



Victorian Gambling
and Casino Control
Commission

Self-paced guide

Restricted Club licence

Choose an item.
TRIM ID:
Date: March 2022
Version



vgccc.vic.gov.au






Table of contents

Topic 1 – Introduction	3
Topic 2 – About Restricted Club licences	5
Sample red-line plan – The Club Club.....	9
Topic 3 – Restricted club licence conditions.....	12
Conclusion	17
Answers	18
Appendix 1 – Schedule 1	21

Please note: Information about the law may have been summarised or expressed in general statements. This information should not be relied upon as a substitute for professional legal advice or reference to the actual legislation.

Topic 1 – Introduction


<p>Introduction</p>	<p>Complete this self-paced training guide to understand:</p> <ul style="list-style-type: none"> • what holding a restricted club licence means for you • the standard conditions on a restricted club licences • special conditions on some restricted club licences.
<p>Who should use this guide?</p>	<p>Anyone who needs to know about a restricted club licence and its conditions. This may include:</p> <ul style="list-style-type: none"> • a new club committee member, nominee or manager • existing club committee members, nominee or managers who want to refresh their knowledge • volunteers and staff who work at a club with a restricted licence.
<p>Learning outcomes</p>	<p>Once you have completed this guide, you should be able to identify:</p> <ul style="list-style-type: none"> • when and where your club is permitted to supply alcohol to members and their guests • any special conditions that apply to your club licence • possible breaches to a restricted club licence.
<p>Topics</p>	<p>The following topics are included in this guide:</p> <ul style="list-style-type: none"> • Introduction • About restricted club licences • Restricted club licence conditions <ul style="list-style-type: none"> ○ standard conditions ○ special approvals and consents.
<p>Before you begin</p>	<p>Confirm the type of licence your club has or is applying for. Locate and read:</p> <ul style="list-style-type: none"> • your club's licence or • a copy of the application form your club submitted to the Victorian Gambling and Casino Control Commission (VGCCC).

<p>How to use this guide</p>	<p>This guide is self-paced so you can work through it in your own time and at your own pace.</p>
<p>Icons you will see in this guide</p>	<p>The following icons have been used throughout this guide:</p>
	<p>This is a tip – something you may find useful.</p>
	<p>Each topic has a Check your understanding section. It includes questions on the content covered and in some instances, uses a scenario.</p>
	<p>Once you've completed the Check your understanding section, this icon directs you to the answers at the back of the guide.</p>

Topic 2 – About Restricted Club licences

<p>What this topic covers</p>	<p>This topic looks at:</p> <ul style="list-style-type: none"> • the types of premises that hold a restricted club licence • who may be served alcohol and • where alcohol can be served
<p>Introduction</p>	<p>A restricted club licence permits the supply of alcohol to members and their guests for consumption on the club premises. It also permits the supply of liquor to members of the public for consumption on the licensed premises during club events and functions.</p> <p>The types of clubs that usually hold or apply for a restricted club licence are:</p> <ul style="list-style-type: none"> • sporting clubs • recreational clubs or • community clubs run by volunteers. <p>The period of the licence is often seasonal, e.g. football clubs in winter and cricket clubs in summer.</p> <p>You must abide by Schedule 1 of the Liquor Control Reform Act 1998 (the Act) which sets out items that must be included in the rules of the club (see Appendix 1) or see Schedule 1 Requirements for Clubs</p>
<p>Who can you serve alcohol to?</p>	<p>A restricted club licence authorises the supply of alcohol to:</p> <ul style="list-style-type: none"> • club members • guests of members (when they are in the company of the member) • members of the general public at club events or functions held on the licensed premises.
<p>Where can alcohol be served and consumed?</p>	<p>A restricted club licence authorises the supply of alcohol for consumption on the club premises only.</p> <p>The service and consumption of alcohol must be carried out within the red-line area of the plan that depicts your licensed premises.</p> <p>This licence does not allow you to supply alcohol for consumption off the club premises (i.e. take-away).</p> <p>If you want to be able to serve alcohol outside the red line area, such as from a booth or kiosk on game days, then you will need to apply for an additional licence called a limited licence.</p> <p><u>See booths/point of sale factsheet</u></p> <p>Note: Minors are not allowed to be supplied or drink liquor on licensed premises under any circumstances.</p>

