

Producer's licence checklist

Whether you're a wine, beer, cider or spirit producer the following checklist is designed to help you stay compliant with your liquor licensing obligations and highlight best practice.

Licence obligations

Activity	Yes	No
We have our licence and required signage displayed at our venue and when attending promotional events so the information is visible to the public.	<input type="checkbox"/>	<input type="checkbox"/>
Our staff understand the conditions on our liquor licence including our trading hours.	<input type="checkbox"/>	<input type="checkbox"/>
We only supply alcohol within our approved red line plan area.	<input type="checkbox"/>	<input type="checkbox"/>
Our staff can locate and show our red line plan to police or Liquor Control Victoria (LCV) Inspectors when requested.	<input type="checkbox"/>	<input type="checkbox"/>
As the licensee, I have a current Responsible Service of Alcohol (RSA) certificate.	<input type="checkbox"/>	<input type="checkbox"/>
Our staff practice RSA and they don't promote excessive alcohol consumption.	<input type="checkbox"/>	<input type="checkbox"/>
We always provide free drinking water.	<input type="checkbox"/>	<input type="checkbox"/>
We only supply liquor to patrons who are aged 18 years or over. When in doubt we check for ID .	<input type="checkbox"/>	<input type="checkbox"/>
We comply with the obligations of our liquor licence and council planning permit. If our liquor licence allows supply of liquor to 10pm but our council permit states 9pm, we stop supplying liquor at 9pm.	<input type="checkbox"/>	<input type="checkbox"/>
We are aware of our obligations regarding wholesale sales liquor data reporting.	<input type="checkbox"/>	<input type="checkbox"/>

Promotional events

To sell your alcohol at public events like farmers' markets, local fairs, agricultural shows, exhibition events in Victoria, you need a promotional event authorisation on your licence.

Activity	Yes	No
We only attend events between 7am and 8pm unless we have a temporary licence .	<input type="checkbox"/>	<input type="checkbox"/>
We only supply our own product at promotional events.	<input type="checkbox"/>	<input type="checkbox"/>
Our event staff have completed the approved RSA course (or three yearly RSA refresher training) and copies of their current Victorian certificate of completion are available for inspection (digital copies are ok).	<input type="checkbox"/>	<input type="checkbox"/>
Our register of promotional events is up-to-date and is available for inspection by police or LCV Inspectors.	<input type="checkbox"/>	<input type="checkbox"/>

Alcohol delivery from orders via phone, fax, mail order, internet

Activity	Yes	No
We only supply our product for off-premises requests.		
We only deliver to the public within trading hours.		
We only supply alcohol within our approved red line plan area.		
The licence number listed on our website matches the number on our liquor licence.		
We display any other notices on our website as required by LCV.		
For first time orders we: <ul style="list-style-type: none"> • have customers confirm that they are aged 18 or over • instruct delivery driver that: <ul style="list-style-type: none"> - alcohol must be delivered to the customer who made the order and - they must see an ID document confirming the identity of person. 		
For subsequent orders by the same customer we: <ul style="list-style-type: none"> • obtain instructions where to leave the order if the customer is not at home • provide these instructions to the driver and advise the order must be delivered in line with the customer's instructions. 		
For gift orders we: <ul style="list-style-type: none"> • have customers confirm that they and the person receiving the gift are both aged 18 or over • obtain the name and address of the gift recipient • instruct delivery drivers to only deliver the alcohol to: <ul style="list-style-type: none"> - the address provided - the gift recipient—or a person who is aged 18 or over - the recipient who must provide ID. 		
We keep a record of failed alcohol deliveries and provide that to LCV by 30 July each year.		

Best practice:

We encourage staff to complete the approved RSA course.

We display the [RSA principles poster](#).

Our staff ask for ID if someone looks under 25 years of age.