## Compliance checklist

<table>
<thead>
<tr>
<th>Approved manager present/available, are certificates current, licence produced?</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
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**Liquor compliance checks**

- Is the venue complying with licence conditions? | Y | N |
- Is patron behaviour appropriate, are minors on the premises, is ID being checked properly, is there responsible service of alcohol? | Y | N |
- Fire safety – is fire equipment operating, has it been checked in the last six months, are fire exits operating and unobstructed? | Y | N |
- Security providers – are they distinguishable from patrons, wearing ID and is there an appropriate ratio of security providers? | Y | N |

Are all incidents correctly recorded and signed off?

| Is CCTV in place where required, secure, working, recording entry and exit points and recordings kept for 28 days? | Y | N |

**Gaming Compliance checks**

- Is ATM signage and location appropriate to EGM location? | Y | N |

Are ATMs debit only?

- Have you ensured external gaming machine signs do **not** dominate? | Y | N |
- Have you checked gaming machines are not readily visible to passers by? | Y | N |

**Other**

- Any concerns with principal activity of premises? | Y | N |
- Is advertising visible or audible outside? |
- RSA - are there drinking competitions; are happy hours compliant? |
- Does signage include the licensee's name, premises, principal activity and hours? |
- Is RSA signage present? |
- Are the premises clean and tidy (including toilets)? |
- Is there sufficient lighting? |
- Are registers kept correctly?