

Liquor Control Victoria

Club Seminar Workbook

VICTORIA
State
Government

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Introduction

Licensed clubs in Victoria, such as sporting, service, RSL and community clubs make a significant contribution to the social and economic life of Victorians. Alcohol is closely linked to a club's sporting and social activities and a large number of clubs depend on alcohol sales to maintain financial viability.



However, alcohol may also bring a range of issues for the club such as excessive drinking, anti-social and unsafe behaviour. These in turn may affect the 'family' or 'community' atmosphere that a club wants to promote.

The sale and supply of alcohol in Victoria is regulated through the *Liquor Control Reform Act 1998* (the Act), which Liquor Control Victoria (LCV) administers.

About this workbook

The objectives of this workbook are to:

- increase the knowledge and awareness of club committee members in dealing with liquor licensing issues
- better equip committee members and club staff to address issues of alcohol harm within the club.

Specific information is provided on:

- the different types of liquor licences for clubs
- the club rules and types of visitors
- the supply of liquor to members
- interpreting a liquor licence
- red line plans
- maintenance of sign-in registers
- displaying required signage
- responsible service of alcohol
- licence breaches
- the Australian Drug Foundation Good Sports Program.

Liquor licences for clubs

Applying for a club licence

An incorporated club and an unincorporated club may apply for a liquor licence. Victoria Police has the right to object to the application on grounds it thinks fit. A council can only object to the application based on amenity issues.

Application process

The chart on the next page shows the application process. In deciding whether or not to grant an application, LCV must be satisfied that:

- the applicant is suitable to be a licensee
- the grant of the application would not lead to the misuse or abuse of alcohol
- the grant of the licence will not impact on the amenity of the area
- the premises are not intended to be used primarily by people under the age of 18 years
- the applicant has adequate knowledge of the Act
- the club is conducted in good faith as a club.

Application forms and full details of requirements and costs are available on LCV's website.

Training requirements

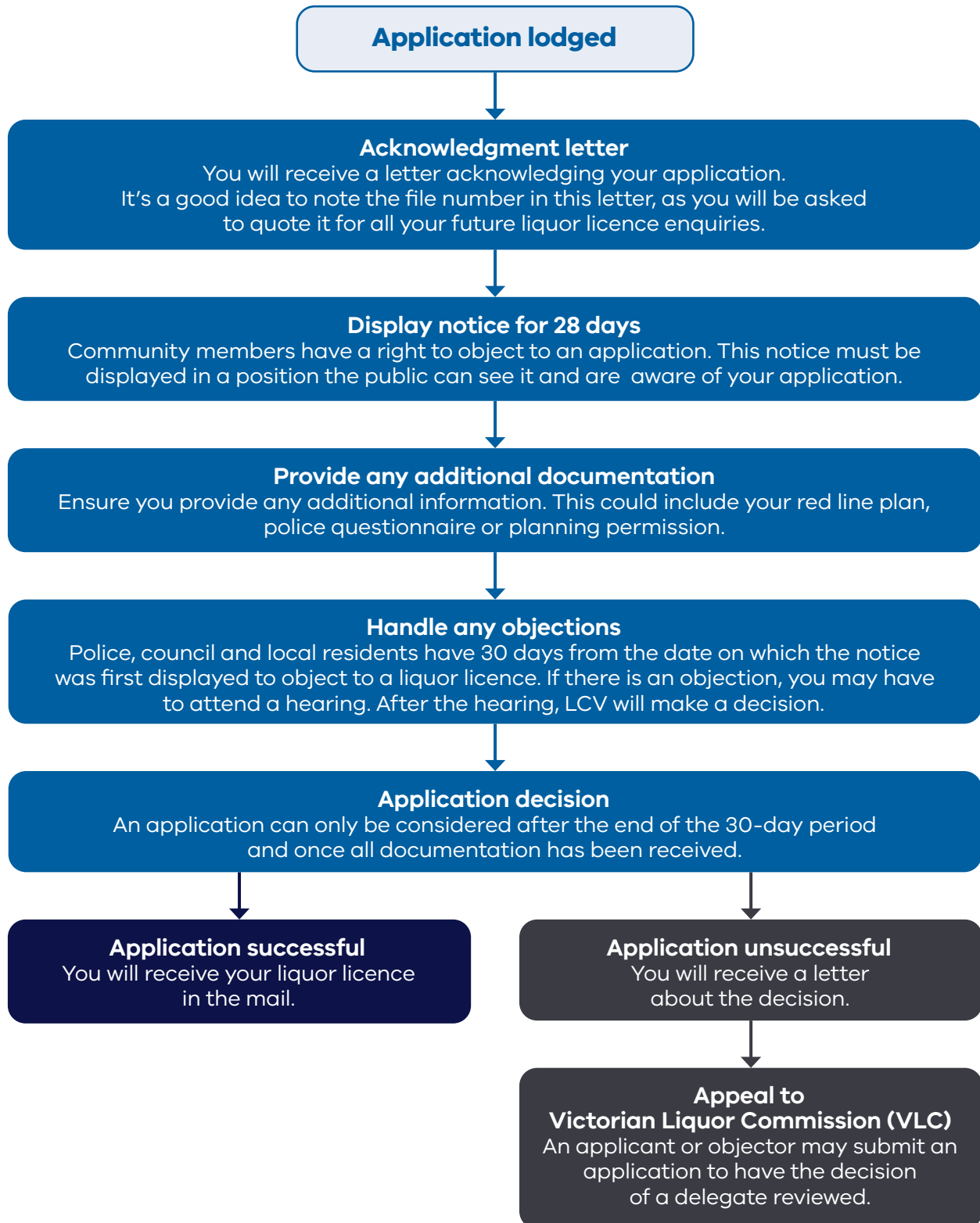
New licence applicants for a full club licence or permit must complete the approved new entrant training before licence is granted.