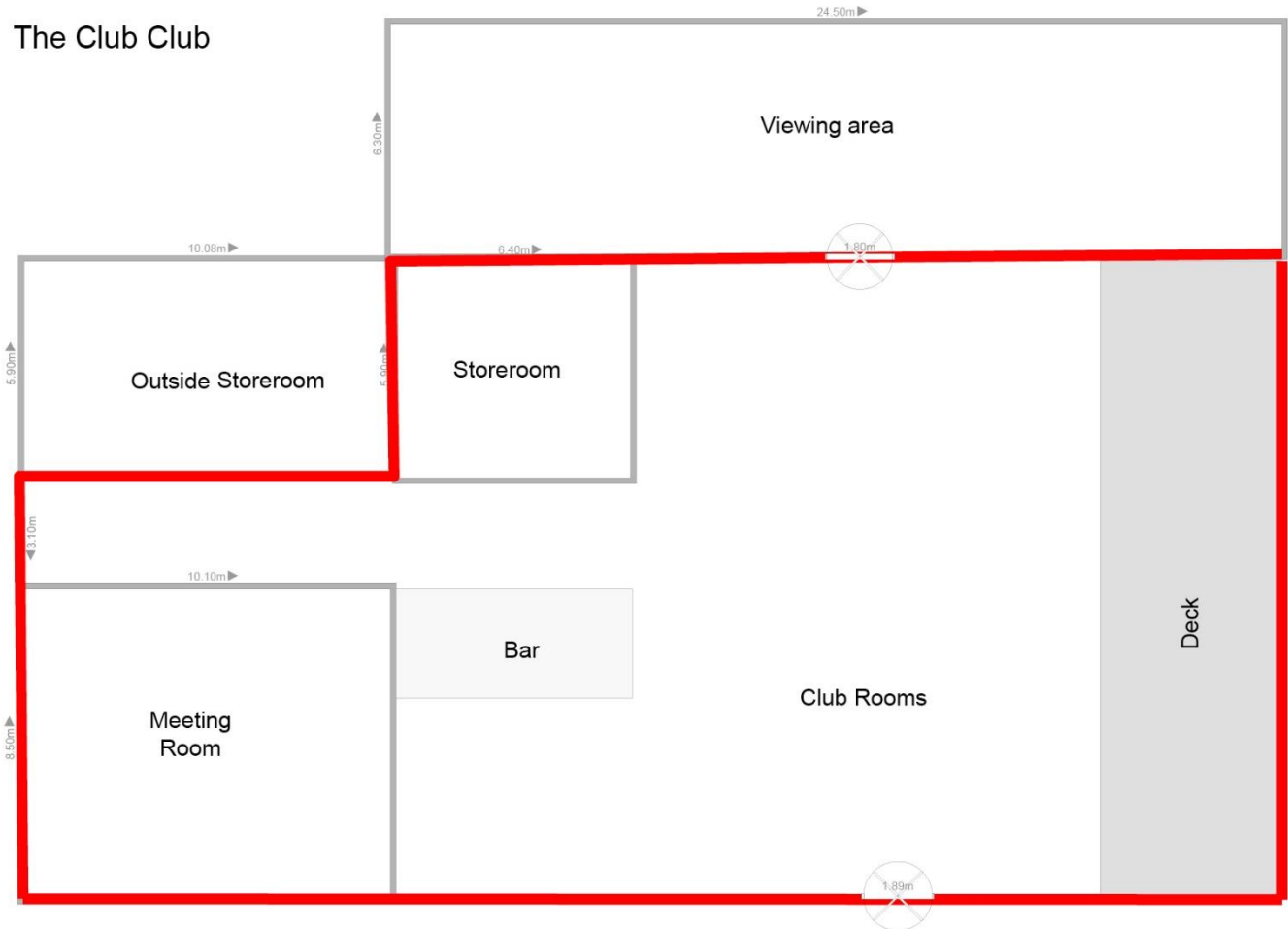
<p>Display of liquor licence and posters</p>	<p>The licensee is required to display:</p> <ul style="list-style-type: none"> • a copy of the most recent liquor licence in an obvious place where the public can read the conditions • the required posters (signage) in the size, format and manner specified by the VGCCC.
<p>Non-member functions</p>	<p>In the following circumstance, your restricted club licence does not permit you to hold a non-member function at your club.</p> <p>member function at your club.</p> <ul style="list-style-type: none"> • <u>The non-member function organiser/s</u> only hire your club as their venue and supply their own alcohol at their function. <ul style="list-style-type: none"> – In this circumstance the organiser/s require their own temporary limited licence. <p>We encourage you to obtain a copy of the function organiser’s temporary limited licence for your records.</p>
<p>Special events/functions</p>	<p>Sometimes you may hold special events or functions at your club.</p> <p>If the special event requires you to trade outside:</p> <ul style="list-style-type: none"> • your approved club licence trading hours or • licence conditions or • red line area <p>you would need to apply for a limited licence or if it is a large event (over 5000 people), a major event licence.</p> <p>Note: A limited licence or major event licence is granted in addition to your restricted club licence and is only valid for the times and locations specified on the additional licence and then expires after the event.</p>
<p>What is a limited licence?</p>	<p>A limited licence is just that, limited in what it allows you to do.</p> <p>There are two types of limited licences:</p> <ol style="list-style-type: none"> 1. Temporary limited licence (includes major events) –for one-off events that require you to trade outside your approved club licence conditions. 2. Renewable limited licence (permanent, ongoing) - for regular events/functions (outside the authorised trading conditions on your restricted club licence) for over a 12-month period (e.g. supply of liquor to spectators from a booth on your club grounds on game days). <p>Sometimes, you may be required to apply for an additional limited licence.</p>
<p>Members’ register</p>	<p>You are required to keep details of your members.</p> <p>The members’ register must contain the member’s:</p> <ul style="list-style-type: none"> • name • residential address • last membership payment details. <p>Note: Members are not required to sign in each time they use the club;</p>

