



# Types of Liquor Licence

## Fact Sheet

When applying for a Liquor Licence, you need to choose a specific type of licence. This fact sheet is designed to help you choose the right type of licence for your needs. Use the table on the next page to identify what you want to do so you can decide which type of licence is right for you, and what you need to do to get it.



## LICENCE TYPES

	General Liquor Licence	On-Premises Liquor Licence	Packaged Liquor Licence	Late Night Licence (General/ On-Premises/ Packaged)	Restaurant & Café Liquor Licence	Producers Licence	Limited Licence	Full Club Licence	Restricted Club	Pre-Retail Liquor Licence	BYO permit
Requires a Planning Permit from Council	X	X	X	X	X	X		X	X		
Allows sale of wholesale liquor to other licensees	X		X	X (General & Packaged)		X	X			X	
Sale of alcohol can be associated with a club	X	X		X	X		X	X	X		
Allows the sale and consumption of alcohol in the venue	X	X		X	X	X	X	X	X		
Allows taste testing of alcohol	X	X	X	X	X	X	X	X	X		
Allows BYO alcohol on to premises at licensee's discretion	X	X		X	X	X	X	X	X		X
Requires footpath approval on liquor licence to allow alcohol to be consumed council land		X		X (On-premises)	X	X		X	X		
Allows the sale of sealed alcohol for takeaway	X		X	X (General or packaged)		X	X	X	X		
Allows the sale of alcohol as a takeaway or home delivered item with a meal purchase	X			X (General)	X	X	X				
Must have seating in the venue for patrons					X						
Main activity must be the service of meals					X						
Allows drinking of alcohol while standing	X	X		X	X	X	X	X	X		X
Allows minors in the venue without additional approvals					X						
Allows Internet sales of alcohol delivery	X		X	X (General or packaged)		X	X				
Allows trade to 11pm "Ordinary Hours"	X	X	X	X	X	X	X	X	X	X	
Allows trade to 1am	X	X		X	X	X	X	X	X	X	X
Allows trade past 1am	X	X		X	X	X		X	X	X	X
Allows sale of alcohol on Good Friday, ANZAC Day & Christmas Day	X	X		X (General & On-premises)	X	X	X	X	X	X	X
Allows sale of alcohol on ANZAC Day ONLY			X	X (Packaged)			X				
Must adhere to specified scale and scope requirements							X				

\*All licence conditions are assessed independently and may attract alternate conditions outside that of the ordinary stipulated conditions.

## General Liquor Licence

### What is it?

A General liquor licence is one of the most common liquor licences. It allows you to serve alcoholic drinks as well as supply takeaway alcohol. There are two options:

- standard general licence
- late night general licence, for establishments trading after 1am.

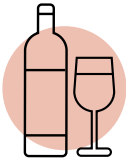
Even with a late night general licence, you cannot sell takeaway alcohol outside normal trading hours (i.e. after 11pm).

The current proprietor of the food business must agree to you making an application for a pre-purchase inspection.



### Online delivery

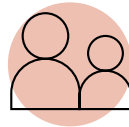
If you want to sell alcohol online and offer delivery, you need to notify Liquor Control Victoria before you are allowed to do so. Your delivery hours must fall within the trading hours for your licence. You must also check that the recipient (not just the person who placed the order) is over 18 - you cannot leave it at their house without verifying this first.



### Local laws around drinking in public

Your council may have a local law that prohibits people drinking in public places. If you have tables and chairs set up on the footpath outside your premises, you may need a council permit.

You may also want to display a sign advising customers they may be fined by the council if caught drinking in a public place other than your tables. If they behave in a rowdy or disorderly manner, it will ultimately come back on you as it poses an amenity issue.



### Minors (under 18s)

Under 18s are not allowed on the premises unless they are:

- employed at the premises in a position that does not involve liquor
- having a meal, or
- are with a parent or responsible adult

Minors are not allowed to drink alcohol (even if their parents say it's okay).



### Planning permit considerations

A Planning Permit is required to use the land for the sale and consumption of liquor\*.

