

# Liquor Licence Self-Assessment Compliance Audit Checklist

**May 2023**

This self-assessment compliance audit checklist has been developed to assist licensees in assessing their level of compliance with legislation, regulations, licence conditions and codes of practice.

Completion of the form is encouraged by Consumer and Business Services (CBS).

While not mandatory, it is strongly recommended that the self-assessment checklist:

- be completed by a licensee at least every six months
- be viewed and signed off by a Responsible Person and the licensee (or an operational director or committee member if the licensee is a body corporate).

## Resources

Licensees should be familiar with and have copies or know how to access the following documents:

- [Liquor Licensing Act 1997](#)
- [Liquor Licensing \(General\) Regulations 2012](#)
- [General Code of Practice](#)
- [General Code of Practice Guidelines](#)
- [Intoxication guidelines in Plain English](#)
- [Intoxication guidelines for bar staff](#)
- [Licensee risk assessment and management plan](#)
- [Late Night Code of Practice](#)
- [Digital closed circuit television \(CCTV\) technical specification](#)
- [Metal detector technical specification](#)

## Further information

Further information about running a licensed venue or making changes to a liquor licence is available at <https://www.sa.gov.au/topics/business-and-trade/liquor/running-a-licensed-venue>

For any queries relating to liquor licensing, regulation or enforcement, please contact CBS on 131 882 or [liquorandgaming@sa.gov.au](mailto:liquorandgaming@sa.gov.au)

## Self-Assessment Compliance Audit

**Venue name**

**Audit date**

/ /

**Audit conducted by:**

Name

Position

Signature

**Acknowledged by:**

**Responsible Person**

Name

Signature

**Director / Committee Member / Licensee**

Name

Signature

**Next audit date**

/ /

# Self-Assessment Compliance Audit Checklist

A glossary of acronyms is available at Appendix 2 and summary of offences at Appendix 4.

If your response to any of the following requirements is 'No', complete Appendix 3 indicating the item code.

## A1 Liquor — Mandatory Conditions & Requirements

Item	Legislation	Requirements	Compliant
L1	LLA s109(1)	<b>Liquor licence</b> Is there an up-to-date copy of the liquor licence showing all conditions of, and endorsements on, the licence displayed at or near the front entrance to the licensed premises so that it is readily visible to members of the public?	<input type="checkbox"/> Yes <input type="checkbox"/> No
L2	LLA s42(1a)	<b>Name of the licensed premises</b> Is the premises name on the licence the name currently being used by the licensed premises? If the name has changed, has the licensee notified the Commissioner of the change in writing within 14 days via Liquor and Gaming Online (LGO)? <i>Note: You are required to notify the Commissioner of a change in writing within 14 days of the change</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L3	LLA s42(1c)	<b>Contact details</b> Are the contact details for the licensee in LGO correct? <i>Note: You are required to notify the Commissioner of a change in writing within 14 days of the change</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L4	LLA s109(1a)	<b>Licensed plan</b> Is there an up-to-date coloured copy of the licensed plan on the premises? <i>Note: You are <u>not</u> required to display the plan</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## A2 Liquor — Signage

Item	Legislation	Requirements	Compliant
L5	LLA s113A	<b>Consumption of liquor on premises</b> A licence that allows the consumption of liquor <b>on the licensed premises</b> must display sign <a href="#">LGC2019-1 (PDF)</a> <i>Note: Refer to Appendix 1 for the approved sign</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a