	the register is to show who the members are.
Guests' register	<p>You are required to keep details of members' guests and visitors to the club.</p> <p>The guest register should contain the:</p> <ol style="list-style-type: none"> 1. guest/visitor's name 2. guest/visitor's residential address 3. name of the member of whom they are a guest (if applicable) 4. date they visited the club. <p>Note: Guests and visitors must sign in each time they visit the club.</p>
Who is responsible for maintaining the registers?	<p>The club secretary is responsible for ensuring registers are:</p> <ul style="list-style-type: none"> • kept on the club premises • available for inspection by Victoria Police or a VGCCC inspector.
 TIP	<p>For information on registers, go to the VGCCC Our Club resource and download <i>Section 5 – Record keeping</i>.</p>
Underage members	<p>Many sporting clubs have junior teams that train and play sporting games at the club. Clubs must apply to the VGCCC requesting permission to allow anyone under 18 years of age to participate in club activities.</p> <p>Where permission is granted, the terms and conditions will be stated on the club's licence. This usually contains a time by which minors must leave the club premises.</p> <p>Note: Minors are not allowed to be supplied or drink liquor on licensed premises under any circumstances.</p>
What is your red line plan?	<p>The red-line plan is the plan that your club submitted with the application the liquor licence and approved by the VGCCC, or if you are the transferee for an existing club licensed premises, the plan submitted by the previous club and approved by the VGCCC.</p> <p>This red line plan is important as it shows where alcohol can be supplied and consumed on the licensed premises.</p> <p>If you intend to do renovations to your club. You may need to submit a new plan to the VGCCC for their consideration prior to making the proposed changes.</p> <p>If you get a visit from Victoria Police or a VGCCC Inspector, they may request that you provide a copy of your plan and may check that you are operating within the red-line area.</p> <p>It is an obligation under the Liquor Control Reform Act 1998 that you:</p> <ul style="list-style-type: none"> • keep a copy of your red-line plan on your premises and • produce it if requested by Victoria Police or a VGCCC Inspector.
Sub-letting	<p>A licensed club must not let or sublet any part of the licensed premises or assign the right to supply liquor without the consent of the VGCCC.</p>

Control of the business of the supply of liquor

A licensed club must not permit any person who is not employed by the licensee to carry on a business of supplying liquor on the licensed premises.

