



LICENCE TYPES AND TRADING HOURS

Typically, all businesses that sell serve or provide alcohol are categorised into specific licence types and have restrictions placed on the hours they can operate.

Each licence type has its own characteristics and legal requirements.

To help you to serve alcohol responsibly, and within the licence conditions (or restrictions), it is recommended you find out about your venues licence type, house management policy and other procedures you need to abide by.

The next section looks at the different licence types and trading hours in each state/territory.

QUEENSLAND

Liquor licences – Principle Activity

Queensland liquor licences operate under a 'principal activity', which is the main nature of the business. Alcohol can only be provided as a supplement activity to this 'principal activity'.

Licence type	Principal activity
Commercial other licence (subsidiary on-premises)	For example: <ul style="list-style-type: none">• provision of meals• functions• residential accommodation
Nightclub licence	Provision of entertainment
Commercial other licence (subsidiary off-premises)	For example: <ol style="list-style-type: none">1. florist2. gift baskets
Commercial other licence (producer/wholesaler)	wholesaler of liquor producer of liquor
Community club Community other	Business of a club
Commercial hotel - main premises Commercial hotel - bottle shop	Sale of liquor for consumption on or off the premises Sale of takeaway liquor only

All Queensland liquor licences are issued with approved trading hours, which detail the times when a licensee is allowed to sell liquor on licensed premises.

For most licences, ordinary trading hours are from 10am to 12midnight.

If a licensee wants to trade outside of these hours, they will need to apply for extended trading hours, either on a one-off basis or permanently.

Normal trading hours do not apply on special days such as Anzac Day, Easter, Christmas and New Years.

From 1 February 2017, on regular days, all late-trading licensees and licensees located in an approved 3am safe night precinct must also participate in the 1am lock out.

Extended trading hours

Queensland Liquor Licensees may apply for an extension to the trading hours, depending on the licence type. For most licence types, extended hours mean any hours of trade before 10am and after 12midnight.

Temporary (one-off) extended trading hours

The following one-off extensions to trading hours are available upon approved application:

Extended trading hours	Conditions
7-9am for functions only	a. all licences except community other licences
7-9am for community club licences only	b. must demonstrate a need in the community for this trading, or the club is a lawn bowls or golf club.
9-10am	c. all licences except community other licences, must demonstrate a need in the community for this trading.
9-10am for takeaway liquor sales	d. commercial hotel licences, community club licences and commercial special facility licences.
12midnight to 5am	e. all licences except community other licences.

Permanent (ongoing) extended trading hours

Pre-10am trading - All licence types

Extended trading hours	Conditions
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7-9am for functions only	f. except community other licensees
from 9am	g. licence can demonstrate a need in the community for this trading, except community other licensees
takeaway liquor sales from 9am	h. commercial hotel licences, community club licences and commercial special facility licences who can demonstrate a need in the community for this trading

Community club licences only

Approved extended trading between 7-9am when:

- need in the community is demonstrated; or
- the club is a lawn bowls or golf club.

Takeaway liquor

- 9am to 10am for commercial hotel licences, community club licences or commercial special facility licences for takeaway liquor sales that can demonstrate a need in the community for this trading.

12midnight to 5am trading

Extended trading permissible between:

- 12am-2am (excluding takeaway liquor sales and community other licences) for premises located outside a safe night precinct, approval based on strict criteria.
- 12am-3am (excluding takeaway liquor sales and community other licences) for premises located within a safe night precinct.
- 12am-5am - commercial special facility licences relating to an airport or casino only.



Extended trading hours for weekends only

All licensees (except community other licensees) may apply for extended trading hours during weekend trading periods:

- prior to 10am Saturday and Sunday
- 12midnight to 5am Friday night/Saturday early morning and Saturday night/Sunday early morning (please refer to table below for details).

Easter trading hours

Good Friday Eve

- (a) the sale and supply of alcohol is only permitted until 12midnight, patrons have until 12.30am to finish their drinks and leave the premises.
- (b) All gaming machines must cease operating at 12midnight on Good Friday Eve.

Good Friday

- Venues are only permitted to sell and supply liquor from 10am to 12midnight in conjunction with a meal in a part of the premises that is ordinarily set aside for dining, if the meal is also prepared, served and intended to be eaten on the premises.

Note: A meal is defined as food eaten by a person at a fixed structure used as a table, with cutlery provided for the purpose of eating the food, and is of a sufficient substance to be ordinarily accepted as a meal.

- Patrons can purchase alcohol for 1 hour before eating their meal, while they are eating their meal, and for 1 hour after finishing their meal.
- You are not permitted to sell takeaway alcohol on Good Friday.
- Gaming is not permitted in licensed premises on Good Friday.

Easter Sunday and Monday

- Licensed premises can trade at their usual opening times.

Christmas and New Year trading hours

Christmas Eve

- must finish at 12 midnight
- no approved extended trading hours
- Patrons must finish drinks and leave the premises by 12.30am on Christmas Day
- All gaming machine operations must cease at 12midnight on Christmas Eve and may not recommence before 10am on Boxing Day.

Adult entertainment venues

- (a) Venues prohibited from providing adult entertainment from 12midnight on Christmas Eve and throughout Christmas Day.

Christmas Day

On-premises

Permitted to sell and supply liquor:

- (a) between 10am and midnight in conjunction with a meal in a part of the premises that is ordinarily set aside for dining, meal must be prepared, served and intended to be eaten on the premises.

Note: A 'meal' is defined as food eaten by a person at a fixed structure used as a table, with cutlery provided for the purpose of eating the food, and is of a sufficient substance to be ordinarily accepted as a meal.

- (b) Patrons can purchase alcohol for 1 hour before eating their meal, while they are eating their meal, and for 1 hour after finishing their meal.
- (c) If venue is selling wine on Xmas day (must state in application) it can only be sold and supplied in-line with both of the following conditions:
- for consumption on the premises
 - to people eating a meal (for 1 hour before the meal, during the meal and for 1 hour following the meal).

Off-premises

- (a) You are not permitted to sell takeaway alcohol on Christmas Day.

Adult entertainment venues

- (a) You are prohibited from providing adult entertainment from 12midnight on Christmas Eve and throughout Christmas Day.