L6	LLA s113A	<p><b>Consumption of liquor on the licensed premises after midnight</b></p> <p>A licence that allows the consumption of liquor <b>on the licensed premises after midnight</b> must display sign <a href="#">LGC2019-2 (PDF)</a>, except where one of the signs below is required to be displayed.</p> <ul style="list-style-type: none"> <li>• People under 18 are not permitted on the premises - <a href="#">LGC2019-5 (PDF)</a></li> <li>• A minor may not enter or remain on the premises between 9pm and 5am - <a href="#">LGC2019-6 (PDF)</a></li> <li>• A minor may not enter or remain on the premises between midnight and 5am - <a href="#">LGC2019-7 (PDF)</a></li> </ul> <p><b>Note:</b> Refer to Appendix 1 for the approved sign</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a
L7	LLA s113A	<p><b>Minors not permitted to enter a particular area of licensed premises</b></p> <p>A licence that does not permit people under 18 in a particular area of the licensed premises must display sign <a href="#">LGC2019-4 (PDF)</a></p> <p><b>Note:</b> Refer to Appendix 1 for the approved sign</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a
L8	LLA s113A	<p><b>A licence that does not permit people under 18 from entering the licensed premises</b></p> <p>A licence that does not permit people under 18 from entering a licensed premises must display sign <a href="#">LGC2019-5 (PDF)</a></p> <p><b>Note:</b> Refer to Appendix 1 for the approved sign</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a
L9	LLA s113A	<p><b>A licence that does not permit people under 18 to enter or remain in the licensed premises between 9pm and 5am</b></p> <p>A licence that does not permit people under 18 to enter or remain in the licensed premises must display sign <a href="#">LGC2019-6 (PDF)</a></p> <p><b>Note:</b> Refer to Appendix 1 for the approved sign</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a
L10	LLA s113A	<p><b>A licence that does not permit people under 18 to enter or remain in the licensed premises between 9pm and 5am</b></p> <p>A licence that does not permit people under 18 from entering a licensed premises must display sign <a href="#">LGC2019-7 (PDF)</a></p> <p><b>Note:</b> Refer to Appendix 1 for the approved sign</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a
L11	LLA S113A	<p><b>A packaged liquor sales licence</b></p> <p>A packaged liquor licence must display sign <a href="#">LGC2019-3 (PDF)</a>, except if the licence:</p> <ul style="list-style-type: none"> <li>• is restricted to the sale of liquor by direct sales transactions only; or</li> <li>• is exempt from the requirement that the licensed premises be:           <ul style="list-style-type: none"> <li>◦ devoted entirely to the business conducted under the licence, then you must display sign <a href="#">LGC2019-1 (PDF)</a></li> <li>◦ physically separate from premises used for other commercial purposes, then you must display sign <a href="#">LGC2019-1 (PDF)</a></li> </ul> </li> </ul> <p><b>Note:</b> Refer to Appendix 1 for the approved sign</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a

L12	LLA S113A	<p><b>Display requirements</b></p> <p>Are all signs:</p> <ul style="list-style-type: none"> <li>• printed in the original form as downloaded from the CBS website</li> <li>• printed in colour on A4 (210 x 297mm) paper</li> <li>• printed at a sufficient quality to ensure that they are clearly legible</li> <li>• displayed so that the information is clearly visible to the public?</li> </ul> <p>At licensed premises where minors are not permitted, are all signs in relation to minors:</p> <ul style="list-style-type: none"> <li>• displayed at or near each entrance?</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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### A3 Liquor — Operations

Item	Legislation	Requirements	Compliant
L13	LLA s45	<p><b>Licence authorisations and conditions</b></p> <p>Are staff aware of, and do they understand, the authorisations and conditions of the licence?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L14	LLA s105	<p><b>Prescribed entertainment</b></p> <p>If the licence permits prescribed entertainment, are staff aware of the areas of the licensed premises where prescribed entertainment is permitted?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L15	LLA s109A(2)	<p><b>Record of liquor transactions</b></p> <p>A licensee must keep records of all transactions involving the sale of liquor. Is a record of transactions being made and retained?</p> <p><i>Note: Records must be retained for six years</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L16	LLA s117D	<p><b>Declared criminal organisations and prohibited items</b></p> <p>Are staff aware that it is an offence to knowingly allow a person who is wearing or carrying a prohibited item to enter or remain in licensed premises?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L17	LLA ss101(1) & (2)	<p><b>Record of residents on licensed premises</b></p> <p>If a licence authorises the sale of liquor to residents on licensed premises, and the licensee provides accommodation, is there a written record of all residents to be provided with accommodation which includes the name and address of the resident?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a
L18	LLA s100(b)	<p><b>Supply of liquor to residents</b></p> <p>Are staff aware that if the licence does not authorise the sale of liquor on the licensed premises for consumption off the licensed premises to the public, then the sale of liquor to residents on the licensed premises for consumption off may only be supplied in quantities likely to be consumed by the resident and guests on the day on which it is supplied?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a
L19	LLA s107A(1)	<p><b>Sale of liquor through direct sales transactions</b></p> <p>A licensee who advertises the sale of liquor by direct sales transactions (mail, telephone, internet) must display the licence number on any advertisement. Is the licence number displayed on all advertisements?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a