*\*The Cities of Melbourne, Darebin and Port Phillip have some exemptions. Please contact these Council areas to confirm.*





## Conditions of this licence

There are standard conditions that all general and late night (general) licences have, and also special conditions for venues that have amplified music with late night trading.

Licence conditions specify:

- your authorised trading hours
- the amenity condition
- maximum patrons you may have in the venue
- and other conditions that are relevant to the type of licensed premises you have.



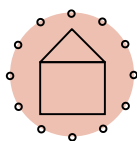
## Trading Hours

A general licence allows you to serve and supply alcohol during the following hours:

- Monday to Saturday: 7am to 11pm
- Sunday: 10am to 11pm
- Good Friday and ANZAC Day: 12noon to 11pm

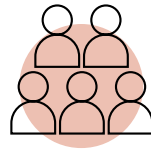
A late night (general) licence allows you to serve alcohol on premises until 1am, every day of the week. However, you cannot supply takeaway alcohol after 11pm unless it is specified in your licence.

Remember, you can only do this if your planning permit enables you to trade during those times.



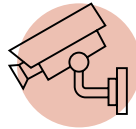
## Amenity

Amenity describes the impact that your venue and its patrons may have on the surrounding area. It includes things like making sure you have enough parking, noise control, minimising nuisance and vandalism, and the impact on traffic. You are responsible for what happens in and around your licensed premises. This includes the time that you are open for business and when patrons are leaving your premises.



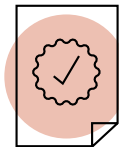
## Patron Capacity

The maximum patron capacity is often based on the planning permit or an occupancy permit. If maximum patron numbers are not stated on the licence, you are required to have an area of 0.75 square metres per person.



## Additional late night licence conditions – noise and security

To trade after 1am, your licence is likely to require you to have surveillance cameras (and signs informing customers the area is under surveillance), as well as security staff. You will need two crowd controllers for your first 100 patrons and one crowd controller for each additional 100 patrons.



## Responsible Service of Alcohol (RSA) Training Requirements

Any staff member who sells or serves alcohol must undertake RSA training. Licensees will need to undertake training before the liquor licence is granted. Staff will need to undertake training within a month after they start work. Everyone is required to do a refresher training every three years (available online, free).

Anyone applying for a new late night licence must also complete the Advanced RSA training course, within six months of the licence being granted.

## On Premises Liquor Licence

### What is it?

This allows you to serve alcoholic drinks on your premises.

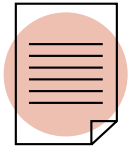
Like the General licence, there are two options: standard and late-night (allows selling drinks after 1am).



### How is it different from a General liquor licence?

The main difference with this licence is that it does not permit you to supply or deliver takeaway alcohol.

Another difference relates to local laws around drinking in public. As this licence only allows for the supply of liquor within your red line area, if patrons take their drinks outside the red line, this is a breach of your liquor licence conditions and you are liable for penalties.



### What else do I need to know?

Read the section on the General licence above. All of that information applies to the On Premises licence too.



# RESTAURANT & CAFÉ

## Restaurant and Café Liquor Licence

### What is it?

This is generally associated with a restaurant and café premises and allows for the supply of alcohol to customers to drink on the premises only (within your red line area). Some restaurant and café licences will also have a condition allowing the supply of liquor during catering for offsite functions.

To get a restaurant and café liquor licence, your main activity should be the preparation and serving of meals to be eaten on the premises. The meals you offer must be substantial, not just snacks. Most customers in your venue are there to eat or have eaten a meal. You cannot operate as a restaurant or café during the day and become a bar at night - you need a General or On Premises licence to do that.



### Takeaway and delivery of alcohol

With this licence, you can supply and deliver alcohol, but **only with a meal** and only in **limited quantities**. Each order is limited to one bottle of wine or six stubbies/cans of beer/cider/pre-mixed spirits.

If you want to sell alcohol online and offer delivery, you need to notify Liquor Control Victoria before you are allowed to do so. Your delivery hours must fall within the trading hours for your licence. You must also check that the recipient (not just the person who placed the order) is over 18 - you cannot leave it at their house without verifying this first.