Accommodation guests

- (b) On Christmas day, you can provide alcohol to in-house accommodation guests in their room or unit only.
- (c) Also, licensees with accommodation may serve alcohol to patrons eating a meal in the dining area of the premises between 10am and 12midnight. This means that alcohol may be served to patrons for 1 hour before dining, during the course of a meal and for 1 hour after the meal is finished.

Boxing Day

- Usual trading hours and conditions resume for Boxing Day.

New Year's Eve

- On New Year's Eve, all licensees are permitted to sell or supply liquor until 2am on New Year's Day. This applies regardless of your regular approved trading hours.
- This means that the bar must finish serving at 2am, unless the premises is currently approved to trade beyond 2am. Without approved post-2am trading, patrons must finish drinks and leave the premises by 2.30am.

Extended trading hours on New Year's Eve

- Licensees who wish to continue trading after 2am, but are not currently approved to do so, must apply for an [extended hours permit](#).

Anzac Day trading hours

The following information applies to trading hours on Anzac Day. It includes information about service of alcohol as well as operation of gaming machines.

Standard licence conditions on Anzac Day

- On 24th April (Anzac Eve), the sale and supply of alcohol must cease at midnight (with a grace period of 30 minutes for consumption permitted until 12.30am).
- From 10am to 1pm on Anzac Day (25 April), liquor may only be sold or supplied in conjunction with a meal in a part of the premises that is ordinarily set aside for dining, if the meal is also prepared, served and intended to be eaten on the premises.
- The sale of take away liquor is not permitted prior to 1pm on Anzac Day.
- After 1pm on Anzac Day, normal liquor trading hours and conditions apply.
- No gaming is permitted between midnight and 1pm on 25 April. After 1pm normal trading hours will apply.

5am trading on Anzac Day for RSL or services clubs

- Trading from 5am on Anzac Day only in association with dawn services
- 5am on Anzac Day as part of ordinary trading hours.
- RSL and services clubs are exempt from the standard requirement to provide meals at their premises.

5am trading on Anzac Day for other licensees on behalf of an RSL or services club

- Other licensees may apply for an extended hours permit to trade from 5am–1pm on Anzac Day only if the licensee has entered into a written agreement with an RSL or services club to sell liquor at an Anzac Day event being held on behalf of the club. The need to serve meals is removed if the agreement is in place.

Other pre-10am trading

- Licensees can also apply for an extended hours permit from 6am subject to the usual processing requirements and the requirement to supply meals.
- Club licensees are not required to maintain a sign-on register for details of people attending an Anzac Day function.

Late trading and 1am lock out

From 1 February 2017,

- A 1am lock out applies to all late-trading licensed venues located within an approved 3am safe night precinct.
- Until then, no mandatory lock out applies in Queensland.
 - a. However, if liquor licence has a condition imposing a lock out, venue must comply with the conditions of liquor licence.
 - b. The lock out is in place to protect patrons, the community and hospitality workers from alcohol-related harm in and around licensed venues.

The 1am lock out in Queensland:

- allows liquor licensees (that have late-trading approval) to continue trading past 1am
- does not allow the entry or re-entry of patrons after 1am. i.e. if patrons go outside to smoke, move their car, or meet up with friends, they will not be permitted to re-enter your venue or any other venue.

Exemptions from the 1am lock out

Only the following people can enter or re-enter licensed premises after 1am:

- (a) employees of licensed premises
- (b) Office of Liquor and Gaming Regulation investigators
- (c) police and emergency personnel who are performing their official duties.

The following venues are exempt from the 1am lock out:

- BYO restaurants
- casinos
- residential accommodation sections of licensed premises
- airport terminals.

Lock out conditions for venues that do not trade past 1am

The Commissioner for Liquor and Gaming can impose earlier lock outs through licence conditions, particularly for premises that do not trade past 1am.

In some parts of the state, members of local [liquor accords](#) have voluntarily adopted earlier lock out times. All previously-existing lock out arrangements (earlier than 1am) continue.

Late-traders in the Brisbane City Council area

A range of licence conditions apply specifically to licensees in the Brisbane City Council area who are authorised to trade after 1am. For more information, read [Compliance for liquor Licensees in the Brisbane City Council area \(post-1am trading\)](#).

Penalties for non-compliance

Failure to comply with the 1am lock out could result in penalties of up to 100 penalty units* for licensees or permit holders.

*The penalty unit value in Queensland is **\$161.30** (current from 1 July 2024)

Use of licensed premises outside of trading hours

Under sections 146 and 147 of the **Liquor Act 1992**, licensees are not permitted to sell, supply or allow for the on-premises consumption of alcohol outside of [licensed trading hours](#).

If you do not want to sell, supply or allow consumption of alcohol, but do want to trade outside of your approved trading hours, you may do so in certain circumstances. (For example, provided that alcohol is not served, you may remain open past approved trading hours to allow patrons to watch televised world sporting events.)

Compliance during extended trading hours

During the hours that your licensed premises is open (whether that includes alcohol or not), your usual [liquor licensee compliance](#) requirements remain. Two items of particular importance when trading afterhours are safety and community disturbance.

Licensees and staff of licensed premises must continue to comply with [providing and maintaining a safe environment](#) in and around the premises when trading outside of approved trading hours. Licensees may be disciplined and penalised for any inappropriate conduct outside of licensed trading hours.

In addition to this, the use of the licensed premises, or the behaviour of patrons and staff entering or leaving the premises, must not cause undue annoyance or disturbance to others living, working or doing business in the neighbourhood.

Safe night precincts (SNPs)

Safe night precincts (SNPs) exist in key entertainment areas across Queensland. SNPs are managed by local boards operating as incorporated associations (SNP local boards are different to local liquor accords). These boards manage and plan for the precinct to address a range of community safety issues. Such as:

- a. To ensure the safety of the community and the precinct's amenity by developing and implementing initiatives to minimise harm, and the potential for harm, from the abuse and misuse of alcohol and drugs, and related violence.
- b. To liaise with and support community organisations, that provide rest and recovery services in the precinct for people who have consumed alcohol or drugs.

Note: Local boards are not responsible for the actions of individual licensees or government agencies.

SNP Membership

A licensee in a SNP must become a member of the local board, where one exists unless the licensed venue falls into one of the following categories:

- restaurants, cafes and accommodation providers that are not licensed to sell liquor after 12 midnight
- premises operating under a community other licence
- producers/wholesalers
- vessels
- cinemas
- commercial hotel licensees whose only licensed premises in the precinct is a detached bottle shop.