The following applicants on the full club licence or permit application must complete the training:

- **natural person applicants**, who do not presently hold a liquor licence in Victoria
- one committee member of a club applicant
- applicants who will be appointed as a nominee of a club on the liquor licence
- applicants seeking approval to sub-let any part of the licensed premises, or to carry on business of supplying liquor on the licensed premises.

For **club licences (other than full club)**, LCV has agreed to accept people attending a club seminar and completing an assessment as equivalent to attending a new entrant training course. Good Sports run 'Club Seminars' throughout Victoria.

Liquor licensing application process for club licences



Choosing the right licence or permit for your club

The type of liquor licence or permit your club requires will depend on the circumstances under which your club operates and any commercial objectives the club is pursuing.

The licence or permit enables clubs to supply alcohol to members, guests and non-members within a licensed area.

There are four types of liquor licences and one permit available for clubs:

- full club
- restricted club
- renewable limited
- temporary limited
- BYO permit.

If your club premises are used mainly by people under 18 years of age, then a new licence or permit cannot be issued unless LCV is satisfied that the grant of a licence or permit would not present a specific risk of supply of alcohol to a person under the age of 18 years.

Full club licence

A full club licence is for clubs:

- who operate on a commercial level
- employ permanent staff and
- who offer a range of services for members, such as, gaming, dining facilities or a gymnasium.

A full club licence allows the supply of alcohol during trading hours or as specified on the licence. Members, guests of members and if applicable, authorised gaming visitors can consume alcohol on the premises and in the case of members only, be supplied alcohol for consumption off the premises.

This licence type is valid for 12 months and is extended on the payment of your renewal fee.

In deciding whether a full club licence is appropriate, consideration is given to:

- number of members at the club
- number of full time staff employed
- standard and extent of facilities and services
- hours of operation
- any other matters that LCV considers relevant.

Ordinary trading hours for full club licence

Unless specified on the licence, the ordinary trading hours for a full club licence are at any time on any day except for:

- Sunday – between 10 am and 11 pm
- Good Friday – between 12 noon and 11 pm
- ANZAC Day – between 12 noon and 11 pm.

Extended trading hours New Years' Eve

From 11 pm on the 31 December, to 1 am on 1 January, full club licences (for the supply of liquor to a member of the club, an authorised gaming visitor, or a guest of a member for consumption on the licensed premise) may have extended trading hours for New Year's Eve.

LCV has the power to restrict the above if there are concerns about alcohol-related harms.

Licensees are reminded to ensure local planning requirements relating to their extended trading hours are met.

Restricted club licence

A sporting or recreational club issued with a restricted club licence is generally run by volunteers.

A restricted club licence allows the supply of alcohol to members and guests of members.

Holders of a restricted club licence may purchase their alcohol from:

- pre-retail
- the holder of a general licence (a hotel)
- a packaged liquor licence (a bottle shop)
- the holder of a producer's licence.

If you want to be able to serve alcohol outside the licensed area on game days, then you will need to apply for an additional licence called a limited licence.

Limited licences

There are two types of limited licences

- a renewable limited licence
- a temporary limited licence.

Renewable limited licence

A renewable limited licence authorises the supply of alcohol:

- to a member or guest of a member for drinking on the premises only (take-aways are not permitted)
- from a point of sale during sporting events for drinking outside the licensed premises (for example, from a canteen or marquee), provided specific approval is obtained.

Like other licence types, this licence type is renewed every 12 months.

Clubs holding a renewable limited licence may apply to include a seasonal permit for:

- the supply of alcohol to spectators at a booth/ point of sale (during periods when a sporting event is being held)
- holding non-member functions on the licensed premises.

LCV may only grant this type of licence if satisfied the supply of alcohol is limited in scale and scope. This includes limitations to days and hours of trade.

Holders of renewable limited licences may purchase their alcohol from:

- pre-retail outlets
- the holder of a general licence (a hotel)
- a packaged liquor licence (a bottle shop)
- the holder of a producer's licence.

For those occasional events, you will need to apply for a temporary limited licence unless you have a condition on your licence allowing pre-booked functions.

Temporary limited licence

A temporary limited licence may be granted for one-off occasions or to allow the supply of alcohol in conjunction with a special event. It also allows the use of club facilities for non-member functions and outside 'booths' for spectators on match days.

Three dates or events can be put on one application form.

Note: 8 weeks notice is required for applications to be processed.

A temporary limited licence will have time limits, for example:

- football 12 noon to 5 pm
- cricket 12 noon to 6 pm.

With full and restricted club licences, a temporary limited licence is required if a club wishes to have a function on its premises for non-members, for example, birthday parties, or to cater for large crowds at finals time.

If the club has already applied and has been granted a temporary limited licence for the period of the function, or if a specific provision allowing such functions exists in the licence, then new application is not required. Check your licence for the terms and conditions.

If an outside group wants to use the club premises and they intend to sell alcohol they need to apply for a temporary limited licence. They may be required to provide evidence of approval to use the premises.

BYO permit

This permit allows club members to bring their own alcohol to be consumed at the club.

All of the above licences and permits may have specific conditions attached to the licence. You need to comply with these conditions or you will be committing an offence and may lose your licence or permit.

Subletting

Unless an application to sublet has been lodged and approved, it is an offence for a licensee to permit other persons to carry on a business without the consent of LCV. It is worth noting that this extends to any part of the business, including kitchens.

Consent forms must be completed and are available for download on our website.

Check your understanding:

1. _____ licence is appropriate for holding one-off occasions at the club.
2. Holders of a restricted club licence must purchase their liquor from a:

_____ licence holder or a
_____ liquor licensee.
3. You can hold non-member functions if you have a restricted club licence.

True False
4. A temporary limited licence can be used for:

Club rules and liquor supply

Club rules

Each club has specific rules or a constitution that provides a framework for the club management.

Schedule 1 of the Act details a number of provisions which must be included in the rules of a full, renewable limited or restricted club licence. It is the responsibility of the club to ensure their rules comply with Schedule 1 of the Act.

