



Be Inspection Ready

All licence types checklist

A VCGLR inspector can show up at your venue at any time without notice. Be sure you are ready for an inspection at any time with our handy checklist.

All venues must ensure:

all staff are aware of what a liquor inspection is and where the required documents are kept on your licensed premises

your current liquor licence is on display and visible to patrons

required signage for your licence type is on display and visible to patrons

your VCGLR approved red line plan is kept on the premises in a location that can be accessed by all staff

if your licence requires RSA: A copy of RSA certificates for the licensee or responsible person and all staff kept on premises in a location that can be accessed by all staff

for sporting or community clubs, the guest register can be produced by all staff.

For additional information please turn over.



Victorian Commission for
Gambling and Liquor Regulation



What to expect during a VCGLR liquor inspection

A VCGLR inspector can conduct an inspection with or without the venue manager on site. All staff are expected to understand what is involved in a liquor inspection and be prepared to provide the inspector with the required documents upon request.

1. When a VCGLR inspector arrives at your venue, they will introduce themselves, produce identification and ask to speak with the person in charge. Throughout the inspection, the inspector will be taking notes.
2. The inspector will check for your current liquor licence and ensure this is on display in a place that is visible to your patrons. The inspector will look at the conditions of the licence and check that the licensee listed on the licence is still correct.
3. The inspector will check the required signage for your licence type is on display and visible to patrons.
4. It is a legal requirement that licensed venues keep a copy of the red line plan on premises always. The inspector will ask to see this plan and check that liquor is only being served within the area marked on it. A red line plan will only be accepted if it has the VCGLR stamp showing it is the approved copy.
5. If your licence requires RSA, inspectors will ask to see the RSA certificates for staff on duty and for the licensee. If the licensee is a company, the responsible person listed on the licence must have a current RSA certificate. The licensee or responsible person must have an up to date RSA certificate whether they work at the venue or not.
6. The inspector will then take time to observe the licensed premises and conduct a walkthrough of the premises.
7. For restaurant and cafe licence holders, inspectors will check the predominate activity is the preparation and serving of meals.
8. If the venue is a sporting or community club, inspectors will also ask to check the member and guest register.
9. An inspector will always talk with the person in charge once they have finished an inspection. The inspector will discuss any findings, what this means and the next steps. The inspector will then depart the premises.