These licensees may join if they wish to do so.

Trading hours within safe night precincts

From 1 July 2016:

- Late-trading venues located in safe night precincts will be able to sell alcohol until 3am.
- Previous extended trading hours have been automatically reduced to 3am.
- Venues in a safe night precinct (SNP) can now remain open beyond 3am, but only to serve food, non-alcoholic beverages or to provide entertainment. Patrons will have a 30-minute grace period after last drinks are called to finish their alcoholic beverages.
- If a SNP has not been prescribed as a '3am Safe Night Precinct' by 1 February 2017, licensees within the precinct area will have their trading hours automatically reduced to 2am.



NEW SOUTH WALES

All liquor licences in NSW have approved liquor trading hours, which is when a licensee is permitted to sell, serve or supply liquor. Liquor trading hours for most types of liquor licence include a standard trading period plus any extended trading granted by the Independent Liquor & Gaming Authority.

The standard trading period for most clubs, hotels, standard bars, restaurants, cafes, nightclubs, producer/wholesalers, theatres, cinemas, motels, sporting facilities, tourist venues, universities, colleges, airports, and licensed caterers is:

- Monday – Saturday: 5am – midnight
- Sunday: 10am – 10pm

Never make exceptions and serve customers after your closing time, as you would be breaking the law.

Top tips

Keep a close eye on the time towards the end of trading hours. Serving alcohol to a customer after close can result in serious penalties. You could set an alarm close to closing time on your phone if you might get distracted from checking the time.

Staffies

Venues are allowed to have “staffies” drinks for a maximum of two hours after the cease of trading on any day of the week.

This applies to staff and anyone providing services or entertainment on the premises immediately before cease of trading. Staffies enables workers to wind down and socialise with their colleagues in a relaxed environment at the end of their shifts. Bear in mind that not all venues have staffies, but if yours does, it’s important to always follow your organisation’s procedures.

Small Bars

From 30 April 2021, under the Liquor Amendment (Night-Time Economy) Act 2020, small bar licence holders can apply for a new, or vary an existing extended trading authorisation to trade between 2am - 5am.

A Community Impact Statement will be required as part of the application process to allow the community to comment. This is because the Government recognises the higher risks posed by late-trading, and the importance of any community impacts being carefully considered, even for smaller venues.

Standard Trading Hours

	Monday – Saturday	Sunday	Good Friday	Christmas Day	New Year’s Eve
Hotels ¹	5am – midnight	10am – 10pm	Noon to 10pm No takeaway sales	Noon to 10pm (In a dining area and only with a meal) No takeaway sales	Normal opening to 2am (Or later if previously approved under the liquor laws) Normal trading for takeaway sales
Registered clubs (established after 1 July 2008) ¹	5am – midnight	10am – 10pm	Normal on premises trading No takeaway sales	Normal on premises trading No takeaway sales	Normal trading
On-premises licences	5am – midnight	10am – 10pm ⁴	Noon to 10pm ⁵	Noon to 10pm ⁴	Normal opening to 2am

(except vessels) ³			(In a dining area and only with a meal)	(In a dining area and only with a meal)	(Or later if previously approved under the liquor laws)
Producer wholesalers ¹	5am – midnight	10am – 10pm	Normal trading (Except for drink on premises: noon to 10pm)	Normal trading (Except for drink on premises: noon to 10pm)	Normal trading
Packaged liquor licence ¹	5am – midnight	10am – 11pm	No retail trading permitted	No retail trading permitted	Normal trading
Small bar licence ²	Midday – 2am	Midday – 2am	Midday – 10pm Midnight – 5am, if authorised by an extended trading authorisation	Midday – 10pm Midnight – 5am, if authorised by an extended trading authorisation	Midday – 10pm Midnight – 5am, if authorised by an extended trading authorisation

¹ There may be an 11pm restriction (10pm on Sunday) for some premises, and 11pm restriction applied to all takeaway alcohol sales from these licences

² Trading after midnight is subject to a venue's local government development approval of consent.

³ Alcohol can be sold from one hour before the vessel starts its voyage until 30 minutes after the voyage ends

⁴ Sunday trading hours for caterers are between 5am – 10am or 10pm - midnight.

⁵ Normal trading for caterers, airports and vessels (and accommodation premises for sale to residents and their guests on Good Friday).

For details of NSW liquor licence types and trading hours see Liquor & Gaming NSW

<https://www.liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/liquor-licence-types/on-premises-licence#:~:text=seek%20standard%20trading%20hours%20%2D%205am,and%2010am%20%2D%2010pm%20on%20Sunday>

AUSTRALIAN CAPITAL TERRITORY

For details of ACT liquor offences see the Access Canberra website.

<https://www.accesscanberra.act.gov.au/>

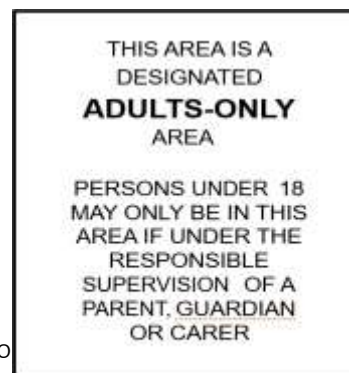
The commissioner will decide on initial application if a licence is required to be declared an 'adult-only' area or if the venue requires an 'adult-only area'.

Applies to venues that are authorised to sell liquor in open containers for consumption at the licenced premises

- General licence
- On licence
- Club licence
- Special licence

All licensed areas become adults-only areas if operating after midnight.

Venue must provide a separate entrance for child/young person to use to access accommodation without entering an 'adults only area'.



Licence Types in the ACT

Licence type	Principal activity
General licence	Hotel, bar, tavern Authorises the licensee to sell liquor at a single licensed premises in open containers for consumption at the premises and in sealed containers for consumption off the premises
Club licence	A registered club selling liquor only to members and their guests Authorises a club to sell liquor in stated parts of a single licensed premises in open containers for consumption on the premises or in sealed containers for consumption off the premises to members and invited guests of the club
On-licence	Sell liquor at a single licensed premises in open containers for consumption at the premises
(Open) Bar	Predominantly serve liquor at the premises
(Open) Nightclub	Predominantly dancing and entertainment
(Open) Restaurant and café licences	Predominantly serves meals for consumption on the premise
Off licence	Sell liquor at a single licensed premises in sealed containers for consumption off the premise
Special licence	Authorises the licensee to sell liquor at a single licensed premises

Permit Types in the ACT

Licence type	Principal activity
Commercial permit	Sell liquor at a single permitted premises, or At an event stated in the permit Not exceeding a retail value stated in the permit.
Non-commercial permit	Not-for-profit organisation authorised to sell liquor at a single licensed premises (or event) open containers for consumption at the premises or sealed containers for consumption off the premises.

