



# Liquor Licensing Fact Sheet

## Required signage for licensed premises

It is important that licensees and the community are aware of Victorian liquor laws relating to underage drinking, drunkenness and public safety issues.

By law<sup>1</sup>, licensees must display the following signage around their licensed premises.

The signage is available for downloading and printing from the VCGLR website: [vcglr.vic.gov.au](http://vcglr.vic.gov.au)

### Correct signage for display

Keycode	VCGLR0012016V1	VCGLR0022016V1	VCGLR0032016V1	VCGLR0042016V1	VCGLR0052016V1	VCGLR0062016V1
Licence type						
Packaged liquor, including late night (packaged liquor)	●	●		●		
General, including late night (general)		●	●	●		
On-premises, including late night (on-premises)		●	●	●		
On-premises (with restaurant conditions)		●		●		
Restaurant and cafe		●		●		
Club (full and restricted)		●		●		
Wine and beer producer's (previously vigneron's)		●		●		
Limited		●		●		
BYO permit		●				
BYO Permit (Party bus)					●	●

Please note: Signage relating to the supply of alcohol to minors changed in October 2014.

1. Section 102 of the *Liquor Control Reform Act 1998*

## Important information

- Printing guidelines apply (see following page). Ensure you have the most recent version by checking the keycode located on the bottom left of the sign against the VCGLR website: **vcglr.vic.gov.au**.
- Posters are to be displayed in view of the public.
- The maximum penalty for non-display of posters exceeds \$700 under Section 102 of the *Liquor Control Reform Act 1998*.
- Under the Code of Conduct for packaged liquor licensees, holders of these licences must display the free call number for Directline (counselling, information and referral line for people with alcohol and drug problems – 1800 888 236). This sign is available from the VCGLR.
- In addition to the minimum requirements, licensees may choose to display any of the available posters.

## Frequently asked questions

### Where do I get the posters?

Visit the VCGLR website and click on the green button 'Information about liquor signage', located under 'Top tasks' in the top right-hand corner.

### How do I know if I have the correct version of a poster?

Check the keycode (located in the bottom left-hand corner of the poster) against the keycode on the VCGLR website to ensure you are using the current version.

### What happens if I display an old poster?

Licensees must display any notice that the Commission requires to be displayed on the licensed premises. A list of posters currently required to be displayed on licensed premises can be found on the VCGLR website **vcglr.vic.gov.au**. Licensees are encouraged to regularly check the website to ensure that they are displaying the most up-to-date posters and meeting their regulatory requirements.

### Will the VCGLR still provide hard copies if requested?

Yes. VCGLR staff can print the posters in-house and mail them out upon request.

### Where can I go for more information?

Contact the VCGLR on 1300 182 457 or [contact@vcglr.vic.gov.au](mailto:contact@vcglr.vic.gov.au).

This publication avoids the use of legal language. 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. Authorised by the Victorian Government.

## Printing guidelines

- Posters must be printed in the original form as downloaded from the VCGLR website: [vcglr.vic.gov.au](http://vcglr.vic.gov.au). No modification to the form or content of the posters is permitted.
- Posters must be printed in colour on A4 (210 x 297mm) paper.
- Posters must be printed at a sufficient quality to ensure that the keycode in the bottom left-hand corner is clearly legible by VCGLR inspectors.
- Posters must be displayed so that the information contained in them is clearly visible to the public.

The image shows four versions of a poster titled 'Under 18? No supply\*'. Each poster contains the following text: 'It is against the law: • for a licensee to supply liquor to under 18s Penalty exceeds \$17,000 • for any person to supply liquor to under 18s Penalty exceeds \$17,000 • for under 18s to purchase, receive, possess or consume liquor Penalty exceeds \$700'. Below this is a section 'Staff have the right to request ID' and a list of accepted IDs with small images. The first poster is marked 'Correct'. The second is marked 'Incorrect' with the note 'Must be printed in colour'. The third is marked 'Incorrect' with the note 'Must be cleanly printed without blurring or patches'. The fourth is marked 'Incorrect' with the note 'Must be aligned and include all content, including the keycode'.

### Do the posters have to be printed on special paper?

No. For durability/longevity, the VCGLR recommends using a heavier paper stock (120 – 200gsm) but this is not a legal requirement.

### Can I laminate or frame the posters?

Yes – providing all content, including the keycode, is clearly visible and not obscured. The posters have been designed with a sufficient margin to allow display in a simple frame.

### Where can I go for more information?

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