriate.



ANSWERS

Check your understanding – Packaged Liquor Code of Conduct

Q.1 A 16-year old boy comes into your store with his 18-year old brother. Is the 16-year old boy allowed in the store?

A. No, an older sibling is not considered to be a responsible adult.

Q.2 Josh, 17 years old, applies for a part-time job as a storeman in your store. The job involves working in the storeroom and ensuring shelves are stocked.

Can you employ Josh?

A. Yes, the job does not involve supply of alcohol to customers.

Q.3 A middle-aged couple and their teenage daughters come into your store on a Saturday afternoon. The couple are regulars and host many functions often spending a lot of money in your store.

As they walk around the store, the girls pick up some pre-mixed drinks and put them in their parents' trolley.

At the cash register, you observe the cashier state that she cannot sell the pre-mixed drinks to the couple.

Why might she do this?

A. It states in the Code of Conduct that a sale must be declined if it appears that an adult is purchasing liquor for a minor.

Q.4 As the couple are known to you, should the cashier make an allowance and serve them?

A. No. The law doesn't make allowances when it comes to serving persons suspected of purchasing liquor for minors.

Q.5 Which of the following signs/information are you required to display in your liquor store?

All of them:

A. Do Not Attempt to Buy Liquor for Under 18s

Under 18? No Supply

Intoxicated? Drunk? Disorderly?

Free call number for Directline

any information about any municipal local law, which prohibits the consumption of alcohol in a public place.

- Q.6 As a licensee, you must develop a set of house rules for the licensed premises. What do the house rules have to include?
- A. The responsibilities and obligations of staff in the sale and supply of alcohol in accordance with established responsible service of alcohol principles.**



ANSWERS

Check your understanding – Standard licence conditions

Q.1 The RSA course must be completed by the licensee:

A. Prior to being granted a licence.

Q.2 How often must a licensee and staff do the RSA Refresher course?

A. Every three years.

Q.3 You go into your local supermarket bottle shop where they have two cashiers on registers in the supermarket and the bottle shop register isn't staffed.

You buy a bottle of wine and pay for it at one of the supermarket registers.

What condition/approval must the supermarket/ bottle shop have so as to not breach their licence?

A. The licensee must have the Section 11 (2) Supermarket Checkout Authorisation on their licence which states that -

'A licensee is authorised to receive payment for liquor supplied on the licensed premises at any checkout located in the supermarket.'

Q.4 What is the definition of amenity in the *Liquor Control Reform Act 1998*?

A. "The quality that the area has of being pleasant and agreeable".

Q.5 The perimeter of the local primary school is 140 metres away from your store. Can you display an A-frame display board in front of your store promoting your liquor specials?

A. No.

It is an offence under the *Liquor Control Reform Act 1998* for anyone to display (or cause to be displayed) static alcohol advertising within 150 meters of the perimeter of a school for any direct or indirect financial benefit.