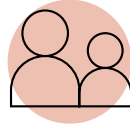


### Local laws around drinking in public

Your council may have a local law that prohibits people drinking in public places. If you have tables and chairs set up on the footpath outside your premises, you may need a council permit.

You may also want to display a sign advising customers they may be fined by the council if caught drinking in a public place other than your tables. If they behave in a rowdy or disorderly manner, it will ultimately come back on you as it poses an amenity issue.

Also, as this licence only allows for the supply of liquor within your red line area, if patrons take their drinks outside the red line, this is a breach of your liquor licence conditions and you will be liable for penalties.



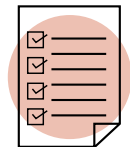
### Minors (under 18s)

As a restaurant or café, minors are allowed on your premises within ordinary trading hours.

If you are licensed to trade late, you may not allow minors into the licensed area after 11pm, unless you have underage approval from Liquor Control Victoria, or the younger person is:

- employed at the premises in a position that does not involve liquor
- having a meal
- with a parent or responsible adult, or
- doing work experience or approved hospitality course

Minors are not allowed to drink alcohol (even if their parents say it's okay).



### Planning permit considerations

A Planning Permit is required to use the land for the sale and consumption of liquor\*.

*\*The Cities of Melbourne, Darebin and Port Phillip have some exemptions. Please contact these Council areas to confirm.*



### Conditions of this licence

To comply with this licence you need to adhere to the following conditions:

- Your main activity should be the preparation and serving of meals to be eaten on the premises.
- Tables and chairs must be placed in position to be available for at least 75% of the patrons attending the premises at any one time.
- Loud music cannot be played outside trading hours, unless it is a pre-booked function.

# RESTAURANT & CAFÉ



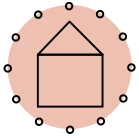
## Trading Hours

Ordinary trading hours for a restaurant and café are defined as:

- **Monday to Saturday:** 7am to 11pm
- **Sunday:** 10am to 11pm
- **Good Friday and ANZAC Day:** 12noon to 11pm
- **New Year's:** between 1am and 3am on the 1 January

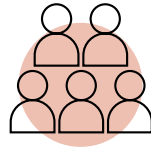
However, this licence allows you to supply alcohol during the following hours:

- **On premises:**
  - o during ordinary trading hours; and
  - o between 11pm and 1am the following day, every day of the week; and
  - o during any other times only if specified in the licence.
- **Takeaway:**
  - o during ordinary trading hours only



## Amenity

Amenity describes the impact that your venue and its patrons may have on the surrounding area. It includes things like making sure you have enough parking, noise control, minimising nuisance and vandalism, and the impact on traffic. You are responsible for what happens in and around your licensed premises. This includes the time that you are open for business and when patrons are leaving your premises.



## Patron Capacity

The maximum patron capacity is often based on the planning permit or an occupancy permit. If maximum patron numbers are not stated on the licence, you are required to have an area of 0.75 square metres per person.



## Responsible Service of Alcohol (RSA) Training Requirements

Unlike General and On Premises licences, your staff members are not required to do RSA training. However, licensees must do so before the licence is granted.

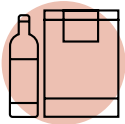
## Packaged Liquor Licence

### What is it?

This licence allows you to sell alcohol in sealed containers only, to be consumed off your premises only. It's generally used by shops, online stores and bottle shops, but could also apply to caravan parks or resorts, for example.

Like the General and On Premises licences, it also comes in a late night equivalent.

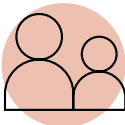
Under a packaged liquor licence, the only instance when customers can drink on premises is when offering free tastings.



### Takeaway and delivery of alcohol

This licence allows you to sell alcohol online, provided your main business is carried out in a normal shop setting, not a 'dark store', warehouse or other type of location.

You will need to notify Liquor Control Victoria before you are allowed to do so. Your delivery hours must fall within the trading hours for your licence. You must also check that the recipient (not just the person who placed the order) is over 18 - you cannot leave it at their house without verifying this first.