Sample red-line plan – The Club Club





CHECK YOUR UNDERSTANDING

Check you understanding – About a restricted club licence

It's time to check your understanding of what has been covered so far.

Please complete the questions below and check your responses against the answers provided at the back of this guide.

Q.1 A member drinks one glass out of a bottle of wine they have purchased with dinner in the clubroom. Can they take the bottle of wine home with them?

Yes

No

Explain your answer:

Click or tap here to enter text.

Q.2 The regular guest of a club member can use the club without the member on occasions.

Yes

No

Explain your answer:

Click or tap here to enter text.

Q.3 Name four pieces of information that the guests register must contain?

1. Click or tap here to enter text.

2. Click or tap here to enter text.

3. Click or tap here to enter text.

4. Click or tap here to enter text.

Q.4 Your club rooms are to be renovated and will now have a room that could be used to hold functions.

Does your restricted club licence allow you to hold non-member functions?

Yes

No

Why? Click or tap here to enter text.



TIP Use the red-line plan on page 9 to answer the following question.

Q.5 A member can take alcohol into the viewing area when watching a sports match?

Yes

No

Explain your answer

Click or tap here to enter text.



ANSWERS

Now check your answers at the back of this guide.

Topic 3 – Restricted club licence conditions

What this topic covers	This topic looks at the conditions that may be applied to a restricted club licence.
Introduction	<p>Licence conditions outline what your club can and cannot do in order to operate legally.</p> <p>Licence conditions are monitored and enforceable by Victoria Police and the VGCCC.</p>
What do licence conditions specify?	<p>There are standard conditions that all restricted club licence holders have and special approvals and consents that some clubs may have on their licence.</p> <p>Licence conditions specify:</p> <ul style="list-style-type: none"> • your club's authorised trading hours, • the amenity condition, • other special approvals and consents.
Trading hours	<p>A restricted club licence authorises the licensee to supply liquor for the consumption on the licensed premises by members, guest of members and members of the general public during club events and functions, at the times and days specified in the licence.</p> <p>Your licence may specify trading hours for:</p> <ul style="list-style-type: none"> • specific days and times of the week (e.g. Thursday and Saturday: 5pm to 9.30pm) • specific areas of the club • specific periods of the year (e.g. April to September). <p>Note: You have a 30-minute grace period after closing time for patrons to finish the drinks they have already purchased. However, no liquor sales can occur during this time.</p>
What is amenity?	<p>Amenity describes the impact that your club, its members and guests may have on the surrounding area.</p> <p><i>The Liquor Control Reform Act 1998</i> defines amenity as:</p> <p>“The quality that the area has of being pleasant and agreeable”.</p> <p>Amenity includes:</p> <ul style="list-style-type: none"> • Parking facilities Do you have a car park? Do members park in nearby residential streets? • Traffic movement and density Is there a lot of traffic in the surrounding area from members coming and going to your club?