Additional Requirements

The Regulation sets out additional requirements for licensees who sell liquor in open containers for consumption on the premises:

- Food of a nature and quantity consistent with the responsible sale, supply and service of alcohol must be available whenever alcohol is sold or supplied for consumption on the premises.
- Water must be available for consumption free of charge at each place at the premises where liquor is sold. If greater than 300 patrons, then water must also be available in alternative location.
- maximum glass size 570ml for liquor drunk from a container
- Each tap to have a drip tray connected directly to a waste outlet underneath the tap.
- Glasswasher must be located at or near each liquor serving counter at the premises and must be washed in the glasswasher.
- Licensees (and staff) must comply with any liquor guidelines

Trading Hours

Standard Trading Hours

- 7 am - midnight
- 7 am - 1 am the following day on 25 April, 24 December, 31 December
- Late night licensed times: 7 am-2 am the following day
- Extended late night licensed times: 7 am- 4 am the following day
- 5 am approval licensed times: 7 am-5 am the following day.

Permitted times for a commercial permit or a non-commercial permit

- Standard permitted times: 7 am-midnight
- Late night permitted times: 7 am-2 am the following day
- Extended late night permitted times: 7 am-4 am the following day

Special Trading Hours

- New Year's Eve = 7am – 1am
- Good Friday = 7am – 1am
- Xmas Day = 7am – 1am

Occupancy Loadings

The Act requires that all liquor licensees have an occupancy loading determined by the Commissioner indicating the maximum number of people allowed in each public place on the licensed premises. Check your liquor licence conditions for details.

Occupancy Signage must be clearly displayed in each Public Space.

VICTORIA

The standard licence obligations information is tailored to specific licence and provides information on trading hours.

- (a) in relation to a general licence, late night (general) licence, on-premises licence, late night (on-premises) licence or restaurant and cafe licence—
 - (i) the hours between 7 a.m. and 11 p.m. on each day, other than Sunday, Good Friday or ANZAC Day; and
 - (ii) the hours between 10 a.m. and 11 p.m. on Sunday; and
 - (iii) the hours between 12 noon and 11 p.m. on Good Friday and ANZAC Day
- (b) in relation to a club licence—
 - (i) any time on any day other than Sunday, Good Friday or ANZAC Day; and
 - (ii) the hours between 10 a.m. and 11 p.m. on Sunday; and
 - (iii) the hours between 12 noon and 11 p.m. on Good Friday and ANZAC Day;
- (c) in relation to a packaged liquor licence, a late night (packaged liquor) licence or a remote seller's packaged liquor licence—
 - (i) the hours between 9 a.m. and 11 p.m. on each day, other than Sunday, Good Friday, ANZAC Day or Christmas Day; and
 - (ii) the hours between 10 a.m. and 11 p.m. on Sunday; and
 - (iii) the hours between 12 noon and 11 p.m. on ANZAC Day;
- (d) in relation to a producer's licence—
 - (i) the hours between 7 a.m. and 11 p.m. on each day, other than Sunday, Good Friday or ANZAC Day; and
 - (ii) the hours between 10 a.m. and 11 p.m. on Sunday, Good Friday and ANZAC Day;
- (e) in addition to the ordinary trading hours referred to in paragraph (a) in relation to a restaurant and cafe licence, the hours between 1 a.m. and 3 a.m. on 1 January

Patrons have a 30-minute grace period to finish drinks purchased prior to the end of trading hours (no alcohol is to be sold during this time).

For details of Victorian liquor licence types see the Victorian Commission for Gambling and Liquor Regulation website –

<https://content.legislation.vic.gov.au/sites/default/files/2022-12/98-94aa105-authorised.pdf>

TASMANIA

Liquor Licensing Act 1990

If a licensee or permit holder is unable to satisfy the Commissioner of the above the Commissioner would refuse the application or subject the licence or permit to conditions. The licensee has a right of appeal to the Tasmanian Liquor and Gaming Commission (TLGC).

Where a permit has been issued and complaints are received as to the conduct of the premises or the conduct of the patrons of the premises both inside and outside the premises the Commissioner may cancel the permit. The licensee then has the right of appeal to the TLGC who can confirm or reject the Commissioner's decision or vary the terms of the permit.

Licence Types

In Tasmania, 5 (five) types of Licence are available:

General

- A general liquor licence authorises the sale of liquor on premises between 5 am and 12 midnight daily, for consumption on or off the premises. This licence is usually issued to hotels and taverns.
- Allows the sale of liquor at any time to a resident of the premises

On Licence

- An on licence authorises the sale of liquor for consumption on the licensed premises between 5 am and 12 midnight daily. This licence is usually issued to some nightclubs, bars and bar/restaurants.
- If a licensee wishes to sell liquor for consumption off the licensed premises for specific occasions or events (such as street dining), he or she should apply for an off permit. An off permit will not be issued to authorise general liquor sales.

Off Premises

- An off licence authorises the sale of liquor between 5 am and 12 midnight daily for consumption off the licensed premises. This licence is usually issued to bottle shops as a standalone facility or associated with a hotel.

Special Licence

- A special licence authorises the sale of liquor between specified times and subject to conditions specified in the licence. This licence can be issued for the sale of liquor in areas of the hospitality industry with specific limitations and restrictions such as restaurants, function centres, tertiary institutions, accommodation providers, wine producers or tourist attractions.

Club Licence

- Authorises the sale of liquor between 5 a.m. and midnight on any day on the premises of the club specified in the licence to prescribed persons for consumption on or off those premises;
- Is subject to any conditions relating to record-keeping of membership and visitors to the club

The private function

A licensee is responsible for the sale and any consumption of liquor on the licensed premises even if the liquor is consumed at a function such as a private party or Christmas party, for example.