### Minors (under 18s)

Minors are only allowed in the premises if:

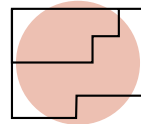
- employed in a position that does not involve liquor e.g. carrying orders to the car
- with a parent or responsible adult
- involved in an approved hospitality course



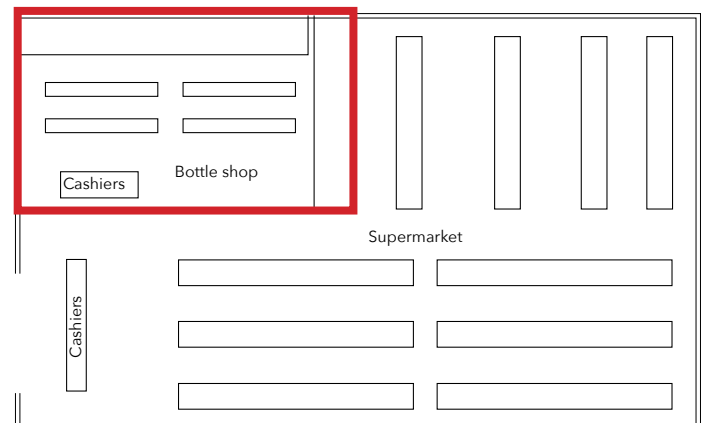
### Planning permit considerations

A Planning Permit is required to use the land for the sale and consumption of liquor\*.

*\*The Cities of Melbourne, Darebin and Port Phillip have some exemptions. Please contact these Council areas to confirm.*



### Example Red Line Plan



### Conditions of this licence

There are standard conditions that all packaged liquor and late night (packaged liquor) licences have.

Licence conditions specify:

- your authorised trading hours
- reference to the Code of Conduct
- other conditions that are relevant to the type of licensed premises you have.





## Trading Hours

Ordinary trading hours for a packaged liquor and late night (packaged liquor) licence are defined as:

- Monday to Saturday: 9am to 11pm
- Sunday: 10am to 11pm
- ANZAC Day: 12noon to 11pm

Unless your licence states otherwise, you are not permitted to trade on Good Friday or Christmas Day.

A **standard** packaged liquor licence authorises the licensee to supply liquor for consumption off the licensed premises:

- during ordinary trading hours; and
- between 11pm and 1am only if specified in the licence.



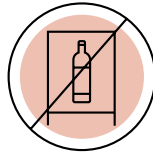
## Late night equivalent:

- during ordinary trading hours; and
- after 1am (contact the Victorian Liquor Commission for more information).



## Packaged Liquor Approvals for Supermarkets

There are additional conditions placed on some packaged liquor licences - usually supermarkets - that are referred to as 'approvals'. These require you to place "Under 18? No supply" posters beside checkouts where alcohol can be sold. The cashier must be over 18.



## No advertising near schools

With this licence, you are not allowed to place alcohol advertising, including A-frames, within 150m of schools.



## Responsible Service of Alcohol Training Requirements

Any staff member who sells or serves alcohol must undertake Responsible Service of Alcohol (RSA) training. Licensees will need to undertake training before the liquor licence is granted. Staff will need to undertake training within a month after they start work. Everyone is required to do a refresher training every three years (available online, free).

## Club Liquor Licence

### What is it?

A Club liquor licence allows sporting clubs and community groups to supply liquor at their clubhouse and events. There are four different options for this licence:

- Full club licence
- Restricted club licence
- Renewable Limited club licence
- BYO permit

Each one has varying degrees of what your club is allowed to do regarding liquor.

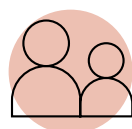


### Are you a club?

To get a club licence, your club needs to be an incorporated association. You can learn more about this and register to become one at Consumer Affairs Victoria's [clubs and fundraising webpage](#).