	<ul style="list-style-type: none"> • Noise levels What measures do you have in place to minimise noise from your club if you have amplified music or from members leaving your club? • Possibility of nuisance or vandalism Are your members likely to cause a nuisance to nearby residents? Is there a potential that they may cause noise, nuisance or damage to property or cars? • Harmony and coherence of the environment What general effect does your club have on the local community and neighbouring businesses/residents? 				
<p>Amenity Condition</p>	<p>The amenity condition on your licence is explained below:</p> <table border="1" data-bbox="464 734 1366 1052"> <thead> <tr> <th data-bbox="464 734 906 790">Condition</th> <th data-bbox="906 734 1366 790">What this means</th> </tr> </thead> <tbody> <tr> <td data-bbox="464 790 906 1052"> The licensee shall not cause or permit undue detriment to the amenity of the area to arise out of, or in connection with, the use of the premises to which the licence relates during or immediately after the trading hours authorised by this licence. </td> <td data-bbox="906 790 1366 1052"> You are responsible for what happens in and around your licensed premises. This includes the time that you are open for business and when members are leaving your club. </td> </tr> </tbody> </table>	Condition	What this means	The licensee shall not cause or permit undue detriment to the amenity of the area to arise out of, or in connection with, the use of the premises to which the licence relates during or immediately after the trading hours authorised by this licence.	You are responsible for what happens in and around your licensed premises. This includes the time that you are open for business and when members are leaving your club.
Condition	What this means				
The licensee shall not cause or permit undue detriment to the amenity of the area to arise out of, or in connection with, the use of the premises to which the licence relates during or immediately after the trading hours authorised by this licence.	You are responsible for what happens in and around your licensed premises. This includes the time that you are open for business and when members are leaving your club.				
<p>Licence effect for a specific period</p>	<p>The following condition is placed on some restricted club licences that are seasonal and are only open for a few months of the year.</p> <table border="1" data-bbox="464 1146 1366 1612"> <thead> <tr> <th data-bbox="464 1146 906 1202">Condition</th> <th data-bbox="906 1146 1366 1202">What this means</th> </tr> </thead> <tbody> <tr> <td data-bbox="464 1202 906 1612"> <p>Period of licence</p> <p>This licence will only have effect and continue in force during a specified period in each year.</p> <p>This licence will not be in force: outside the period specified below during a period when the premises are the subject of a limited licence issued by the VGCCC.</p> </td> <td data-bbox="906 1202 1366 1612"> <p>The licence is in effect for a specified period only.</p> <p>The club must not sell or consume alcohol outside the specified period or when a limited licence is in effect.</p> </td> </tr> </tbody> </table>	Condition	What this means	<p>Period of licence</p> <p>This licence will only have effect and continue in force during a specified period in each year.</p> <p>This licence will not be in force: outside the period specified below during a period when the premises are the subject of a limited licence issued by the VGCCC.</p>	<p>The licence is in effect for a specified period only.</p> <p>The club must not sell or consume alcohol outside the specified period or when a limited licence is in effect.</p>
Condition	What this means				
<p>Period of licence</p> <p>This licence will only have effect and continue in force during a specified period in each year.</p> <p>This licence will not be in force: outside the period specified below during a period when the premises are the subject of a limited licence issued by the VGCCC.</p>	<p>The licence is in effect for a specified period only.</p> <p>The club must not sell or consume alcohol outside the specified period or when a limited licence is in effect.</p>				
<p>Minors and a responsible adult</p>	<p>There are additional conditions placed on some club licences that relate to minors (under 18 years) being on the club premises.</p> <p>The Act states that a person under 18 years may be on a licensed premises if they are in the company of a responsible adult.</p> <p>A responsible adult is a person who is over the age of 18 years and who is:</p> <ul style="list-style-type: none"> • the younger person's parent, step-parent, guardian or grandparent, or • the younger person's spouse (over the age of 18 years), or 				