Therefore, all aspects of the obligations to abide by the Liquor Act and to observe responsible service of alcohol still exist. Also, if the arrangement includes the guests bringing their own alcohol, you still have a responsibility to ensure that it is served/consumed in a responsible way.

At the end of the day, the responsibility of the licensee, the permit holder, and the servers cannot be avoided by thinking that the patron or patron's guests are responsible.

Nationwide, it has been estimated that less than one third of all alcohol is consumed on licensed premises but consumption of alcohol is associated with two thirds of the problems with intoxication.

This includes arguments and violence near licensed premises and alcohol related crime.

(Source: National Alcohol Strategy, Alcohol and Your Health, Fact Sheet 20)

Tips for private function

- Conduct a pre-interview briefing with the function organizer and explain the obligations of the liquor law and the house policies. Ask them to appoint someone who will be responsible for the event and to be the contact person should problems arise.
- Send a copy of the house policy to the organizer with the function confirmation so they know in advance what your requirements and expectations are.
- Keep a supply tally at the dispense bar to monitor table and personal consumption of alcohol.
- Limit the number of bottles and jugs to each table.
- Do not replace bottles or jugs until an empty one is returned to the bar.
- Slow down the replacement rate if necessary.
- Keep water topped up at every table and pour water for those who might need to slow down.
- The function organizer should be informed if warnings need to be issued.
- All staff and supervisors need to be aware of the procedures for the service of alcohol for the function. It's everyone's responsibility.
- Ensure that a representative or responsible person for the organization is known and in attendance at the function.

Prescribed Persons

Prescribed persons are:

- a member of the club;

- a guest of a member of the club;
- a visitor to the club;
- a member of another club which has a reciprocal membership arrangement with the club;
- a competitor in an event conducted or hosted by the club on that day;
- a spectator of an event conducted or hosted by the club on that day;
- a person who is attending a meeting of, or a function conducted by, an organization which the Commissioner is satisfied is not operated for profit.

Note: *Liquor cannot be sold to other organizations/groups for resale by those groups. Entry restrictions apply to non-club members.*

All Liquor License applications must be accompanied by a detailed written submission in support of the application and the “best interest of the community”.

Standard trading hours for most liquor licenses:

Out of Hours Permit (OOHP)

Licensees that wish to trade outside of these times can apply for an Out of Hours Permit (OOHP) which authorizes the sale of liquor on licensed premises for periods between midnight and 5 am.

An out-of-hours permit authorizes the sale of liquor on the premises between specified times and subject to conditions specified in the permit. The sale of liquor is not authorized during the approved hours of the permit unless the permit is being displayed.

The Commissioner for Licensing must not grant an out-of-hours permit unless satisfied that the sale of liquor would not cause undue annoyance, disturbance, or the occurrence of disorderly conduct in the neighborhood.

Takeaway alcohol sales

- Monday to Sunday: 5am – Midnight
- Xmas & Good Friday: no takeaway sales unless as specified on licence

Just because the standard trading hours are from 5am till midnight doesn't mean that all venues trade these hours.

Most venues will be granted a range of hours when they apply for their liquor licence.

For most general licences this is generally from 10am till midnight. For a midnight close liquor cannot be sold after this time.

Sales must cease at midnight and customers have 15 minutes to drink up and leave the premises.

Trading Hours

Xmas and New Year's Eve

General License

- Midnight Christmas Eve to 2am on Christmas Day
- Midnight New Year's Eve to 3am New Year's Day even if the venue does not have an OOHP.

Club License:

- Midnight Christmas Eve to 2am on Christmas Day
- Midnight New Year's Eve to 3am New Year's Day even if the club does not have an OOHP.

Good Friday (normal trading)

Both General and Club License

- 5 am - Midnight

Xmas Day (normal trading)

Both General and Club License

- 5 am – Midnight

Standard Conditions

Standard conditions apply to all liquor licenses. Conditions range from:

- the display of notices,
- the availability of licenses for inspection,
- keeping of purchase records,
- compliance with fire precautions and health requirements, and
- the keeping of non-alcoholic drinks.

Standard conditions also apply to the person appointed as nominee (manager) of licensed premises. Special conditions can apply to particular types of premises such as hotels, restaurants, liquor merchants, and off licenses.

Individual restrictions may be imposed on any liquor license. Such restrictions may relate to the nature of premises, the area in which premises are located, or a range of other factors.

The following standard conditions can be applied to a license:

- the type of liquor that may be sold;
- the quantity of liquor that may be sold either to each person
- the containers in which liquor may be sold;
- the area of the premises on which liquor may be sold or consumed
- the services to be provided while liquor is being sold or consumed;

- the entertainment to be provided while liquor is being sold or consumed;
- the staff to be employed both before and after the time that liquor is sold or consumed and the qualifications and duties of that staff;
- the measures to be taken to suppress or limit noise and disturbances.

When applying for a liquor license or license-related authorizations, the venue may have to submit:

- In most cases, a public impact statement must accompany an application for most permanent types of liquor licenses, as well as some license authorizations.
- This helps the commission consider the likely positive/negative impacts of the proposed license or authorization on the local community and the level of support from the community for the proposal.

For details of the Tasmanian liquor licence types and trading hours see the Tasmanian Department of Treasury website.

<http://www.treasury.tas.gov.au>

SOUTH AUSTRALIA

Licence Categories

The current licensing system has been divided into 8 categories. These categories are:

- General & Hotel
- On Premises
- Restaurant & Catering
- Residential
- Club
- Small Venue
- Liquor Production & Sales
- Packaged Liquor Sales

Trading Hours

Hotel, club and special circumstances licences

Holders of hotel, club and special circumstances licences have more flexibility in trading hours on Sundays without needing extended trading authorisation:

- hotel licence: consumption on premises 8am – 12 midnight and consumption off premises 8am – 9pm
- club licence: consumption on premises 8am – 12 midnight
- special circumstances licence: consumption on or off premises 8am -12 midnight.

Trading hours for Monday to Saturday remain the same.

