

EVENT GUIDE: Selling & serving alcohol

In New South Wales the Liquor Act 2007 regulates the supply and consumption of alcohol. Liquor and Gaming NSW is the government agency that has responsibility for the liquor licensing laws, although the NSW Police and Council also have a role to play.

NSW Liquor laws requires that any person or organisation selling or supplying alcohol to others must have a license to do so. There are a number of different liquor licenses for different activities with different eligibility criteria. Most commonly an application for an event will be a Limited Licence.

As part of Orange City Council's Event Application, if you plan to sell or serve alcohol you will need to supply a copy of your liquor license along with other required supporting documentation to Council.

What do I need to do if I want to sell or serve alcohol at my event?

1



Research the available liquor license categories at Liquor & Gaming NSW [<https://www.liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/liquor-licence-types>]
Once determined which license is most relevant for your event, you can apply online.

2



Notify the local Police. The NSW Police have the ongoing responsibility for the enforcement of the liquor laws and can consider the suitability of the applicant for an approved liquor license.

3



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.

4



Develop and implement strategies that can **prevent or reduce the risks associated with the consumption of alcohol** and encourage a responsible attitude. An Alcohol Management Plan can be useful to identify potential risks and create protocol for dealing with these risks. Some elements to be considered in your plan are on the following pages.

5



If your event is proposed to be located in an **alcohol free zone**, you must apply to Council for temporary suspension of existing Alcohol Free Zone at least 3 months prior to your event. For further information regarding temporary suspension of alcohol free zones please contact Council's Event Officer (02) 6393 8000 or council@orange.nsw.gov.au

Alcohol Management Plan considerations



The Liquor Act 2007 requires alcohol to be sold and served responsibly. Developing an Alcohol Management Plan can be very beneficial to help event organisers understand their legal obligations, manage and minimise risks associated with alcohol and ensure a safe event environment. Some elements to consider in your Alcohol Management Plan are as below:

Legal requirements of the license

- Ensuring that serving staff and security officers are trained in the responsible service of alcohol. Copies of these of certificates should be kept by the licensee in a register for the event.
- the trading hours are adhered to.
- Any limits on the number of alcoholic beverages that can be purchased at one time.
- Responsible service of alcohol signs are clearly displayed.

Security Requirements

- Proof-of-age checks and procedures, including providing wristbands for over-18s.
- Provision of clear signage showing where alcohol can and can't be served within the venue.
- Procedures for security checks, such as bag checks for alcohol and glass, ensuring a secure area for storage of any confiscated goods.
- Security plan in case of an emergency and/or evacuation.

Food

- Ensuring that food is readily available throughout the event. Providing the right food in appropriate quantities at you event is a great way to discourage excessive alcohol consumption.
- Along with the availability of food, ensuring non-alcoholic beverages are available including the provision, location and of free drinking water



Other considerations

- **Additional toilets** – Please see the event application form for the recommended number of additional toilets for an event which involves alcohol.
- **First aid facilities** – ensuring enough first aid kits are available on site at the event, a member of the event organisation team is trained in first aid and/or informing the local ambulance service about your event.
- **Adequate bins and waste strategies** are in place to encourage recycling - Please consider incorporating your waste management guide to ensure the use of glass and plastics are disposed of correctly.
- Plans to **ensure neighbours are not disturbed** by the event. It is important that you advise neighbours and local businesses of any large event in the area, especially where alcohol will be served. By registering the event with NSW Police, in the event the Police need to be called, they already have the information they need to respond.
- Confirming that **adequate public transport** and/or taxi services are available for people leaving the event, so patrons can move on from the event site.



Additional Resources

For more information please see the [Liquor and Gaming NSW website](#). Below are some quick link to some useful guidelines.

Compliance Checklist	www.liquorandgaming.nsw.gov.au/resources/compliance-checklist
Prevention of intoxication	www.liquorandgaming.nsw.gov.au/documents/gl/gl4003-intoxication-guidelines.pdf
Legislation - Liquor Act 2007	www.legislation.nsw.gov.au/#/view/act/2007/90
RSA Resources	www.liquorandgaming.nsw.gov.au/resources/rsa-learning-resources

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