	<ul style="list-style-type: none"> a person who is acting in place and who could reasonably be expected to exercise responsible supervision of the younger person (e.g. a sports coach). 								
<p>Approvals and consents</p>	<p>The approvals and consents placed on some club licences are to ensure that minors are not on club premises other than for specific activities and when in the company of a responsible adult.</p> <p>There are many different types of approvals and consents. Three examples are outlined below:</p> <table border="1" data-bbox="464 573 1465 1285"> <thead> <tr> <th data-bbox="464 573 986 622">Condition</th> <th data-bbox="986 573 1465 622">What this means</th> </tr> </thead> <tbody> <tr> <td data-bbox="464 622 986 857"> The licensee has the approval of the VGCCC to allow the presence of underage persons on the licensed premises in connection with sporting activities only. This approval does not include social activities (but does include attendance at a presentation function). </td> <td data-bbox="986 622 1465 857"> Persons under 18 years may be on the premises for sporting activities and presentation functions only. </td> </tr> <tr> <td data-bbox="464 857 986 1093"> Persons under the age of 18 years are permitted on the licensed club premises other than in the company of a responsible adult in relation to preparation for and participation in sporting events during the trading hours above. </td> <td data-bbox="986 857 1465 1093"> Persons under 18 years may be on the premises for training (preparation) or participating in sporting events in the specified trading hours without being in the company of a responsible adult. </td> </tr> <tr> <td data-bbox="464 1093 986 1285"> Unaccompanied minors are permitted to be on the licensed premises in connection with sporting activities (including a presentation function) and live music and mixed age events (alcohol-free events). </td> <td data-bbox="986 1093 1465 1285"> Persons under 18 years may be unaccompanied for sporting activities, presentation functions and live music and mixed-age events (alcohol-free events). </td> </tr> </tbody> </table>	Condition	What this means	The licensee has the approval of the VGCCC to allow the presence of underage persons on the licensed premises in connection with sporting activities only. This approval does not include social activities (but does include attendance at a presentation function).	Persons under 18 years may be on the premises for sporting activities and presentation functions only.	Persons under the age of 18 years are permitted on the licensed club premises other than in the company of a responsible adult in relation to preparation for and participation in sporting events during the trading hours above.	Persons under 18 years may be on the premises for training (preparation) or participating in sporting events in the specified trading hours without being in the company of a responsible adult.	Unaccompanied minors are permitted to be on the licensed premises in connection with sporting activities (including a presentation function) and live music and mixed age events (alcohol-free events).	Persons under 18 years may be unaccompanied for sporting activities, presentation functions and live music and mixed-age events (alcohol-free events).
Condition	What this means								
The licensee has the approval of the VGCCC to allow the presence of underage persons on the licensed premises in connection with sporting activities only. This approval does not include social activities (but does include attendance at a presentation function).	Persons under 18 years may be on the premises for sporting activities and presentation functions only.								
Persons under the age of 18 years are permitted on the licensed club premises other than in the company of a responsible adult in relation to preparation for and participation in sporting events during the trading hours above.	Persons under 18 years may be on the premises for training (preparation) or participating in sporting events in the specified trading hours without being in the company of a responsible adult.								
Unaccompanied minors are permitted to be on the licensed premises in connection with sporting activities (including a presentation function) and live music and mixed age events (alcohol-free events).	Persons under 18 years may be unaccompanied for sporting activities, presentation functions and live music and mixed-age events (alcohol-free events).								



CHECK YOUR UNDERSTANDING

Check your understanding – Restricted club licence conditions

It's time to check your understanding of what has been covered so far.

Please complete the questions below and check your responses against the answers provided at the back of this guide.

Q.1 It is 1pm on Saturday afternoon at the local football club. The trading hours are Thursday and Saturday from 12 noon to 1am.

A member orders some beer for himself and two guests, which he intends to take outside the red line area to the grandstands to watch the game that is being played.

Is there a breach of the licence?

Yes

No

Why?

Click or tap here to enter text.

Q.2 The local sporting club has the standard amenity condition on the licence with no approvals or consents.

Jan and Stan attend a member function on a Saturday evening and bring Joey their 17-year-old son and Margy their 19-year-old daughter.

Is the sporting club in breach of its licence?

Yes

No

Explain your answer:

Click or tap here to enter text.

Q.3 What in the definition of amenity in the *Liquor Control and Reform Act 1998*?

Click or tap here to enter text.

Q.4 Some members, including the Club Secretary and President, are doing an all-day Saturday working bee to do some maintenance at the football club in late March.

The licence is in operation on Tuesday and Saturday from 5pm to 11pm from April to September.

They finish working around 5.30pm and have a BBQ for all those involved.

Some members have brought along beer and wine for the BBQ.

a) Can they drink their beer and wine without being in breach of the club licence?

Yes

No

Explain your answer:

Click or tap here to enter text.

b) Can one of the members open the bar for those involved in the working bee?

Yes

No

Explain your answer:

Click or tap here to enter text.

Q.5 The tennis club licence states that trading hours are:

Tuesday and Thursday between 6pm and 11pm

Saturday between 1pm and 12 midnight

Sunday between 1pm and 8pm

The tennis club wish to have a special competition on a Friday night just for a month, during which alcohol will be supplied.

What must the tennis club do to be able to supply alcohol?

ask members to BYO alcohol

apply for a limited licence

tell members that alcohol cannot be sold for the Friday night competition

do nothing



ANSWERS

Now check your answers at the back of this guide.

