



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 conditions

We have our licence and [required signage](#) prominently displayed at our venue and when attending promotional events

Our staff understand the conditions on our liquor licence including our trading hours

We only supply liquor within our approved [red line plan](#) area

Our staff can locate and show our red line plan to Police or VCGLR inspectors when requested

As the licensee, I have a current [Responsible Service of Alcohol \(RSA\)](#) certificate

Our staff practice RSA and they don't promote excessive alcohol consumption

We always provide free drinking water

We only supply liquor to patrons who are aged 18 years or over and [check for ID](#)

We comply with the obligations of our liquor licence and council planning permit.
(If our liquor licence allows us to supply liquor to 10pm but our council permit states 9pm, we must stop supplying liquor at 9pm.)

Best practice:

- ✓ We encourage staff to have completed the approved RSA course
- ✓ We display the [RSA principles poster](#)
- ✓ Our staff ask for ID if someone looks under 25 years old
- ✓ We have a house policy for events and we follow the [safe function guidelines](#)

Promotional events

To sell your liquor at **public events** like farmers' markets, local fairs, agricultural shows, food and wine or exhibition events in Victoria, you will need a promotional event authorisation on your Producer's Licence to supply liquor off your licensed premises.

We only attend events between 7am and 8pm unless we have a [temporary licence](#)

We only supply our own product at promotional events

Our event staff have completed the approved RSA course (or three yearly [RSA refresher training](#)) and copies of their current Victorian certificates are available for inspection. (Digital copies are ok).

Our [register of promotional events](#) is up-to-date and is available for inspection by Police or VCGLR inspectors.

Best practice:

- ✓ We tell patrons where they can access free drinking water nearby.

Online sales

We only supply our own product for online sales

We only deliver online orders within licensed trading hours

We only deliver liquor to customers who are aged 18 years or over and never leave liquor unattended

The licence number listed on our website matches the number on our current liquor licence.

Best practice:

- ✓ A warning message about liquor laws and supplying liquor to minors is clearly displayed on our website. Refer to the [Code of Conduct for Packaged liquor licensees](#) (point 8).

Remember to always check your licence conditions and understand your obligations as a licensee.

More information



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