L20	LLA s107A(2)	<p><b>Sale of liquor through direct sales transactions</b></p> <p>A licensee who sells liquor through direct sales transaction must, at the time liquor is ordered, require the prospective purchasers date of birth (unless it has been previously provided). Does the licensee's order form or platform require a purchaser to provide their date of birth?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a
L21	LLA s107A(4)(a)  Reg 15A(1)	<p><b>Delivery of liquor purchased through direct sales transactions</b></p> <p>Are staff delivering liquor purchased from the licensee through direct sales transactions aware that if they reasonably assume that the purchaser, or the adult person nominated by the purchaser, taking delivery of the liquor is over the age of 18 they must require that person to sign a declaration that states their name and that they are above the age of 18?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a
L22	LLA ss 32(d), 36(1)(c), 38(1)(b) and 39(1)(d)	<p><b>Delivery of liquor purchased through direct sales transactions</b></p> <p>Are staff delivering liquor purchased from the licensee through direct sales transactions aware that liquor can only be delivered in South Australia between 8am and 10pm?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a
L23	LLA S107A(4)(b)  Reg 15A(2)	<p><b>Record of delivery of liquor purchased through direct sales transactions</b></p> <p>Are staff delivering liquor purchased from the licensee through direct sales transactions aware that if they reasonably assume that the purchaser or the person nominated by the purchaser taking delivery of the liquor is not over the age of 18 require that person to produce evidence of their age and identity.</p> <p>If a person taking delivery of liquor has been asked to produce identification the person delivering the liquor must record in writing:</p> <ul style="list-style-type: none"> <li>• the type of evidence of identity and age</li> <li>• the name and date of birth in the evidence produced</li> <li>• the address of the premises to which the liquor was delivered</li> </ul> <p>Is a record of identification being made and retained?</p> <p><i>Note: Records must be retained for 1 year</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a
L24	LLA s68(3)	<p><b>Licensed plan</b></p> <p>Have any structural or other alterations been made within the licensed premises without the approval of the Commissioner?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### A4 Liquor — Minors

Item	Legislation	Requirements	Compliant
L25	LLA s107(1)	<p><b>Employment of Minors</b></p> <p>Are all staff employed to sell, supply or serve liquor at the licensed premises over the age of 18 (unless exempt under the Act)?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L26	LLA s110(1)	<p><b>Sale and Supply to a Minor</b></p> <p>Are staff aware that it is an offence to sell or supply liquor to a minor on licensed premises?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L27	LLA s110(2)	<p><b>Sale and Supply to a Minor</b></p> <p>Are staff aware that it is an offence to permit a minor to consume liquor on licensed premises?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

L28	LLA s112(1)	<p><b>Minors may not enter or remain in certain licensed premises</b></p> <p>If you hold a packaged liquor sales licence, are staff aware that a minor may not enter or remain on the licensed premises unless accompanied by a responsible adult at all time?</p> <p>For all other licence class holders, are staff aware that a minor may not enter or remain in an area of licensed premises (other than a bedroom):</p> <ul style="list-style-type: none"> <li>• between the hours of midnight and 2am unless the minor is accompanied by a responsible adult at all times</li> <li>• between the hours of 2am and 5am?</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L29	LLA s115A(3)  Reg 18(2)	<p><b>Receipt for seizure of evidence of age document</b></p> <p>A prescribed person may seize a document (other than a passport) produced by a person as evidence of age if that person reasonably believes that:</p> <ul style="list-style-type: none"> <li>• the person who produced the document is not the person identified in the document</li> <li>• the document contains false or misleading information about the name or age of the person who produced it</li> <li>• the document has been forged or fraudulently altered.</li> </ul> <p>Are staff aware that the prescribed person must issue a receipt to a person from which an evidence of age document has been seized which must include:</p> <ul style="list-style-type: none"> <li>• the type of evidence of age document seized including any identification number</li> <li>• name, date of birth and address that appears on the document</li> <li>• grounds on which the document was seized</li> <li>• date of the seizure</li> <li>• name and address of the licensed premises seizing the document</li> <li>• name of the prescribed person</li> <li>• address of the police station at which the licensee will produce the document to a police officer?</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L30	LLA s115A(5)(c)  Reg 18(3)	<p><b>Record of seizure of evidence of age document</b></p> <p>Are prescribed persons aware that a record must be made in relation to a seized evidence of age document which includes the details provided in the receipt for seizure of the document?</p> <p><i>Note: Records must be retained for 1 year</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L31	LLA s115A(4)  Reg 18(4)	<p><b>Supply of seized document to Police</b></p> <p>Are prescribed persons aware that a seized evidence of age document must be supplied to a police officer, along with a copy of the record made by the prescribed officer, within 7 days of seizing the document?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## A5 Liquor — Codes of Practice

Item	Legislation	Requirements	Compliant
L32	LLA s42	<p><b>General Code of Practice</b></p> <p>It is a mandatory condition of a licence that a licensee must comply with the General Code of Practice. Are staff familiar with the General Code of Practice?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