### What club liquor licence should I apply for?

	Who it best suits	Planning Permit required for the sale and consumption of liquor?	Key differences
<b>Full Club Licence</b>	Large-scale RSL or AFL clubs and clubs with gaming facilities	Yes	Allows the greatest scope
<b>Restricted Club Licence</b>	Sporting clubs, recreational clubs, community clubs run by volunteers	Yes	Cannot sell liquor to be consumed off-premises
<b>Renewable Limited Club licence</b>	Local sports clubs, sub-RSL branches and small community clubs.	No	Only valid during the season. The supply of liquor must be limited in scale and scope.
<b>BYO Permit</b>	Clubs that don't want to sell alcohol, but want to give guests the option to drink	No	You cannot sell alcohol



### Minors in sporting clubs

Many sporting clubs have junior teams that train and play games at the club. As part of your licence application, you can request permission to allow anyone under the age of 18 to participate in club activities. Where permission is granted, the terms and conditions will be stated on your club licence. This usually contains a set time by which minors must leave the premises and some other conditions.

### For more information

[www.vgccc.vic.gov.au/liquor/sporting-and-community-club/apply-new-licence/renewable-limited-club-licence](http://www.vgccc.vic.gov.au/liquor/sporting-and-community-club/apply-new-licence/renewable-limited-club-licence)

## Producers Liquor Licence

### What is it?

This licence covers a range of activities for those who want to produce wine, cider, beer, spirit, mead or sake. If you are using a still, you must also get an excise manufacturer's licence from the Australian Tax Office.



### What does it permit me to do?

With this licence, you can sell your own products wholesale or direct to the public, online and in store. You can sell them to be consumed off-premises as well as on-premises. You can also sell alcoholic products other than your own, but only if they are consumed on your licenced premises (no takeaways).

**Promotional Events:** You can apply for a promotional event authorisation to be included on the licence. This lets you sell your product at farmers' markets, craft markets and festivals (but not major events - this requires a separate licence).

**Retail Premises:** As a holder of a producer's licence, you may choose to specify a retail premises on your licence that is in addition to the primary address. At the retail premises, licensees are only permitted to sell their own product for consumption away from the premises. The retail premises must be in the same region as the primary premises on the licence.

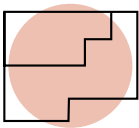


### Planning Permit considerations

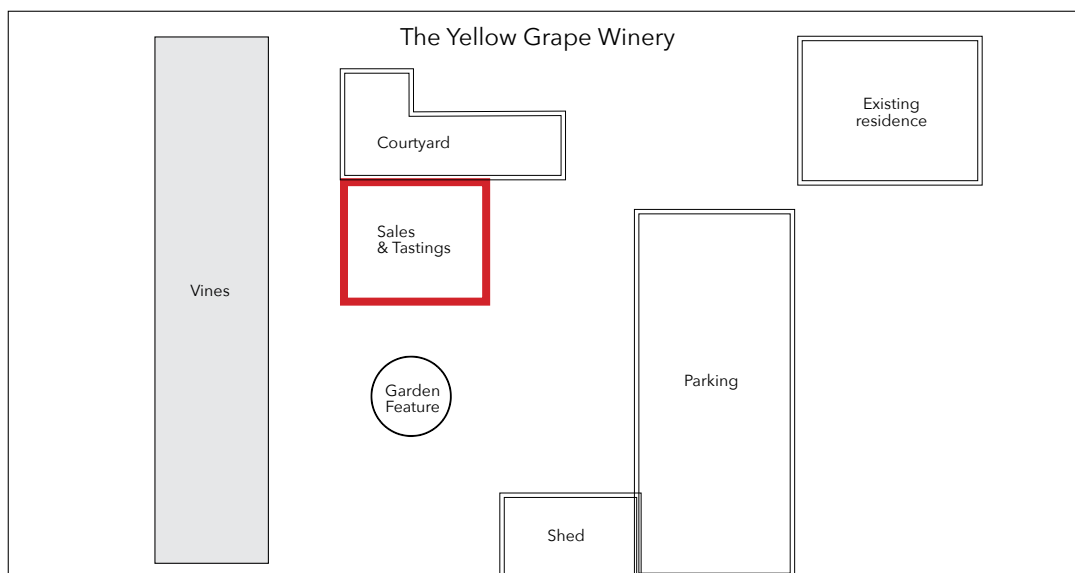
This licence is associated with a range of land uses, including 'Winery' and 'Industry' (which covers brewers and distillers) under the Victorian Planning Provisions. These venues will often include cellar doors, or retail venues, which are usually considered as separate land uses. A range of land uses can get caught up in the producer's licence because of the broad nature of venues which utilise this category.

