

EVENTS GUIDE

Selling & Serving Alcohol



To sell or supply alcohol at an event, the appropriate liquor licence must be obtained from [NSW Office of Liquor, Gaming & Racing](#).

Of the 7 licence categories available, the one most likely to be relevant for the purpose of an event is a limited licence.

Applications for a limited licence should be made at least 28 days in advance of the event.

To sell alcohol at your event you are required to:

Task	Completed
1 Notify the local Police (tel: 6363 6399) and Council or the venue, depending on whom the consent authority is for the land where you propose to stage your event.	<input type="checkbox"/>
2 Obtain a liquor license from NSW Office of Liquor Gaming and Racing at www.olgr.nsw.gov.au . To determine the appropriate liquor licence required, visit www.olgr.nsw.gov.au or phone (02) 9995 0300 or (02) 9995 0894 for further information. Applications for a limited licence should be made at least 28 days in advance of the event. Note: Some limited licence applications can be made online at NSW Government Licensing Service website . If the type of limited licence you are applying for can be made online you are not required to notify the local police or local consent authority.	<input type="checkbox"/>
3 Develop, implement and adopt principles/strategies that can prevent or reduce the risk associated with the consumption of alcohol, minimise harmful and hazardous use of alcohol and encourage a responsible attitude (for further information refer to additional information contained in this Guide). Submit documentation demonstrating how you intend to serve alcohol responsibly at your event.	<input type="checkbox"/>
4 Obtain NSW Responsible Service of Alcohol (RSA) certification. This is mandatory for any person serving liquor at an event, including volunteers and security staff working at the venue. Further information can be obtained from www.olgr.nsw.gov.au .	<input type="checkbox"/>
5 Apply to Council for temporary suspension of an existing Alcohol Free Zone at least 3 months prior to your event, if your event is proposed to be located in an Alcohol Free Zone.	<input type="checkbox"/>

EVENTS GUIDE

Selling & Serving Alcohol

The Liquor Act 2007 requires alcohol to be sold and served responsibly. Developing an alcohol and glass management plan can be very beneficial. Issues that should be considered and reflected in the plan are:

- Legal requirements of the licensee, such as ensuring that serving staff and security officers are trained in the responsible service of alcohol (with copies of certificates kept by the licensee in a register at the event), the trading hours are adhered to, and that responsible service of alcohol signs are clearly displayed
- Proof-of-age checks and procedures, including providing wristbands for over-18s
- Whether alcohol and/or glass can be brought into the venue by event patrons
- Procedures for security checks, such as bag checks for alcohol and glass
- Secure areas for the storage of confiscated goods, such as alcohol and glass
- Provision of clear signage showing where alcohol can and can't be served
- Any limits on the number of alcoholic beverages that can be purchased at one time
- Whether alcohol will only be sold in non-glass containers
- Provision, location and easy availability of free drinking water
- Availability of food and non-alcoholic beverages, including strategies to ensure their pricing is competitive
- Procedures to shut down the service of alcohol in the case of an emergency
- Design and layout of queuing areas to reduce crowd frustration
- Additional toilets
- First aid facilities
- Adequate bins and strategies to encourage recycling
- Plans to ensure neighbours are not disturbed by the event
- Plans to ensure safety and security at the event
- Confirming that adequate public transport is available for people leaving the event, so patrons can move on from the event site.

Please note this is not a comprehensive list of issues that may affect the selling of alcohol at your event.