Drink marshal

1. Between 2.01 am and 7.00 am at all times while open for trade, the licensee must ensure that at any given time, at least one person who is approved as a Responsible Person under the Liquor Licensing Act 1997 is performing the duties of a drink marshal.
2. The duties of a drink marshal are to monitor compliance with section 108 of the Liquor Licensing Act 1997 and the Liquor Licensing General Code of Practice and, in particular, to monitor the behaviour and alcohol consumption of patrons to reduce the likelihood of incidents of intoxication and/or disorderly, offensive, abusive or violent behaviour on licensed premises.
3. The drink marshal must patrol the whole of the licensed premises accessible to and occupied by patrons, and must alert bar and serving staff to any concerning behaviour that is taking place by patrons on the licensed premises.
4. If the drink marshal suspects that a person is intoxicated or observes someone behaving in a disorderly, offensive, abusive or violent manner, the drink marshal may exercise the powers that they have under the Liquor Licensing Act 1997 as a Responsible Person or they must immediately report this to the licensee or manager/supervisor on duty for appropriate action to be taken.

First aid

Between 2.01 am and 7.00 am at all times while open for trade, the licensee must ensure that at least one staff member is on duty who has been approved as a Responsible Person under the Liquor Licensing Act 1997 and successfully completed nationally accredited first aid training.

Restrictions on the sale and supply of beverages promoting rapid or excessive consumption

Between 2.01 am and 7.00 am at all times while open for trade, the licensee must not advertise the sale, offer for sale, or permit the sale or supply of any alcoholic beverage that may encourage the rapid or excessive consumption of liquor including:

- a. beverages commonly known as 'shooters', 'doubles', 'laybacks', 'test tubes', 'blasters', 'stingers' 'jelly shots' or similar; or
- b. any other beverage that contains more than 45ml of spirits.

Footpaths and other outdoor areas

Between 2.01 am and 7.00 am at all times while open for trade, the licensee must not permit the service or supply of liquor for consumption on any part of the licensed premises comprised of a footpath or other outdoor area to which the general public has access (not including beer gardens, balconies, enclosed courtyards or similar that are only accessible from within the licensed premises).

Entry onto licensed premises and use of metal detectors

1. Between 12.01 am and 3.00 am at all times while open for trade the licensee must ensure that suitably trained employees are operating a metal detector to screen all patrons upon entry onto the licensed premises, to detect persons who may be carrying weapons or other potentially dangerous objects.
2. The metal detector must comply with the standard technical specification approved by the Liquor and Gambling Commissioner and must be kept in good working order at all times.

Restriction on the use of Glassware

Between 3.01 am and 7.00 am at all times while open for trade the licensee must:

- a. not allow any drink (whether it contains liquor or not) to be sold or supplied for consumption on the licensed premises in glassware unless it is tempered or polycarbonate glassware; and
- b. ensure that all empty non-tempered and/or non-polycarbonate glassware receptacles are removed from all areas of the licensed premises to which patrons have access.

Late night restricted entry

Between 3.01 am and 7.00 am at all times while open for trade the licensee must not permit a patron (other than a resident) to enter or re-enter the licensed premises. This requirement applies to licensees (other than the Skycity Adelaide Casino or the holder of a restaurant and catering licence in respect of that licence) who are authorised to sell or supply liquor for consumption on licensed premises at any time between the hours of 3.01 am and 7.00 am on any day.

Digital closed-circuit television (CCTV)

This requirement applies to licensees who are authorised to sell or supply liquor for consumption on licensed premises between the hours of 3.01 am and 7.00 am on any day (whether or not the licensees, in fact trade after 3.01 am on that day) and who trade from within the area of the City of Adelaide bounded on the north by the northern bank of the River Torrens, on the south by the northern alignment of South Terrace, on the east by the western alignment of East Terrace and its prolongation north to the northern bank of the River Torrens and on the west by the eastern alignment of West Terrace and its prolongation north to the northern bank of the River Torrens.

1. At all times while open for trade, the licensee must have a digital CCTV system in place to take visual recordings at all entry and exit points, the footpath immediately adjacent to the premises and all other internal and external licensed areas of the premises (excluding toilets) to which patrons have access.
2. The digital CCTV system must operate continuously while the premises is trading and must continue to operate for at least one hour after the premises ceases to trade.
3. The digital CCTV system must record the correct date and time.
4. The digital CCTV system must comply with the standard technical specifications approved by the Liquor and Gambling Commissioner.

5. The licensee must ensure that while the digital CCTV system is in use, the level of lighting at all entry and exit points is adequate so as to allow clear visual recordings to be taken.
6. The licensee must ensure that the visual recordings are securely stored so as to prevent unauthorised access, for a period of time not less than 28 days.
7. The licensee must ensure that the visual recordings can be easily downloaded via disk and USB and must be compatible with contemporary operating systems.
8. The licensee must ensure that the visual recordings and any information relating to the visual recordings is made available as soon as practicable upon the request of an authorised officer acting in the course of his or her official duties (noting that the authorised officer must identify the date, time and location of the premises to which the request relates as well as the reason for the request).
9. The licensee must take all practicable steps to ensure that the CCTV system is in good working order at all times and, in the event of any cessation in the operation of the CCTV system, the licensee bears the onus of proving that such steps have been taken.



WESTERN AUSTRALIA

Types of liquor licences in Western Australia

Licence	Principal Activity
Hotel	<ul style="list-style-type: none"> The sale and supply of liquor for consumption on the premises The sale and supply of packaged liquor to patrons for consumption off the licensed premises. Accommodation must be provided to any person
Hotel Restricted	<ul style="list-style-type: none"> The sale and supply of liquor for consumption on the premises only Packaged liquor sales can only be made to a guest of the accommodation Accommodation must be provided
Tavern	<ul style="list-style-type: none"> The sale and supply of liquor for consumption on the premises The sale and supply of packaged liquor to patrons for consumption off the licensed premises.
Tavern Restricted	<ul style="list-style-type: none"> The sale and supply of liquor for consumption on the premises
Small Bar	<ul style="list-style-type: none"> The sale and supply of liquor for consumption on the premises only A maximum capacity of no more than 120 people at any one time

Trading Hours for hotel, hotel-restricted, tavern and small bar licences

Day	When		General Conditions
	Open	Close	
Monday to Saturday	6.00am	midnight	
Sunday	10.00am	10.00pm	
New Year's Eve (Monday - Saturday)	6.00am	2.00am New Year's Day	
New Year's Eve (Sunday)	10.00am	2.00am New Year's Day	

Good Friday	12.00pm	10.00pm	(ancillary to a meal only)
Christmas Day	12.00pm	10.00pm	(ancillary to a meal only)
ANZAC Day	12.00pm	midnight	

Types of liquor licences for Clubs in Western Australia

Licence	Principal Activity
Club	(i) allows liquor to be supplied to a member, or guest in the company of a member of the club, for consumption on and off the premises
Club Restricted	Club restricted licences only differ from a club licence in that: <ul style="list-style-type: none"> (a) a club restricted licence doesn't permit the sale of packaged liquor; and (b) the licensee only has access to the premises during certain hours of the day (c) The trading hours for each club restricted licence are determined individually by the Director of Liquor Licensing.