L33	LLA s42	<p><b>General Code of Practice Guidelines</b></p> <p>It is a mandatory condition of a licence that a licensee must comply with the General Code of Practice, the General Code of Practice Guidelines provides examples of good practices and outline some of the things to be considered when assessing the risks associated with your licence. Also included in the Guidelines are examples of unacceptable practices which could breach the General Code of Practice and may result in an expiation, disciplinary action or prosecution. Are staff familiar with the General Code of Practice Guidelines?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L34	LLA s42	<p><b>General Code of Practice – RSA Training</b></p> <p>The licensee must ensure that all staff engaged by the licensee have successfully completed nationally accredited responsible service of alcohol training by a Registered Training Organisation approved by the Commissioner and published on a website maintained by the Commissioner within 3 months of commencing employment. Have staff completed all appropriate training in relation to the responsible service of alcohol?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L35	LLA s42	<p><b>General Code of Practice – Gender Based Promotions</b></p> <p>The licensee must not conduct, promote, advertise or permit gender-based promotions involving free or discounted liquor on the licensed premises including free or discounted entry to the licensed premises. Are all staff aware that they cannot conduct gender based promotions?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L36	LLA s42	<p><b>General Code of Practice – Free drinking water</b></p> <p>If the licensee sells liquor for consumption on the premises or where liquor is supplied by way of sample only, the licensee must at all times ensure that free cool drinking water is readily available to patrons on licensed premises; and ensure that at least one non-alcoholic beverage (other than water) is available for purchase at a price that does not exceed the price of the least expensive alcoholic beverage available for purchase. Are staff aware that they are to provide free drinking water at any time to patrons?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L37	LLA s42	<p><b>General Code of Practice – Liquor Free of Charge</b></p> <p>Between 12.01 am and 7.00 am at all times while open for trade the licensee must not supply liquor free of charge or permit the supply of liquor free of charge. Are staff aware they cannot provide liquor free of charge during these times?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L38	LLA s42	<p><b>General Code of Practice – Noise and Disturbance</b></p> <p>The licensee must take reasonable steps to prevent undue offence, annoyance, disturbance, noise or inconvenience to people who reside, work or worship in the vicinity of the licensed premises, resulting from entertainment or activities on the licensed premises or the conduct of people making their way to or from the licensed premises. Are all staff trained and familiar with the procedure to take appropriate measures to avoid undue disturbance or inconvenience at the licensed premises?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L39	LLA s42	<p><b>General Code of Practice – Queue Management</b></p> <p>Between 12.01 am and 3.00 am at all times while open for trade the licensee must take all practicable steps to ensure that any line up or queue to enter the licensed premises is orderly and continuously monitored and managed to prevent obstruction to pedestrian traffic on the footpath. Are staff aware of the requirements for queue management?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

L40	LLA s42	<p><b>Licensee risk assessment and management plan</b></p> <p>It is a requirement of the General Code of Practice for licensees to have a risk assessment and management plan.</p> <p>As part of this self-assessment compliance audit checklist the risk assessment and management plan should be reviewed in full to check that the plan is still relevant. Does the plan require updating?</p> <p><i>Note: The licensee risk management plan should be reviewed every two years or when operations under the licence change in such a way that warrants a review</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L41	LLA s42	<p><b>Licensee risk assessment and management plan</b></p> <p>It is a requirement of the General Code of Practice for licensees to have a risk assessment and management plan and for all staff involved in the sale and supply of liquor to be trained in relation to the management plan. Are all relevant staff trained in the licensee risk assessment and management plan?</p> <p><i>Note: It is a requirement for all staff to be trained in the licensee risk management plan on induction and at least once in each subsequent period of two years and, if necessary when there is a change in operational practices</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L42	LLA s42	<p><b>Late Night Trading Code of Practice</b></p> <p>A licensee who trades past 2am, must as a mandatory condition of licence comply with the Late Night Trading Code of Practice (LNCP), if applicable are staff familiar with the Late Night Code of Practice?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a
L43	LLA s42	<p><b>Late Night Trading Code of Practice – Drink marshal</b></p> <p>If the licensee is required to comply with the LNCP, is the licensee compliant with schedule 7 of the LNCP in relation to a drink marshal?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L44	LLA s42	<p><b>Late Night Trading Code of Practice – First aid</b></p> <p>If the licensee is required to comply with the LNCP, is the licensee compliant with schedule 8 of the LNCP in relation to first aid?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L45	LLA s42	<p><b>Late Night Trading Code of Practice – Restrictions on the sale and supply of beverages promoting rapid or excessive consumption</b></p> <p>If the licensee is required to comply with the LNCP, is the licensee compliant with schedule 9 of the LNCP in relation to restrictions on the sale and supply of beverages promoting rapid or excessive consumption?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L46	LLA s42	<p><b>Late Night Trading Code of Practice – Footpaths and other outdoor areas</b></p> <p>If the licensee is required to comply with the LNCP, is the licensee compliant with schedule 10 of the LNCP in relation to footpaths and other outdoor areas?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L47	LLA s42	<p><b>Late Night Trading Code of Practice – Entry onto licensed premises and use of metal detectors</b></p> <p>If the licensee is required to comply with the LNCP, is the licensee compliant with schedule 11 of the LNCP in relation to entry onto licensed premises and use of metal detectors?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L48	LLA s42	<p><b>Late Night Trading Code of Practice – Restriction on the use of glassware</b></p> <p>If the licensee is required to comply with the LNCP, is the licensee compliant with schedule 12 of the LNCP in relation to the restriction on the use of glassware?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