It is the club's responsibility to ensure any amendments made to its rules comply with Schedule 1 of the Act. There is no requirement for a club to notify the LCV if the club amends its rules.

Provisions of Schedule 1

The main purpose of Schedule 1 is to ensure the club operates as a club for its members. This includes being under the control of the members through a duly elected management committee. Members must be nominated and appointed through a process usually conducted at an annual general meeting.

Holders of a club liquor licence must abide by Schedule 1 of the Act, which sets out a number of items that must be included in the club rules.

Some of the requirements for Schedule 1 are that:

- alcohol must not be supplied to a guest of a member unless they are with a member, or they are an authorised gaming visitor
- people under the age of 18 years are not granted membership, unless the club is primarily a sporting club
- the club management committee is responsible for the affairs of the club and members are elected by club members for a minimum of 12 months
- a record of guests and gaming visitors is maintained
- a person cannot be admitted as an honorary or temporary member of the club, unless that class of members is specified in the club rules.

In certain circumstances, a club may seek an exemption from LCV from any or all of these requirements.



Types of patrons

Clubs will have the following types of patrons:

- members
- guests of members
- non-members
- honorary members.

Members

Members of the club are people who are recognised as a member as per the club rules.

Guests of members

Guests can accompany a member to the club.

A guest may be supplied with alcohol to consume on the club's premises, provided they are in the company of the club member. A record of guests attending the club is required to be maintained. Usually, the record of guests will include:

- the date
- the guest's name and address
- the member's name or number.

The record of guests may be inspected by Victoria Police or liquor inspectors.

There is no maximum number of guests that a member may invite to the club premises. Club rules may state the limits on how many guests a member can bring into the club premises at any one time.

Honorary members

Your club rules may contain a category of members called 'honorary member' that allows you to supply alcohol to individuals and visiting teams on game days. Honorary membership can be granted for a period or just for the purpose of the game day. Honorary members can include, but are not limited to players, officials or umpires affiliated with the visiting team.

Reciprocal rights and members

You can also have reciprocal rights as part of your club rules. Your club may grant reciprocal rights to other clubs that it associates with.

If you need to change your rules to incorporate honorary and reciprocal members, you will have to call a general meeting. The club rules should make it clear that honorary or reciprocal members have full membership rights with the exception of voting and standing for office.



Non-members

For the purposes of liquor licensing, any person visiting the club not covered by the types of patrons previously mentioned is considered a non-member.

Non-members can be supplied alcohol at the club when a temporary limited licence is in place. This might be at a:

- booth or
- pre-booked functions such as a wedding or a wake.

Supply of liquor to patrons under a club licence or BYO permit

	Full club	Renewable limited	Restricted club	BYO (consumption of liquor only)
Members	On or Off-premises	On-premises	On-premises	On-premises
Guests of members	On-premises	On-premises	On-premises	On-premises
Non-members	Temporary limited licence is required	Approval may be sought for booths and pre-booked functions	Temporary limited licence is required	Not applicable

Check your understanding:

1. A club with a restricted club licence or a renewable limited licence can allow the sale of alcohol for consumption off-premises to:
 - members only
 - members and guests
 - members and guests only on Saturdays
 - no one – a restricted club or renewable limited licence does not allow for off-premises sales.
2. Guests of members are allowed on licensed premises if they are accompanied by a member and the guest signs the guest register.
 - True False
3. Honorary membership for visiting sporting clubs is only allowable if the class of member is contained in the...

Understanding a liquor licence

About your liquor licence

It is essential to read and fully understand the conditions of your liquor licence to ensure you are not found to be in breach of your licence and the Act.

This section covers the different parts of a liquor licence. Please refer to the sample limited licence as displayed on [page 29](#).

Components of a liquor licence

Licensee

This is the licence holder. The licensee can be a company, partnership, individual or a club. All licences have a licence number – when contacting LCV, you will be asked to quote that number.

Address for services of notices

This is your postal address and should be kept up-to-date. For the postal address, you should consider having a post office box address. This will make sure your mail goes to the one location and you can guarantee you will receive your renewal notice (It also avoids the problems that can arise from using a committee member's private address).

For example, if the committee member moves house or leaves the club and fails to notify LCV, then the club may not receive vital notices. Please notify LCV of any changes via email contact@liquor.vic.gov.au.

Trading as

This is the name that the club trades under.

Nominee

A nominee is a person nominated by a licensee or permittee and approved by LCV. They oversee the day-to-day running of liquor sales activities on behalf of the club committee. If the nominee resigns from the club, LCV must be notified.

Type of licence

This is the type of liquor licence and the circumstances under which the licensee is authorised to supply liquor.

Most small clubs hold either a renewable limited licence or a restricted club licence. **These licences allow for the consumption of alcohol on the premises only.** A lot of clubs make mistakes by allowing alcohol to be taken off the premises, which puts the club at risk of receiving an infringement notice.

Club licensees need to be aware of the conditions of their licences, as this (along with the red-line plan) determines where alcohol can be consumed.

Some of the things to consider are:

- When patrons leave the club rooms or outdoor licensed area to watch the game, do they take their drink with them?
- When patrons leave the club rooms with their drink to have a cigarette, are they drinking outside the licensed area?
- When players of the opposition team leave your premises, do they ask for take away alcohol?
- If the above situations occur at your club, you may be breaching your licence conditions.

Amenity

All club liquor licences have conditions to ensure that the operation of the business does not cause harm to the amenity of the area. Experience shows that if licensees ignore the reasonable concerns of neighbours, the situation will rapidly deteriorate.

This includes things like noise from the club and the behaviour of members and visitors on the club premises as they arrive and leave.

Residents living near your club premises should not be unreasonably affected by the operation of your club.



Your liquor licence or BYO permit must be displayed on the licensed premises so that everyone can see it. Failure to do so may result in a penalty.