Conclusion

Congratulations!

You have completed the restricted club self-paced guide.

Breaches and fines

Holding a liquor licence comes with legal obligations.

The way you run your club has a direct impact on the safety of your members, guests and the community. You have a responsibility to ensure that liquor is promoted and sold in a way that encourages responsible and appropriate drinking.

The Act provides for the issue of fines for specified breaches.



TIP

General information

A liquor licence does not override local laws, planning schemes and conditions on planning permits. It is the licensee's responsibility to ensure they comply with these.

Helpful links

- [Sporting Club Resources](#)
- [Advertising and Promotions Guidelines](#)
- [Accredited Responsible Service of Alcohol providers](#)
- [Booths/Point of sale factsheet](#)
- [Intoxication guidelines](#)
- [Fundraising factsheet](#)
- [Good Sports](#)
- [Community Clubs Victoria](#)
- [Subscribe to VGCCC News](#) – free monthly newsletter

Answers



ANSWERS

Check your understanding – About restricted club licences

Q.1 A member drinks one glass out of a bottle of wine they have purchased with their dinner in the clubroom. Can they take the bottle of wine home with them?

A. No, the club is licensed for on-premises consumption only – no take away.

Q.2 The regular guest of a club member can use the club without the member on occasions.

A. No. The guest must be in the company of the member, unless attending a club event/function being held on the licensed premises.

Q.3 Name four pieces of information that the guests' register must contain?

**A. Name
Address
Name of the member of whom they are a guest
Date of visit.**

Q.4 Your clubrooms are to be renovated and will now have a room that could be used to hold functions. Does your restricted club licence allow you to hold non-member functions?

A. Yes. The club can supply at a non-member event or function being held on the licensed premises. However if the club is hiring the venue and the event organiser is supplying alcohol then the event organiser will need to apply for a limited licence.

Q.5 A member can take alcohol into the viewing area when watching a sports match?

A. No, The viewing area is outside the red line on the plan.



ANSWERS

Check your understanding – Restricted club licence conditions

- Q1 It is 1pm on Saturday afternoon at the local football club. The trading hours are Thursday and Saturday from 12 noon to 1am.
- A member orders some beer for himself and two guests, which he intends to take outside of the red line area to the grandstands, to watch the game that is being played.
- Is there a breach of the licence?
- A. Yes. A restricted club licence only permits alcohol for consumption on the licensed premises and within the red line area.**
- Q.2 The local sporting club has the standard amenity condition on your licence with no approvals or consents.
- Jan and Stan attend a member function on a Saturday evening and bring Joey their 17-year-old son and Margy their 19-year-old daughter.
- Is the club in breach of their licence?
- A. No. Joey is with his parents (who fit within the definition of a responsible adult) and so long as Jan or Stan are club members and sign in their guests there is no breach.**
- Q.3 What is the definition of amenity in the *Liquor Control Reform Act 1998*?
- A. “The quality that the area has of being pleasant and agreeable”.**
- Q.4 Some members, including the Club Secretary and President, are doing an all-day Saturday working bee to do some maintenance at the football club in late March.
- The licence is in operation on Tuesdays and Saturdays from 5pm to 11pm from April to September.
- They finish working around 5.30pm and have a BBQ for all those involved.
- Some members have brought along beer and wine for the BBQ
- a) Can they drink their beer and wine without being in breach of the club licence?
- A. Yes. Providing it is not within the club’s red line area.**
- b) Can one of the members open the bar for those involved in the working bee?
- A. No. It is outside the club’s licensed trading hours and it is March and the licence is effective from April to September only.**
- Q.5 The tennis club licence states that trading hours are:

Tuesday and Thursday between 6pm and 11pm
Saturday between 1pm and 12 midnight
Sunday between 1pm and 8 pm.

The tennis club wishes to have a special competition on a Friday night just for a month, during which alcohol will be supplied.

What must the tennis club do to be able to supply alcohol?

- A. *Apply for a limited licence***

Appendix 1 – Schedule 1

To download Schedule 1, visit [Schedule 1 requirements for clubs](#)