L49	LLA s42	<p><b>Late Night Trading Code of Practice – Late night restricted entry</b></p> <p>If the licensee is required to comply with the LNCP, is the licensee compliant with schedule 13 of the LNCP in relation to restricted entry?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L50	LLA s42	<p><b>Late Night Trading Code of Practice – Digital closed-circuit television</b></p> <p>If the licensee is required to comply with the LNCP, is the licensee compliant with schedule 14 of the LNCP in relation to digital closed-circuit television (CCTV)?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## A6 Liquor — Supervision and management

Item	Legislation	Requirements	Compliant
L51	LLA s97(1)(a)	<p><b>Responsible persons</b></p> <p>Is a responsible person on duty at all times when your premises is open to the public (unless an exemption has been approved by the Commissioner)?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L52	LLA s97(5)	<p><b>Responsible Persons</b></p> <p>Do all approved responsible persons have and wear an approved ID badge, above waist level with the face and name facing outwards, while on duty?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L53	LLA s119	<p><b>Management of business</b></p> <p>When the premises is open to the public are there sufficient staff on duty to adequately supervise and manage the premises?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L54	LLA s108	<p><b>Intoxicated persons</b></p> <p>Are staff aware that it is an offence to sell or supply liquor to an intoxicated person?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## A7 Liquor —Barring

Item	Legislation	Requirements	Compliant
L55	LLA s126(2)	<p><b>Barring Orders</b></p> <p>Are copies of all barring orders kept at the licensed premises to which they relate?</p> <p><i>Note: New barring forms were developed by CBS in 2021 and are available online</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

L56	Reg 19	<p><b>Completion of Barring Order</b></p> <p>Are staff aware that an order barring a person from licensed premises must include the following details of the person to be barred or the order will cease to have effect?</p> <ul style="list-style-type: none"> <li>• Barred person's name</li> <li>• If known, specify the address</li> <li>• Specify the name and address of the licensed premises</li> <li>• Specify the period the person is barred, including a commencement date and end date</li> <li>• Brief description of the grounds on which the person is to be barred</li> <li>• Be signed and dated by the licensee or responsible person issuing the barring order</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L57	LLA S125	<p><b>Completion of Barring Order</b></p> <p>A licensee or a responsible person for licensed premises may, by order served on a person, bar the person from entering or remaining on the licensed premises for a specified period.</p> <ul style="list-style-type: none"> <li>• If the person has not previously been barred from the premises, a 3 month barring is to occur in the first instance.</li> <li>• If the person has on one previous occasion been barred from the licensed premises—for a period not exceeding 6 months, a 6 month barring (not exceeding 12 months) can occur at this time .</li> <li>• If the person has on at least 2 previous occasions been barred from the licensed premises (that being a 3 or 6 month barring or less), an indefinite period or more than 6 months barring can occur.</li> </ul> <p>Are staff aware of how long they can issue a barring for?</p> <p><i>Note – a longer barring can occur at any time however it requires approval from the commissioner.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L58	LLA s125(6)	<p><b>Barring Orders to be provided to CBS</b></p> <p>Are staff aware that all barring orders issued for an indefinite period, or a period exceeding six months, must be provided to CBS within 7 days of the service of order otherwise the order will cease to have effect?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L59	LLA s125(4)	<p><b>Contravention of Barring Order</b></p> <p>Are staff aware that if they allow a barred person to enter or remain on the licensed premises they are guilty of an offence?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L60	Reg 20(a) & (b)	<p><b>Contravention of Barring Order - Procedures</b></p> <p>Are staff aware that an authorised person must, if practicable, follow procedures prior to preventing a barred person from entering licensed premises as well as prior to and in the removal of a barred person from licensed premises?</p> <p><i>According to the Liquor Licensing Act 1997, an authorised person in relation to the licensed premises means:</i></p> <ul style="list-style-type: none"> <li>- the licensee; or</li> <li>- responsible person for the licensed premises; or</li> <li>- a police officer; or</li> <li>- a person who holds a security agents licence that authorises the person to perform the function of controlling crowds in licensed premises under the Security and Investigation Industry Act 1995.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L61	Reg 20(c)	<p><b>Contravention of Barring Order - Reporting Force</b></p> <p>Are authorised persons for the licensed premises aware that they must, as soon as reasonably practicable, report to the licensee all incidents involving the use of force by an authorised person to prevent a barred person from entering or remaining on the licensed premises?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