Noise

Noise includes things such as entertainment noise, loud music and loud conversations.

You should put strategies in place to overcome any noise problems. Some suggestions include:

- encouraging your members to be considerate of your neighbours
- heavy curtains over windows
- noise insulation
- sound limiting device on your amplifier.

The most practical solution may be to keep your music volume down.

People arriving and leaving the club

When patrons have had a few drinks, they can be loud when they leave your club. They can disrupt the quiet enjoyment of the neighbourhood by fighting, urinating in public, doing wheelies in the car park or knocking over letter boxes. Again, you must ensure you put strategies in place to overcome any of these problems.

Some suggestions include:

- making announcements during the night asking people to leave in a responsible manner
- ensuring a club official is outside your club reminding guests to leave the premises quietly
- ensuring the club has signage asking guests to leave in an orderly manner.

You do not want your neighbours to complain to the police, council or a liquor inspector. Try to prevent problems happening.

Trading hours

You are only licensed to sell and supply liquor on the days and hours shown on your licence. For example, if your licence states that you can trade until 11 pm, then no drinks can be sold or supplied after 11 pm.

Please refer to page 7 for New Year's Eve trading hours.

Approvals and consents

This will cover conditions such as having underage persons on your premises.

Many clubs have minors who participate in sporting activities. If this is the case in your club, you must have approval from LCV to allow them to be there unaccompanied. If you do not already have an underage approval, you can apply for one by completing the 'permanent approval to allow underage patrons on licensed premises' application form.

To allow minors on licensed club premises for reasons other than those listed below, an endorsement has to be on the licence. That endorsement will allow minors to be present during presentations, training days and match days because they are involved in the sporting activities of the club.

Otherwise, the only time minors can be on licensed club premises is when they are:

- completing LCV approved hospitality training or work experience
- with a responsible adult
- having a main meal
- employed in duties other than the supply of liquor
- employed to deliver packaged liquor to over 18-year-olds for consumption off the licensed premises
- a resident(s)
- at a live music event (alcohol free)
- at an underage event (alcohol free)
- approved by LCV.

Supply of alcohol

This section will have conditions about where the club can buy their alcohol.

Club requirements

The rules of the club must comply with Schedule 1 of the Act. Refer to page 10.

Grace period

All licences have a 30 minute grace period after trading hours have finished. This is for people to finish the drink they purchased prior to closing time.

No alcohol may be supplied during the grace period.

Please note – point of sales conditions will normally state that sales from booths end not later than 30 minutes after the game ends, regardless of other times set down on the licence.

Check your understanding:

1. The grace period is for minutes.
2. You have a Restricted club licence. Jan and Stan are members attending a function on a Saturday evening and bring their 18-year-old-son, Joey, and their 19-year-old daughter, Margy.

Is the club in breach of their licence?

Yes No
3. Explain your answer below:

Licensee Responsibilities



Keeping a copy of the red line plan

It is an obligation under the Act that a copy of the approved red line plan must be kept on the premises and made available for inspection by the Victoria Police or a liquor inspector.

The red line plan shows where alcohol can be supplied and consumed, sometimes referred to as an approved licensed area. A red line plan is submitted with your club's original liquor licence application.

The red line plan is also important if you intend to do renovations to your club. You may need to submit a new plan to LCV for consideration prior to making the proposed changes.

In most cases, only the club rooms are covered under the licensed area. Check your plan to see if any outdoor areas, such as verandahs, form part of your licensed area. This may not be the case and it could cause problems if members want to go outside and take their drink to have a cigarette or watch the game.

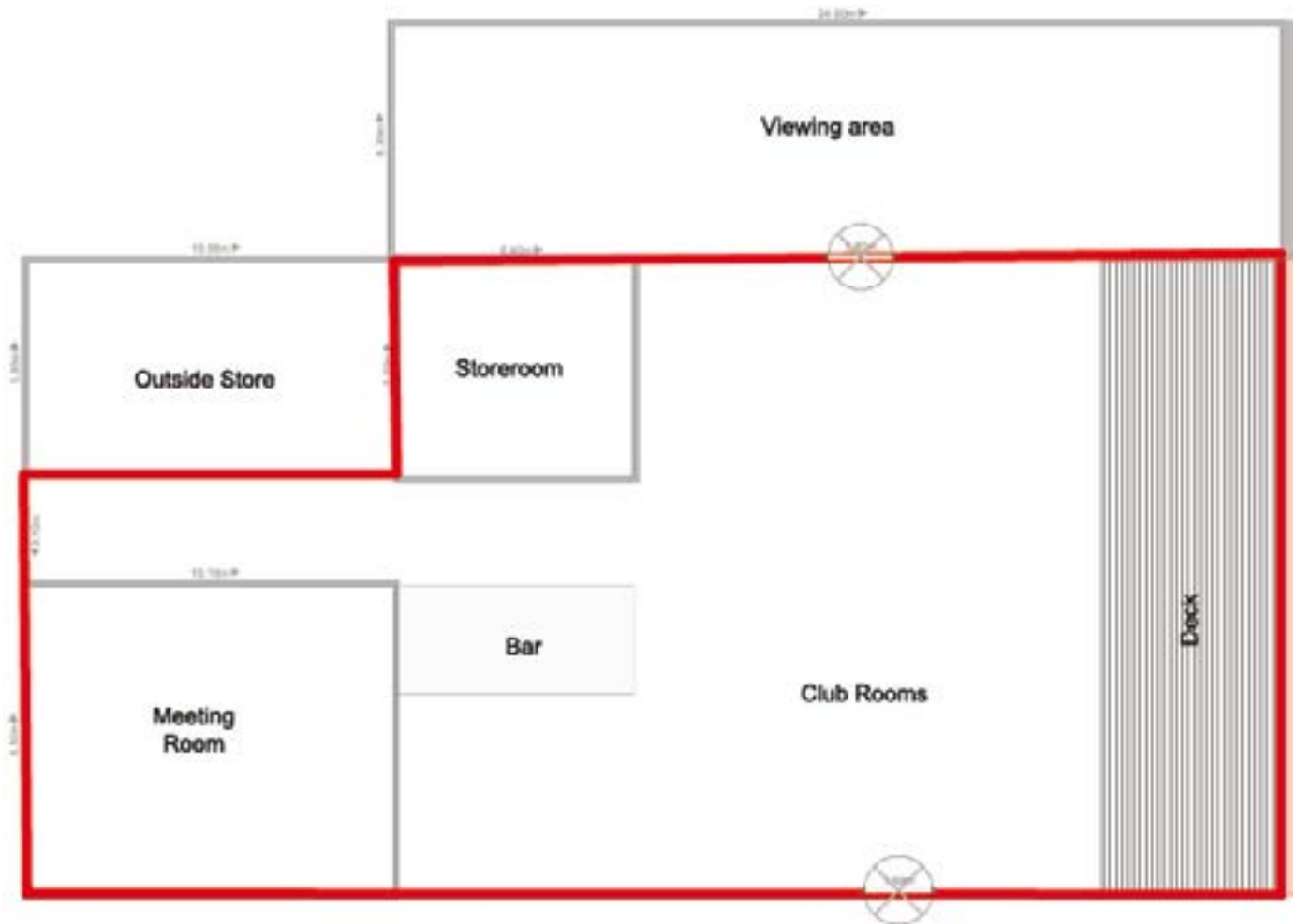
View the sample red line plan on the following page. The area marked in red is the area where members, guests and non-members may consume liquor.