A Planning Permit will generally be required for land uses associated with the producer's licence, and this will vary depending on the location of the venue and the operation of the business.

Because of this, it is advisable to seek professional advice on your chosen venue prior to finalising a lease or purchase.



### Example Red Line Plan



# PRODUCERS



## Conditions of this licence

Producers licence conditions include:

- o how liquor may be supplied
- o your trading hours
- o the amenity condition
- o other special approvals and consents



## Trading Hours

- Sunday, Good Friday and ANZAC Day: 10am to 11pm
- On any other day: 7am to 11pm.



## Pre-Retail Liquor Licence

### What is it?

This licence allows you to supply liquor wholesale to other licensees. If you're based in Victoria, you can sell to licensees anywhere in Australia. You can also supply to exporters.



### Who is it for?

Wholesalers, producers, brewers and liquor importers would normally apply for a pre-retail licence.



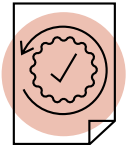
### Do I need a planning permit?

No, a planning permit is not required as there is no licensed premises attached to the licence. Sales are not permitted to the public.



## Limited Liquor Licence

There are two types of limited licences: Temporary and Renewable.

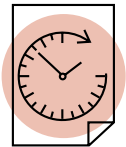


### Renewable Limited Licence

This is used for activities that are ongoing and where another licence type is not available or appropriate, such as:

- internet vendors (be aware the supply of liquor only via a website is not necessarily considered to be a sufficient limitation)
- off-site caterers
- restaurants, cafes, and food vendors that want to supply liquor with a home-delivered meal or with a takeaway meal
- motels and accommodation hotels, for their mini bars
- caravan parks
- bed and breakfasts (outside of exemptions)
- boutique grocery stores delivering small quantities of alcohol

This licence is only appropriate for situations where the supply and scope of alcohol is limited in its nature.



### Temporary Limited Licence

This is used for one-off events that occur over a limited period, for example, an extension to trading hours or licensed area for a special event or private function. Licensees can apply for six such events per year, and up to three of these can be applied for on the one application. A temporary licence cannot be used to remove or temporarily ignore other licence conditions.



### Conditions of this licence

There are many types of limitations or restrictions that may be included, such as specifying:

- authorised trading hours
- the amenity condition
- other special approvals and consents, such as:
  - what can be sold
  - how liquor may be sold
  - delivery methods



### Trading hours

There are no set trading hours for these licences. You should specify the hours you desire when applying.



## BYO Permit

### What is it?

If you would like your customers to bring their own alcohol, you will need to apply for this permit. It authorises the consumption, possession and control of liquor in a business that does not hold a liquor licence. It is often used by restaurants, sporting/ community clubs and party buses.



### Do I need planning approval?

No, you do not need a planning permit or a patron capacity calculation to apply for a BYO permit. There are no set trading hours either. You should specify your desired trading hours when completing the application.



### BYO Permits for party buses

If you want to operate a party bus business, the application process has additional requirements aimed at reducing alcohol-related harms associated with party bus activities.

This applies to commercially operated buses that take pre-bookings and:

- operate at night between 8pm and 5am (regardless of the time of passenger pick-up)
- operate in a designated area or for the purpose of carrying passengers travelling to or from visiting a designated area.

It is an offence for party buses meeting this criteria to operate without a licence.

For more information on BYO permits for party buses, visit:

[www.vgccc.vic.gov.au/liquor/byo/apply-new-licence/apply-liquor-licence/byo-permit-party-buses](http://www.vgccc.vic.gov.au/liquor/byo/apply-new-licence/apply-liquor-licence/byo-permit-party-buses)

For general information on Liquor Licensing, visit [www.vic.gov.au/victorian-liquor-commission](http://www.vic.gov.au/victorian-liquor-commission)