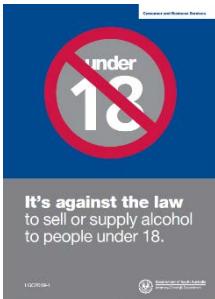
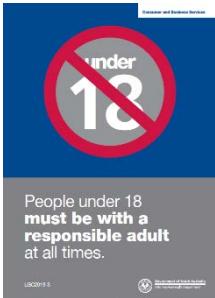
		<p>According to the Liquor Licensing Act 1997, an authorised person in relation to the licensed premises means:</p> <ul style="list-style-type: none"> <li>- the licensee; or</li> <li>- responsible person for the licensed premises; or</li> <li>- a police officer; or</li> <li>- a person who holds a security agents licence that authorises the person to perform the function of controlling crowds in licensed premises under the Security and Investigation Industry Act 1995.</li> </ul>	
L62	Reg 20(d)	<p><b>Contravention of Barring Order Register</b></p> <p>Is there a register to record all incidents involving the use of force by an authorised person to prevent a barred person from entering or remaining on a licensed premises which includes:</p> <ul style="list-style-type: none"> <li>• date and time of incident</li> <li>• name of persons involved in the incident</li> <li>• whether the incident related to prevention of entry or removal from premises</li> <li>• whether the incident involved a minor</li> <li>• the name or badge number of the authorised person</li> <li>• the grounds for the use of force</li> <li>• if known, the name, address and date of birth of the person prevented from entering or remaining on the premises</li> <li>• dated and signed by the licensee or responsible person?</li> </ul> <p><i>Note: The record must be kept for one year following the occurrence of the incident</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## A8 Other Applicable Laws

Item	Legislation	Requirements	Compliant
L63	N/A	<p><b>Authorised consumption adjacent to a premises – Local council</b></p> <p>Is there a copy of the outdoor dining permit on the premises that can be produced to authorities?</p> <p><i>Note: The licensee must ensure the outdoor dining permit is valid and must contact their local council if the outdoor permit is to lapse</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a
L64	N/A	<p><b>Development approval – Local council</b></p> <p>Are you complying with the conditions of any applicable development approvals for your premises?</p> <p><i>Note: The licensee should contact their local council if they are unsure of whether there are any applicable development approvals for the premises</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
L65	SIIA s6	<p><b>Security - Licensed</b></p> <p>Is the licensee aware of the responsibility to ensure that all security being employed must be currently licensed as per the <i>Security and Investigation Industry Act 1995</i>?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a
L66	SIIR r11 & 12	<p><b>Security - ID card</b></p> <p>Is the licensee aware of their responsibility to ensure that all security being employed must be issued with an identification card which must be worn on their chest at all times?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a
L67	SIIR r11	<p><b>Security - Security register</b></p> <p>Is the licensee aware of their responsibility to ensure that all security working at the premises must be recorded on a security register in accordance with the Regulations?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a

## Appendix One: Signage Requirements

Licensees are required to display certain signage around their licensed premises

Sign	When it needs to be displayed
	<p>A licence that allows the consumption of liquor on the licensed premises must display sign <a href="#">LGC2019-1 (PDF)</a></p>
	<p>A licence that allows the consumption of liquor on the licensed premises after midnight must also display sign <a href="#">LGC2019-2 (PDF)</a>, except where one of the signs below is required to be displayed.</p> <ul style="list-style-type: none"> <li>• <a href="#">LGC2019-5 (PDF)</a> – required where the licence does not permit people under 18 from entering the licensed premises</li> <li>• <a href="#">LGC2019-6 (PDF)</a> – required where the licence does not permit people under 18 to enter or remain in the licensed premises between 9pm and 5am</li> <li>• <a href="#">LGC2019-07 (PDF)</a> – required where the licence does not permit people under 18 to enter or remain in the licensed premises between midnight and 5am</li> </ul>
	<p>A packaged liquor sales licence must display sign <a href="#">LGC2019-3 (PDF)</a> except if the licence:</p> <ul style="list-style-type: none"> <li>• is restricted to the sale of liquor by direct sales transactions only; or</li> <li>• is exempt from the requirement that the licensed premises be: <ul style="list-style-type: none"> <li>◦ devoted entirely to the business conducted under the licence, then you must display sign <a href="#">LGC2019-1 (PDF)</a></li> <li>◦ physically separate from premises used for other commercial purposes, then you must display sign <a href="#">LGC2019-1 (PDF)</a></li> </ul> </li> </ul>
	<p>A licence that does not permit people under 18 in a particular area of the licensed premises must display sign <a href="#">LGC2019-4 (PDF)</a></p>