You can view and download a copy of your red line plan through your [Liquor Portal](#) account.

Although not a legal requirement, it is a good idea to display your red line plan. Signs such as 'no alcohol past this point' can also help make sure that members understand the rules.

If a club wishes to alter their licence conditions (such as changing the licensed/serving area or increasing the days and hours of operation), they have to either apply for a variation to the existing licence, or new licence.

Sample red line plan



Check your understanding:

Use the sample red line plan above to answer the following questions.

1. A member can take alcohol onto the viewing area or out onto the club grounds.
True False
2. A guest can take alcohol onto the viewing area.
True False
3. Anyone over the age of 18 years using the club may take alcohol from the meeting room onto the deck.
True False

Maintaining registers

Clubs must keep and maintain at least two registers:

- members' register (all clubs)
- guest register (all clubs).

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.

Members' register

The 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.

Guest register

The guest register is a register with the:

- guest's name and address
- date they visited the premises and
- signature of the member of whom they are a guest.

Displaying signage

It is important that licensees and the community are aware of Victorian liquor laws relating to underage drinking, intoxication and public safety issues.

Under the Act, LCV requires club licensees to display the following signs:

- Intoxicated? Drunk? Disorderly?
- Under 18? No supply

The table below outlines the requirements for displaying signage depending on your licence type.

If wish to obtain copies of the signs, email contact@liquor.vic.gov.au providing your mailing address.

The mandatory signage and additional posters are available to download from LCV's website at vic.gov.au/signs-to-display-where-customers-buy-alcohol. Printing guidelines apply.

Minimum signage requirements by licence category	Intoxicated? Drunk? Disorderly?	Under 18? No supply
Full club	●	●
Limited (Renewable or temporary)	●	●
BYO permit	●	
Restricted club	●	●

Some key things to consider regarding displaying signage are:

1. Make sure you have the most up-to-date signage by checking the keycode on the poster (bottom left hand corner) against the keycode listed on our website.
2. The signs are to be displayed so everyone can see them.
3. The maximum penalty for not displaying the signs exceeds \$1,000.

Check your understanding:

Your club has a limited licence.

What two signs will you need to display at your club?

- 1.
- 2.

Responsible service of alcohol

The awareness of responsible service of alcohol (RSA) principles and practices is a way to address the problems of alcohol abuse. Clubs have a moral and legal duty of care to their members and visitors.

Responsible service within clubs presents some unique challenges:

- committees change from year to year, making continuity of knowledge and standards difficult to maintain
- the people serving behind the bar are often volunteers, serving liquor to friends and family without knowledge of their legal obligations.

While it is not a legal requirement, in most cases LCV encourages clubs and other licensed businesses to have their management and staff complete an RSA training program.

Some club licences will have conditions endorsed on the licence that require the licensee and/or serving staff to complete an approved RSA training program.

List of approved RSA training providers is available at: vic.gov.au/rsa-training#approved-rsa-training-providers.

In committing to the responsible service of alcohol on your premises, it is important that the club committee members are aware of the annual costs of alcohol abuse.

Intoxication

Intoxication is defined in Section 3AB (1) of the Act:

For the purposes of this Act, a person is in a state of intoxication if his or her speech, balance, coordination or behaviour is noticeably affected and there are reasonable grounds for believing that this is the result of the consumption of liquor.

Intoxication guidelines

LCV is required to issue guidelines containing information which assists in determining if a person is in a state of intoxication.

LCV consulted with Victoria Police and industry bodies including the Australian Hotels Association and Community Clubs Victoria to ensure that guidelines are useful to licensees and easy to understand.

The Intoxication Guidelines and additional information is available at vic.gov.au/managing-intoxicated-customers.

Signs of intoxication

There are many noticeable signs that a person may display as they become intoxicated.

You should consider whether the person is displaying one or more of the signs of intoxication which may include:

- becoming loud, boisterous
- becoming argumentative
- annoying other patrons and staff
- using offensive language
- spilling drinks
- fumbling and difficulty in picking up objects
- swaying
- difficulty walking straight
- bumping into furniture or customers
- rambling conversation
- loss of train of thought
- difficulty in paying attention
- not hearing or understanding what is being said
- drowsiness or dozing while sitting at a bar or table.