Trading Hours for Clubs

Day	When		General Conditions
	Open	Close	
Monday to Friday	6.00am	12midnight	
Monday to Friday	6.00am	12.30am Saturday	(ancillary to a meal only)
Saturday	6.00am	1.00am Sunday	
Sunday	10.00am	10.00pm	
New Year's Eve (Monday - Saturday)	6.00am	2.00am	
New Year's Eve (Sunday)	Until 12.30am New Years Eve morning; then,		

	10.00am	2.00am New Years Day	
Good Friday	No permitted trading hours after 12.30am Good Friday morning		
Christmas Day	Until 12.30am Christmas morning; then,		(ancillary to a meal only)
	12 noon	10.00pm	(ancillary to a meal only)
ANZAC Day (Monday to Saturday)	12 noon	12midnight	
ANZAC Day (Sunday)	Until 1.00am ANZAC Day morning; then,		
	12 noon	12midnight	

Other types of liquor licences

Licence	Principal Activity
Nightclub	<ul style="list-style-type: none"> (i) the sale and supply of liquor for consumption on the premises only. (ii) Liquor can only be supplied ancillary to continuous entertainment performed by one or more artists live at the venue, or presented by a DJ
Occasional	(a) the sale and supply of liquor for consumption on the premises only
Restaurant	<p>The main focus of a restaurant is for the supply and sale of meals prepared on the premises for people to consume on at the restaurant.</p> <ul style="list-style-type: none"> (i) The sale and supply of liquor is ancillary to a meal to a patron seated at a dining table. <p>For a restaurant licence to be considered, a venue must have a kitchen equipped to provide meals, sufficient toilet facilities and a dining area must always be set up with tables and chairs for dining.</p>

Night club Trading Hours

Day	When	
	Open	Close

Monday - Thursday	6.00pm	5.00am the following day
Friday - Saturday	6.00pm	5.00am the following day
Sunday	8.00pm	midnight
New Year's Eve (Monday - Thursday)	6.00pm	5.00am New Year's Day
New Year's Eve (Friday - Saturday)	6.00pm	5.00am New Year's Day
New Year's Eve (Sunday)	8.00pm	5.00am New Year's Day
Good Friday	No permitted trading hours after 3.00am	
Christmas Day (Monday - Sunday)	No permitted trading hours after 3.00am	
Christmas Day (Monday)	No permitted trading hours	
ANZAC Day	Nightclubs must close at 3.00am on ANZAC Day, then reopen in accordance with normal trading hours.	

Restaurant Trading Hours

Day	When	General Conditions
Monday to Sunday	At any time	(ancillary to a meal only)
New Year's Eve	At any time	(ancillary to a meal only)
Good Friday	At any time	(ancillary to a meal only)
Christmas Day	At any time	(ancillary to a meal only)
ANZAC Day	Until 3.00am ANZAC Day morning; then,	(ancillary to a meal only)
	Any time after 12 noon ANZAC Day.	(ancillary to a meal only)

Liquor Store Trading Hours

The permitted trading hours for liquor stores located in the Perth Metropolitan Region are:

Day	When	
	Open	Close
Monday - Saturday	8.00am	10.00pm
Sunday	10.00am	10.00pm
Good Friday	No permitted trading hours.	
Christmas Day	No permitted trading hours.	
ANZAC Day	12 noon	10.00pm

The permitted trading hours for liquor stores *NOT* located in the Perth Metropolitan Region are:

Day	When	
	Open	Close
Monday - Saturday	8.00am	10.00pm
Sunday	No permitted trading hours.	
Good Friday	No permitted trading hours.	
Christmas Day	No permitted trading hours.	
ANZAC Day	12 noon	10.00pm

NORTHERN TERRITORY

Licence Types

The Act does not establish specific licence classifications. The commissioner will treat each application for a liquor licence separately.

Typical Licenced Venues in Northern Territory

Licence Authority	Types of businesses	This licence authorises the sale of liquor subject to the following conditions:
Club	<ul style="list-style-type: none"> Sports club, RSL, community clubs, country clubs, golf clubs Members, guests, visitors (restrictions) 	<ul style="list-style-type: none"> Consumption on or at the licensed premises <ul style="list-style-type: none"> By a member of the club or By a visitor in the presence of such a member. Removal and consumption away from the licensed premises <ul style="list-style-type: none"> <u>Only</u> to financial members of the club.
Liquor Merchant	<ul style="list-style-type: none"> Wholesaler/producer/distributor Sales only to retail outlets, industry 	Removal and consumption away from the licensed premises.
On Licence	<ul style="list-style-type: none"> Resorts, cinemas, bars, hotel (no accommodation) Alcohol ancillary to meals, services 	Consumption on or at the licensed premises.
Off Licence	<ul style="list-style-type: none"> Liquor store/bottleshop Takeaway sales only, tastings of 30ml only 	<p>(1) Removal and consumption on, at or away from the licensed premises.</p> <p>(2) If your liquor licence allows you to sell takeaway alcohol, you can do so between:</p> <ol style="list-style-type: none"> 10am and 10pm Sunday to Friday 9am and 10pm Saturday 9am and 10pm public holidays. <p>Note: A store or liquor merchant licence cannot sell alcohol on Sundays</p>
Private Hotel	<ul style="list-style-type: none"> Resorts, hotels, motels services normally available only to residents and guests Provides alcohol ancillary to accommodation and meals 	Consumption on or at the licensed premises.