## Appendix Two: Acronyms and Abbreviations

Acronym/abbreviation	Refers to
<b>CBS</b>	Consumer and Business Services
<b>Declared criminal organisation</b>	A motorcycle club known as: Bandidos, Comanchero, Descendants, Finks, Gypsy Joker(s), Hells Angels, Mongols, Nomads, Rebels or Red Devils
<b>GCOP</b>	General Code of Practice
<b>Leg</b>	Legislation from which the audit item arises
<b>LGO</b>	Liquor and Gaming Online
<b>LLA</b>	<i>Liquor Licensing Act 1997</i>
<b>LNCP</b>	Late Night Code of Practice
<b>Prescribed person</b>	A licensee, responsible person, a person who holds a security agents licence that authorizes the person to perform the function of controlling crowds on licensed premises under the <i>Security and Investigation Industry Act 1995</i>
<b>Prohibited item</b>	<ul style="list-style-type: none"> <li>• Item of clothing or jewellery or an accessory that displays the name of a declared criminal organisation</li> <li>• The club patch, insignia or logo of a declared criminal organisation</li> <li>• Any image, symbol, abbreviation, acronym or other form of writing that indicates membership of, or an association with, a declared criminal organisation, including— <ul style="list-style-type: none"> <li>(i) the symbol "1%"</li> <li>(ii) the symbol "1%er"</li> <li>(iii) any other image, symbol, abbreviation, acronym or other form of writing prescribed by regulation for the purposes of this definition</li> </ul> </li> </ul>
<b>Reg</b>	<i>Liquor Licensing Regulations 1992</i>
<b>SIIA</b>	<i>Security and Investigation Industry Act 1995</i>
<b>SIIR</b>	<i>Security and Investigation Regulations 2011</i>

### Appendix Three: Audit items for follow-up



## Appendix Four: Summary of offences

Item No.	Instrument	Offence	Expiation Fee	Maximum Penalty
L1	LLA s109(2)	Failure to display liquor licence	\$160	\$10 000
L2	LLA s45	Failure to notify of a change of premises name	\$1 200	\$10 000
L3	LLA s45	Failure to update contact details	\$1 200	\$10 000
L4	LLA s109(2)	Failure to make a copy of the current licensed plan available	\$160	\$10 000
L5	LLA s113	Failure to display required sign/s	\$500	\$10 000
L6	LLA s113	Failure to display required sign/s	\$500	\$10 000
L7	LLA s113	Failure to display required sign/s	\$500	\$10 000
L8	LLA s113	Failure to display required sign/s	\$500	\$10 000
L9	LLA s113	Failure to display required sign/s	\$500	\$10 000
L10	LLA s113	Failure to display required sign/s	\$500	\$10 000
L11	LLA s113	Failure to display required sign/s	\$500	\$10 000
L12	LLA s113	Failure to display sign/s in required form and with required content	\$500	\$10 000
L13	LLA s45	Failure to comply with a condition of licence	\$1 200 licensee \$210 individual	\$10 000
L14	LLA s105(2)	Licensee permits use of any part of the licensed premises for prescribed entertainment which is not in accordance with the consent of the Authority	\$1 200	\$10 000
L15	LLA s109A(4)	Failure to keep records of all transactions involving the sale and purchase of liquor	\$315	\$5 000
L16	LLA s117D	Person knowingly allows a person who is wearing or carrying a prohibited item to enter or remain in licensed premises	-	\$10 000
L17	LLA s101(3)	Failure to keep record of all residents to be provided with accommodation	\$1 200	\$10 000
L18	LLA s100(2)	Supply of liquor to a resident in quantities unlikely to be consumed by the resident and guests on the day of purchase	\$1 200	\$10 000
L19	LLA s107A(1)	Failure to display licence number on advertisement	\$210	\$2 500
L20	LLA s107A(2)	Failure to require prospective purchaser to notify the licensee of date of birth	\$210	\$2 500
L21	LLA s107A(4)	Failure to require a person to sign a declaration that states their name and that they are above the age of 18	\$315	\$5 000
L22	LLA s45	Failure to comply with a condition of licence	\$1 200 licensee \$210 individual	\$10 000
L23	LLA s107A(4)	Failure to make record of evidence of identity and age in accordance with Reg 15A(2)	\$315	\$5 000
L24	LLA s68(3)	Structural or other alterations made to licensed premises without the approval of the Commissioner	-	\$10 000
L25	LLA s107(1)	Employment of a minor to sell, supply or serve liquor	-	\$10 000
L26	LLA s110(1)	Sale and supply of liquor to a minor	\$1 200	\$20 000
L27	LLA s110(2)	Licensee permits minor to consume liquor on licensed premises	\$1 200	\$20 000
L28	LLA s112(3)	Minor permitted to enter or remain on licensed premises (other than a bedroom)	\$1 200	\$10 000
L29	LLA s115A(6)	Prescribed person fails to provide receipt for seizure of evidence of age document in accordance with Reg 18(2)	\$315	\$5 000
L30	LLA s115A(6)	Prescribed person fails to make record of seizure of age document to be kept on licensed premises for 1 year in accordance with Reg 18(3)	\$315	\$5 000