You should also consider whether this is the result of the consumption of alcohol, by taking into account information such as:

- How much alcohol have you witnessed the person drink?
- Information about how much the person has had to drink
- Does the person smell of alcohol?

Conditions that exhibit similar symptoms and signs of intoxication

Sometimes physical and mental disabilities exhibit some of the same signs and symptoms as alcohol intoxication. You should consider the possibility of the existence of any conditions prior to refusing service on the basis that a person is intoxicated.

You only need to believe, on reasonable grounds, that a person is intoxicated.

Remember, there is no requirement for a person to actually be intoxicated. The law only requires that there be 'reasonable grounds' for the belief that the person is intoxicated as a result of alcohol consumption.

Reasonable grounds for belief

Reasonable grounds for belief is what a reasonable person would believe in the given situation, taking into account the relevant knowledge, facts you have and the circumstances you are in. A belief can be formed on the basis of:

- observing the physical signs and symptoms
- talking to the person and their friends, and then considering whether such symptoms could be the result of alcohol consumption.

It is all right if you refuse service to a person on the basis of this belief, even if you are wrong.

Drunk or disorderly persons

It is unlawful for the club to allow drunk or disorderly persons to remain on licensed premises.

It is an offence for a person who is drunk, violent or quarrelsome to refuse to leave licensed premises if requested to do so by the licensee, employee of the licensee or a member of the Victoria Police

Underage persons on licensed premises

Underage drinking is of particular concern within the community. Many young people experience the consequences of drinking at an early age. Research on underage drinking has found:

- minors are drinking at a younger age and most have tried alcohol before they are 14 years old
- most underage drinkers want to get drunk quickly
- most 15–17 year olds reported seeing violence by someone who was drunk and aggressive.

Source: Victorian Alcohol Statistics Handbook, Turning Point

People under the 18 years of age (minors) are not allowed to:

- be on the licensed premises unless permitted
- consume alcohol on licensed premises.
- serve alcohol on club premises unless they are engaged in a training program approved by LCV and subject to any conditions determined by LCV.

The Act specifies that people under the age of 18 years are not allowed to be on licensed premises unless:

- in the company of a responsible adult
- partaking in a meal
- residing on the premises
- employed in duties other than the supply of liquor
- engaged in a training program in hospitality or work experience
- it is prior to 11 pm and the club has an on-premises licence with restaurant conditions or a restaurant and cafe licence
- employed to deliver packaged liquor to a person over 18 years of age for consumption off the licensed premises
- they are at a live music event (alcohol-free)
- they are at an underage or mixed age event (alcohol-free)
- the club has approval from LCV for underage functions or entry into club rooms.

Note: There may be conditions to approval.

A responsible adult is defined in the Act as either:

- a parent
- a step-parent
- a legal guardian
- a grandparent
- the person to whom they are married, if that person is over 18 years old
- a person who is acting in place of a parent and who could exercise responsible supervision of the younger person.

Examples of a person acting in the place of a parent may be:

- a football coach with their football team
- a parent with their child and the child's friend
- an aunt or uncle
- a school teacher with a class of students.

You may need to make basic enquiries when a minor enters your club. The following would not meet the criteria of acting in the place of a parent:

- 17-year-old with their 18-year-old mate
- 17-year-old with their 18-year-old sibling
- 16-year-old girl with her 19-year-old boyfriend.

Underage offences

A person under the age of 18 years::

- must not purchase or receive liquor from another person
- must not have or consume liquor on licensed premises

Unless they meet the expectations on page 13 and 21, a person under the age of 18 years:

- must not enter or remain unaccompanied on any part of the premises where liquor is served by a licensee.

Offences of the server

An employee of a licensee, while employed on licensed premises, must not supply liquor to a person under the age of 18 years.

Offences by other persons

A person, other than the licensee or an employee of the licensee, must not supply liquor to a person under the age of 18 years.

Evidence of age

Acceptable evidence of age documents are:

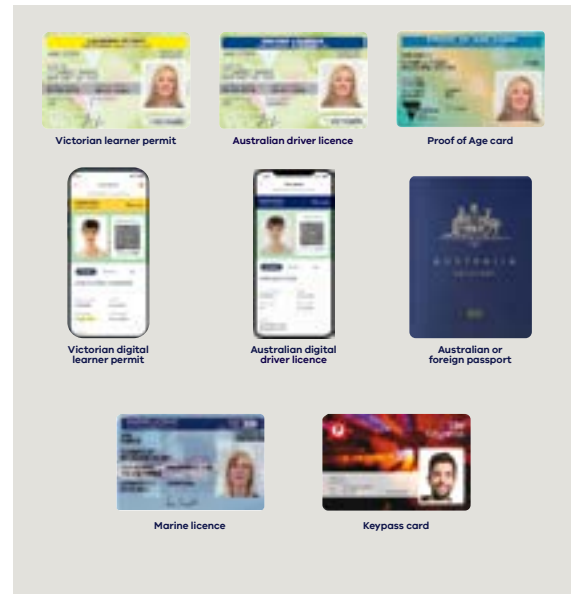
- an Australian driver's licence
- an Australian or foreign passport
- a 'proof of age' card or equivalent from another state of Australia
- a Victorian learner permit
- a Keypass card
- a Victorian marine licence
- a foreign driver licence in the English language or if not in the English language, must be accompanied by an official English translation or an International Driving Permit.

If an underage person uses a fake identification card (ID) to gain entry to licensed premises or to purchase alcohol, the Act provides a legal defence for licensees and staff if they have sighted one of the above.

Confiscating IDs

A licensee, you or your staff can confiscate an ID (except a driver's licence) if you believe it to be forged or altered. It must then be handed on to a member of Victoria Police. The police will return the document within 28 days if the ID is not fraudulent.

Approved forms of ID in Victoria



Photographs of IDs are not acceptable forms of ID.

Foreign driver licence if not in English, must be accompanied by an official English translation or an International Driving Permit.



