

# Club Licence Check In

## 2026

Is your Club meeting its obligations under the *Liquor Licensing Act 1997*?

Consumer and Business Services (CBS) has prepared this checklist for clubs' most common areas of non-compliance. Committees are encouraged to read this and ensure their clubs meet requirements of a licensee and incorporated association.

A [more comprehensive checklist](#) can be found online.

### Responsible persons and approved committee members

1. Is at least **one approved person** always present during trading hours to supervise and manage the premises? An approved person may be a **responsible person or an approved committee member**. Please see the [responsibilities of an approved person](#).
2. Is the approved person wearing their **CBS issued badge** above waist height when on duty? You can [Print your own ID card](#) from the CBS website.

### Committee members

3. Are your **committee members** up to date with CBS?

You must notify the Commissioner within 14 days every time there is a change in the committee of management of your club, even if the person has previously served on the committee and stepped down for a time. An application for a "manage person approval" is to be completed online through [LGO](#).

It is good practice to check each year that the committee is correct with our office.

If you are unsure as to who is approved, you can view approved members via your LGO account or you can contact our office for a list of all approved persons.

### Responsible service of alcohol training (RSA)

4. Has everyone involved in the sale and supply of liquor at your premises (whether paid or unpaid) completed the required **responsible service of alcohol training (RSA)**

Do you have copies of their certificates at the premises? You may be required to produce evidence of training to an authorised officer on request.

### Responsible person exemption

5. Your licence may have an exemption from the responsible person requirements. If an exemption is stated on the licence, the club as the licensee (i.e. the association) is still responsible for the licensed premises and the patrons consuming liquor on the licensed premises (even if it is hired out, unless a third party obtains their own short-term licence).

If the licence does not have an exemption, then an approved person must be on site at all times wearing their badge.

## Your licensed premises

6. If your premises are **hired out for functions**, the club is still responsible, even if a third party is using the venue. If the third party holds a short-term licence in their own name, responsibility for the function rests with them, not the club.
7. Clubs that **share a premises** need to make sure that each club using the facility obtains their own licence. Only the entity listed as the licensee on the licence is permitted to sell or supply liquor.

If the premises is shared by more than one club licence, **only one licence can be in force at any one time**. The clubs must maintain a [register](#) so that if any incidents occur, it is known which licence was in force.

8. Did you know that you are required to have **free cool drinking water** available to your customers if you are selling liquor to be consumed at your premises?

This requirement is set out in the [Liquor licensing general code of practice](#), which all licensees must comply with to avoid penalties. Ensure you are familiar with this, and other requirements set out in the Code.

## Contact details

9. Are the club's **contact details** up to date with CBS to ensure you receive all updates and notices in relation to your licence?

It is a requirement to keep your contact details with CBS up to date. You can update your details via your Liquor and Gaming Online (LGO) account or email CBS via [liquorandgaming@sa.gov.au](mailto:liquorandgaming@sa.gov.au).

It is recommended to use an accessible or shared club email address rather than a personal one, so that if individuals move on, the club is less likely to miss correspondence from CBS.

## On display at your premises

10. Do you have a copy of your current **liquor licence** displayed in A4 size at or near the entrance to your premises so that it is visible to members of the public?  
You can access a copy of your current licence online through [LGO](#).

## Annual fees

11. Annual liquor licence fees are due by **30 June** each year. An invoice will be sent to the contact details listed against the licence in March each year.

If you do not receive an invoice by 30 April please contact our office to confirm your contact details.

If payment is not received you will incur a penalty, if payment is still not paid the licence will be placed into suspension and may ultimately be revoked.

## Contact CBS

For any queries relating to liquor licensing, please contact CBS on [131 882](tel:131882) (option 5) or [liquorandgaming@sa.gov.au](mailto:liquorandgaming@sa.gov.au).