Item No.	Instrument	Offence	Expiation Fee	Maximum Penalty
L31	LLA s115A(6)	Prescribed person fails to produce seized evidence of age to a police officer with 7 days of seizing document	\$315	\$5 000
L32	LLA s45	Non-compliance with GCOP	See schedule 1 GCOP	See schedule 1 GCOP
L33	LLA s45	Non-compliance with GCOP	-	-
L34	LLA s45	Non-compliance with Clause 7 of the GCOP	See schedule 1 GCOP	See schedule 1 GCOP
L35	LLA s45	Non-compliance with Clause 9 of the GCOP	See schedule 1 GCOP	See schedule 1 GCOP
L36	LLA s45	Non-compliance with Clause 9 of the GCOP	See schedule 1 GCOP	See schedule 1 GCOP
L37	LLA s45	Non-compliance with Clause 9 of the GCOP	See schedule 1 GCOP	See schedule 1 GCOP
L38	LLA s45	Non-compliance with Clause 12 of the GCOP	See schedule 1 GCOP	See schedule 1 GCOP
L39	LLA s45	Non-compliance with Clause 13 of the GCOP	See schedule 1 GCOP	See schedule 1 GCOP
L40	LLA s45	Non-compliance with Clause 14 of the GCOP	See schedule 1 GCOP	See schedule 1 GCOP
L41	LLA s45	Non-compliance with Clause 15 of the GCOP	See schedule 1 GCOP	See schedule 1 GCOP
L42	LLA s45	Non-compliance with LNCP	-	-
L43	LLA s45	Non-compliance with schedule 7 of the LNCP	See schedule 1 LNCP	See schedule 1 LNCP
L44	LLA s45	Non-compliance with schedule 8 of the LNCP	See schedule 1 LNCP	See schedule 1 LNCP
L45	LLA s45	Non-compliance with schedule 9 of the LNCP	See schedule 1 LNCP	See schedule 1 LNCP
L46	LLA s45	Non-compliance with schedule 10 of the LNCP	See schedule 1 LNCP	See schedule 1 LNCP
L47	LLA s45	Non-compliance with schedule 11 of the LNCP	See schedule 1 LNCP	See schedule 1 LNCP
L48	LLA s45	Non-compliance with schedule 12 of the LNCP	See schedule 1 LNCP	See schedule 1 LNCP
L49	LLA s45	Non-compliance with schedule 13 of the LNCP	See schedule 1 LNCP	See schedule 1 LNCP
L50	LLA s45	Non-compliance with schedule 14 of the LNCP	See schedule 1 LNCP	See schedule 1 LNCP
L51	LLA s97(4)	Failure to have a responsible person on duty at all times the premises is open to the public	\$1 200	\$20 000
L52	LLA s97(5)	Failure of responsible person on duty to wear an approved ID badge in a prominent position	\$160	\$1 250
L53	LLA s119	Failure to adequately supervise and manage the premises	-	-
L54	LLA s108	Liquor is sold or supplied to intoxicated persons	\$1 200	\$20 000
L55	LLA s125(4)	Allow a barred person to remain on premises	-	-
L56	Reg 19	Invalid barring	-	-

Item No.	Instrument	Offence	Expiation Fee	Maximum Penalty
L57	LLA s 125	Invalid barring		
L58	LLA s125(6)	Invalid barring	-	-
L59	LLA s125(4)	Allow a barred person to enter or remain on licensed premises	\$315	\$5 000
L60	Reg 20(a) & (b)	Authorised person to follow procedures to prevent a barred person from entering licensed premises and prior to and in the removal of a barred person from licensed premises	-	-
L61	Reg 20(c)	Authorised person to report all incidents involving barred persons to the licensee	-	-
L62	Reg 20(d)	Authorised person to make record of all incidents involving the use of force	-	-

## Victims of Crime Levy

In South Australia, a *Victims of Crime Levy* is imposed by legislation on any court fine or nominated expiation notice.

The levy (**currently fixed at \$92**) is imposed in addition to any of the above penalties and applies to all expiations issued under legislation administered by CBS, including the *Liquor Licensing Act 1997* and associated regulations.