A fake driver licence is a forged document that is not issued by any government or territory in Australia.

You can only confiscate a driver licence (physical card) if you are absolutely sure it's not a genuine driver licence.

Look out for features that are different to a genuine licence, like the plastic being thinner, the font looking different or the holograms not appearing where they should.

You cannot confiscate a:

- fake digital driver licence
- genuine driver licence (physical card), for example, if a minor tries to use the licence of a friend or relative who is aged 18 or older.

Incident register

Despite complying with the law, incidents may happen at club premises. For example:

- intoxicated person on premises refusing to leave the premises
- entry is refused to an intoxicated or disorderly person
- a patron assaults another patron within the premises
- drunk patrons are noisy leaving the club, which disturbs the neighbours.

When such incidents occur at your premises, you should make a record of them in an incident register. This can be as simple as an exercise book.

Some of the details that an incident register should have are:

- date, time and location
- name of the patron or member
- details of witness(es)
- incident details
- description of offender(s).

These can be useful for keeping track of problem members, communicating with other staff or committee members or if a serious incident occurs afterwards, away from the club.

Free drinking water

Free drinking water must be made available or provided on request at all licensed venues including sporting clubs.

Licence renewals

Club liquor licence renewal fees are due for payment on 31 December every year.

Date	Renewal milestone
31 December	Renewal fees are due.
31 March (or next working day)	Licensees who have not paid their fees by this date and continue to supply liquor, will be doing so illegally.
30 June	If the licence or permit has not been renewed by this date, the licensee or permittee has no further right to renew the licence or permit.

Liquor forums

Liquor forums are a joint initiative where licensees regularly come together at a local level to

discuss initiatives that improve the operation of licensed premises and reduce alcohol-related harm. Forums are attended by local licensees, Victoria Police, local councils, LCV and other stakeholders.

[Forums and liquor accords](#) lists local liquor forums and has the information on how to become a member.

Useful resources and information

[LCV's website](#) provides information to increase your knowledge and awareness relating to regulations for club liquor licences.

Compliance

20-2100-0000
Infringement Notice - Victims Police

INFRINGEMENT NOTICE

The Infringement Penalty must be paid by the Specified Due Date of

Issued (Other Details)

Registration Number

Vehicle

1. Local Councils (Victims Act 1988) 2. Summary Offences Act 1988 3. Other Act (specify)

What Description of Infringement Offence Report

0126 FRAUD BY A PERSON WHO IS DANGEROUS, VIOLENT OR QUARRELLOUS TO LEAVE LICENCED PREMISES

Infringement Penalty

5 478-

Issuing No. of Infringement Offence Report

LCRA 114 (2)

Offence Location: Street: Premises Name: Locality: Town (Postcode)

Information About This Offence

MANNER IN WHICH INFRINGEMENT PENALTY MAY BE PAID

Note: Failure to pay the Infringement Penalty by the SPECIFIED DUE DATE may result in further enforcement action being taken and incurring of further costs. This notice must accompany payment or unless other payments cannot be processed.

1. PAY BY PHONE OR INTERNET (refer over page)

2. PAY BY MAIL (refer over page)

3. PAY IN PERSON (refer over page)

1. The person served with this Infringement Notice may be eligible for a payment plan under section 46 of the Infringements Act 1988.

Family Name of person served with infringement notice

CITIZEN

Given Name

JOHN

Address

Post Number

Street No.

Street Name & Type

Town

Postcode

Street Locality No.

Postcode

Regulating licences

A club's liquor licence has rules and requirements that you need to follow. Failure to comply with these requirements is an offence and you may be fined or lose your licence.

To ensure effective and timely enforcement of Victoria's liquor laws, infringement notices may be issued to licensees, underage persons or any person breaching the specified sections of the Act.

The highest fine under the Act is selling liquor without a licence. The maximum fine exceeds \$50,000 or 24-month imprisonment.

Common offences are:

- amenity
- intoxication/drunk
- sell/supply/consume liquor
- underage
- signage/plans/licence display.

Compliance history risk fee

Certain offences of the Act from the previous year may add additional costs to your liquor licence at renewal. This is called a compliance history risk fee. Although there are many types of offences under the Act, only six of these will trigger a compliance history risk fee. The trigger offences are listed in the following table.

Trigger offences

Supply liquor to intoxicated person

Permit drunken/disorderly person on licensed premises

Supply liquor to underage person, other than as permitted (licensee/permittee offence)

Permit liquor to be supplied to underage person, other than as permitted (licensee/permittee offence)

Supply liquor to underage person on licensed premises, other than as permitted

Permit underage person on licensed premises, other than as permitted

Demerit point system

The demerit point system assists with improving compliance and encourages a responsible liquor industry in Victoria.

Under this system, licensees will incur demerit points on their licence for any offences listed in the above 'trigger offences' table. One offence will equal one demerit point.

Licences will be suspended at one of three stages:

- 5 demerit points will lead to a 24-hour suspension
- 10 demerit points will lead to a 7-day suspension
- 15 demerit points will lead to a 28-day suspension.

Demerit points are published on LCV's [website](#).

Licensees will also be advised in writing when they have incurred a new demerit point.

Star rating system

The star rating system provides greater incentives for licensees to comply with Victoria's liquor licensing laws. Under the star rating system, responsible licensees will receive a discount on their licence renewal.

This system operates in addition to the compliance history risk fee system, to encourage good business practices in licensed premises.

A star rating is calculated on the basis of whether an offence listed in the table 'trigger offences' has occurred. Licensees will receive a discount on their licence renewal fees where they have had two or more consecutive years without recording a non-compliance offence.

Liquor licences begin at a three star level at the commencement of this system. They will then receive a star rating based on the following criteria:

One star	three or more noncompliance offences in the previous 12 months
Two star	one to two noncompliance offences in the previous 12 months
Three star	no noncompliance incidents in the previous 12 months
Four star	no noncompliance offences in the previous 24 months
Five star	no noncompliance offences in the previous 36 months.