Public Hotel	<ul style="list-style-type: none"> • Hotel, tavern, pub • Open to the general public • Provides alcohol ancillary to accommodation and meals 	Consumption on, at or away from the licensed premises.
Restaurant	<ul style="list-style-type: none"> • Restaurants, cafes, bistros • Provides alcohol ancillary to meals 	Consumption on or at the licensed premises ancillary to a meal.
Roadside Inn Serviced	<ul style="list-style-type: none"> • Inn, caravan park, pub, motel, campsite 	<ul style="list-style-type: none"> • Consumption on, at or away from the licensed premises. • These premises are typically required to provide fuel, food and accommodation to the travelling public on demand, 24 hours per day.
Roadside Inn Unserviced	<ul style="list-style-type: none"> • Inn, caravan park, pub, motel, campsite 	<ul style="list-style-type: none"> • Consumption on, at or away from the licensed premises. • These premises are typically required to provide fuel, food and accommodation to the travelling public on demand, 24 hours per day.
Store	<ul style="list-style-type: none"> • Liquor store/bottleshop/supermarket 	<ul style="list-style-type: none"> • Removal and consumption away from the licensed premises. • May be required to provide fuel, food, groceries and miscellaneous items.
Tavern	<ul style="list-style-type: none"> • Bar, meals, entertainment • Alcohol ancillary to services 	Consumption on or at the licensed premises.
Vessel	<ul style="list-style-type: none"> • Boat, ship, ferry, liner, cruiser • Passengers only, may be restrictions on amount/type of alcohol served based on destination of travel 	Consumption by passengers on a vessel which shall be the licensed premises for the purposes of the liquor act.

Trading Hours

The *Liquor Regulations* prescribed trading hours for two licence types:

Licence Type	Authorised to trade
Licences	Sunday to Friday 10 am until 10 pm Saturday and Public Holidays 9 am until 10 pm.
Store licences	Off-premise consumption only: Monday to Friday 10 am until 10 pm Saturday and Public Holidays 9 am until 10 pm

Note:

Regulations further provide that the Commission can:

- (a) determine shorter periods of time in respect of particular licenses and store licenses. This may affect the whole class of licenses or just one particular business
- (b) authorise other times of trade if it was satisfied that the liquor sold was not likely to be consumed in public or to lead to public drunkenness.

Director General can vary the licensed hours based on application (increase/decrease)

Standard Trading Hours

- Sunday to Friday: 10.00am to 10.00pm
- Saturday & Public Holidays: 9.00am to 10.00pm
- Trading on Good Friday or Christmas Day ancillary to meals

Takeaway Trading Hours ancillary to meals

- Monday to Friday: 10.00am to 10.00pm
- Saturday & Public Holidays: 9.00am to 10.00pm
- (Generally) No takeaway trading on Sunday, Good Friday or Christmas Day.

Trading Hours - Example One

Trading Hours for The **** Restaurant shall be between

- Sunday 10:00 and Monday 02:00
- Monday 10:00 and Tuesday 02:00
- Tuesday 10:00 and Wednesday 02:00
- Wednesday 10:00 and Thursday 02:00
- Thursday 10:00 and Friday 02:00
- Friday 10:00 and Saturday 02:00
- Saturday 10:00 and Sunday 02:00

Trading Hours - Example Two

Trading Hours for The **** Café shall be between:

- Sunday 10:00 and Monday 12:00
- Monday 10:00 and Tuesday 12:00
- Tuesday 10:00 and Wednesday 12:00
- Wednesday 10:00 and Thursday 12:00
- Thursday 10:00 and Friday 02:00
- Friday 10:00 and Saturday 02:00
- Saturday 10:00 and Sunday 10:00

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Standard Licence Conditions



Failure to Comply

- The licence will be subject to a condition that a breach of the Liquor Act by any person employed by or on behalf of the Licensee, shall constitute and be deemed to be a breach of the licence conditions by the Licensee.

Notice to be Displayed

- The Licensee shall erect and maintain a prominent notice
- The Full name of the Licensee, (or the Nominee)
- Licence Number
- Trading Hours
- Subject to the conditions of this licence, liquor will not be sold to persons under the age of 18 years;
- Primary Purpose of licence

Licence to be Available for Inspection

- This licence or a fair copy of it shall be kept on the licensed premises at all times and shall be immediately available for inspection by any person

Liquor Purchase Records to be Kept

- Liquor purchases shall be entered into the record within 28 days of such purchases being made.

Fire Precautions

- The Licensee shall comply with the requirements or instructions of an Authorised Member of the Northern Territory Fire and Rescue Service appointed under the Fire and Emergency Act.
- The Licensee shall comply with the requirements of the Chief Health Officer appointed under the Public and Environmental Health Act and his delegates with respect to the requirements of that Act, the Food Act and any other Territory legislation.
- The Licensed Premises and all plant, machinery, equipment, fittings, furniture, furnishings and any other item used in connection therewith shall be kept in good order and repair and the premises

Authority may be Extended by Special Licence

- Liquor shall not be sold on the licensed premises except in accordance with the Authority Granted by this licence or a Special Licence issued under the Act.

Non-alcoholic Drinks and Groceries to be Kept

- The Licensee shall maintain a reasonable range and stock of soft drinks, fruit juices and groceries to the satisfaction of the Director-General. This condition varies per licence to suit business.

Security of Liquor Outside Trading Hours

- Outside authorised trading hours all liquor storage and display areas shall be screened off and secured in such a way that the public has no access to such areas.

Designated Area

- Liquor shall only be stored and displayed in the area designated and approved on the plan held by the Director-General.



Examples of other special conditions that may apply to licences:

Organised Tour

- Liquor shall be available for sale and consumption away from the premises on seven (7) days a week between the hours of 12:00 hours and 23:59 hours, in conjunction with a tour organised by the Hotel.

Room Service

- Liquor shall be sold for consumption away from the premises to bona fide lodgers only through the provision of room service during the following hours:
- Sunday to Friday inclusive between the hours of 12:00 and 21:00 hours; and
- Saturday and Public Holidays between the hours of 10:00 and 21:00 hours

Bona Fide Lodgers

- Liquor shall be sold at any time to bona fide lodgers at the premises or invited guests of the lodger (in the presence of the lodger), for consumption on the premises.

Mini Bars

- Liquor may be sold for consumption on the premises through mini bar service to bona fide lodgers, or invited guests of the lodger, (in the presence of the lodger), at any time on any day.

Outlaw Motorcycle Gangs

- A licensee or employee of a Licensee, shall exclude or remove from licensed premises any person who is wearing the colours, insignia or emblems of an outlaw motorcycle gang (Bikie Gang).

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