



Liquor Licensing Fact Sheet

Required signage for licensed premises

This pack includes the required signage for a BYO Permit.

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, 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

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*.
- In addition to the minimum requirements, licensees may choose to display any of the optional posters available on the VCGLR website.

Frequently asked questions

Where do I get the posters?

Visit the VCGLR website, click the “Print my signage” icon on the front page then click on the “print my liquor signage” to navigate to the Liquor section required posters.

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. Licensees may be fined for displaying incorrect or out-of-date posters. 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.

Printing guidelines

- Posters must be printed in the original form as downloaded from the VCGLR website: 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 posters side-by-side, each with a red checkmark or X indicating its status. All posters have the same text: 'LIQUOR LICENSING LAW Liquor Control Reform Act 1998', 'Under 18? No supply*', 'It is against the law:', '• for a licensee to sell liquor to under 18s Penalty exceeds \$19,000', '• for any person to supply liquor to under 18s Penalty exceeds \$19,000', '• for under 18s to purchase, receive, possess or consume liquor Penalty exceeds \$800', 'Staff have the right to request ID', and 'We accept the following ID:' with images of various IDs. The bottom left corner of each poster contains a keycode '12-83' and the VCGLR logo.

- Correct:** The first poster is printed in color and is sharp.
- Incorrect:** The second poster is printed in black and white.
- Incorrect:** The third poster is printed in color but is blurry and has a white patch on the right side.
- Incorrect:** The fourth poster is printed in color but is misaligned, with some text and images cut off.

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?

Contact the VCGLR by phone on 1300 182 457 or via email to contact@vcglr.vic.gov.au.

Intoxicated? Drunk? Disorderly?

It is against the law:

- for a licensee to supply liquor to an intoxicated person

Penalty exceeds \$19,000

- for a licensee to allow a drunk or disorderly person on the premises

Penalty exceeds \$19,000

- for a drunk, violent or quarrelsome person to refuse a request to leave a licensed premises

Penalty exceeds \$8,000