Star ratings are included in the liquor licence renewal notices.

Good Sports program

About the program

The Good Sports program supports and inspires community sporting clubs to set up a better environment for players, volunteers, supporters and officials, helping tackle tricky topics such as alcohol, drugs, smoking, mental health and safe transport.

It involves over 11,000 Australian clubs across more than 100 sporting codes, reaching millions of people. The Alcohol and Drug Foundation has been running the program for two decades.

Becoming a Good Sports club sends an important message to club members and the community.

It confirms that your club promotes a responsible attitude towards alcohol and smoking, supports members' mental health and safety on the roads, and provides a safer and more welcoming environment for players, members, families and supporters.

The results speak for themselves. Studies show that Good Sports clubs experience a:

- 42 percent decrease in alcohol-related incidents
- 37 percent decrease in risky drinking.

Why it matters

Local sporting clubs look after their members' wellbeing, both on and off the field.

Good Sports provides support to clubs on issues such as mental health, alcohol management, smoking, illegal drugs and safe transport.

For over 20 years, the program has worked with a variety of clubs; from those with a liquor license, those where alcohol is only consumed occasionally, to clubs that are completely alcohol and smoke-free.



INSPIRING A HEALTHIER SPORTING NATION

Benefits to clubs

- Even if you don't sell alcohol or have BYO events, you'll be able to set standards around smoking and drug risk management to build a positive culture.
- Helps clubs develop a strong governance framework. Good Sports take the guesswork out of understanding and complying with legal requirements, such as smoking, alcohol and drug risk management.
- Access to resources and training such as forums, webinars, RSA courses and more.
- Good Sports helps clubs create a safer, more family friendly environment, helping to attract even more families, members and volunteers.
- Good Sports gives you tips, resources and inspiration from other successful clubs to help you explore new funding opportunities.
- Clubs with a positive community profile and reputation can jump to the front when it comes to securing local sponsorships.
- Good Sports helps you attract and keep volunteers. Clubs that progress through the program using the handy volunteer toolkits and resources can save hours of admin time.

Benefits to communities

- Members, families and guests are more connected and satisfied with their community.
- Can help to reduce violence, noise, injury and damage to facilities.
- Can help to reduce road trauma and drink-driving incidents.
- There's an increased level of responsibility taken by sports clubs for member behaviour.
- Clubs have greater legal compliance, stronger governance and increased awareness in addressing alcohol-related issues.
- More young people are educated about mental health, alcohol and other drugs.
- Improved health and fitness of community members.

How does the program work?

When you sign up to Good Sports you'll become a member of a much larger team, with over 11,000 clubs from more than 100 sporting codes working together to create a winning community sporting club culture.

Community sporting clubs told Good Sports what they need most and the program delivers just that:

- connection to a dedicated Good Sports team member to step club volunteers through the online program
- help to comply with legislation and duty of care requirements
- quick and easy access to proven tools and resources
- tips to boost funding opportunities
- help for busy volunteers to make a positive difference, in less time and with less stress.

What happens when I sign up?

When you go online to register your club for Good Sports, you'll be able to log in to your account straight away.

1. First up, you'll answer a questionnaire which helps determine what your club is already doing well, and what extra steps you could take to improve members' health and wellbeing.
2. As you answer the questionnaire, an action plan is automatically generated. As you tick off action items, your first policy will be completed. Sign it online, and your club is Good Sports accredited!
3. Continue moving through the questionnaire and action plan.
4. Once you have completed all actions, you'll become a Gold Medal Good Sports club. This means you've reached the highest level of the program and your policy covers alcohol, drugs, smoking, safe transport, mental health and a safer environment for juniors (if applicable to your club).
5. Once your club is Gold Medal accredited, you'll just need to check in once a year to make sure your policy is up to date.

Signing up is easy, and you'll have a dedicated Good Sports team member to help if you have any questions or need support along the way.

For more information or to register:

Web	goodsports.com.au
Email	goodsports@adf.org.au
Facebook	facebook.com/goodsportsclubs
Phone	1300 883 817

RESTRICTED CLUB LICENCE

Licence No. 31453183

Subject to the provisions of the Liquor Control Reform Act 1998 and any conditions specified in the licence, the licensee is authorised to supply liquor up to and including 31 December 2026

Licensee	AINTREE CRICKET CLUB INC		
Address for service of notices	88 FRONTIER AVENUE AINTREE 3336	Licensed premises address	4 FIELDS ST AINTREE 3336
Trading as	AINTREE CRICKET CLUB		

GENERAL INFORMATION

Holding a liquor licence doesn't override local laws or planning rules. Licensees must follow all planning permit conditions, even if they are more restrictive than the conditions set out on your liquor licence.

Any reference to the Liquor Regulator below is a reference to the Victorian Liquor Commission, or any successor statutory office, body or officer however named, under the Liquor Control Reform Act 1998 or successor legislation, that has powers and carries out regulatory functions equivalent to the Victorian Liquor Commission.

TYPE OF LICENCE

This licence is a restricted club licence and authorises the licensee to supply liquor on the licensed premises to:-

- (a) a member of the club or a guest of a member for consumption on the licensed premises; and
- (b) to members of the public at functions or club events for consumption on the licensed premises, during the trading hours specified below.

AMENITY

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 under this licence.

MAXIMUM CAPACITIES

80 patrons

TRADING HOURS

Thursday	5pm to 9pm
Saturday	12 noon to 9pm
Sunday	12 noon to 9pm

APPROVALS/CONSENTS

Section 120(2)(e). Persons under the age of 18 years are permitted on the licensed premises other than in the company of a responsible adult in relation to preparation for and participation in sporting activities only. This approval does not include social activities but does include presentation functions. The approval applies during the trading hours specified above but no later than 9pm on any day.

End of Conditions - Printed on 25/06/2026

Notes

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