

# Liquor Licensee Responsibilities

## FACT SHEET



Holding a liquor licence comes with obligations to your customers and community.

In broad terms, you must ensure alcohol is served responsibly and in accordance with the law and conditions of your licence.

### What are my responsibilities?

As a Licensee, you need to:

- Know what you can and can't do with your particular licence
- Know the liquor laws and relevant codes of conduct
- Display the liquor licence and required signage for customers
- Undertake relevant staff training, e.g. Responsible Service of Alcohol course
- Make sure staff stay up to date with changes to Victoria's liquor laws
- Serve liquor responsibly and promote the responsible consumption of alcohol
- Respond to neighbourhood complaints quickly and positively
- Allow 8 weeks to get your licence. Consider applying for a temporary limited licence if required.





## Special events and temporary licenses

You may hold special events at your premises such as functions (e.g. weddings, birthdays), or be part of a local festival or community event. If the special event requires you to trade outside your general or late night (general):

- specified trading hours
- licence conditions or
- red-line area,

you may need to apply for a temporary limited licence or if it is a major event (5,000 or more people), a major event licence.

A temporary limited licence or major event licence is granted in addition to your general or late-night general licence and is only valid for the times, days and locations specified on the additional licence.

### Find out more

If you have any questions relating to your obligations and responsibilities, call the Victorian Liquor Commission on 1300 182 457.

