



**Certification of compliance with division 6 of Liquor Act 1992**

Office of Liquor and Gaming Regulation

<b>Part A – Requirements</b>	
	For <b>Form 9</b> ‘Approved extended hours’ applications to trade after 1 am for premises within the Brisbane City Council area.
<b>Part B – Details</b>	
<b>Section 1 Declaration</b>	Premises name ..... Licence no. .... I, ....., the applicant for an extended trading hours approval for....., (premises name if applicable), certify that I am able to comply with Division 6 of the <i>Liquor Act 1992</i> in that:
<b>Section 2 Crowd controllers</b>  Section 142ag and Regulation 37c	I will employ crowd controllers, licensed under the <i>Security Providers Act 1993</i> at ratios provided for in Regulation 37c of the Liquor Regulation 2002 <input type="checkbox"/> Yes <input type="checkbox"/> No I use the following method to count patrons • I will employ at least one crowd controller for up to one hour after close to ensure my patrons disperse in an orderly manner <input type="checkbox"/> Yes <input type="checkbox"/> No I maintain a crowd controllers register <input type="checkbox"/> Yes <input type="checkbox"/> No I have a copy of each crowd controllers licence <input type="checkbox"/> Yes <input type="checkbox"/> No I have a copy of each crowd controllers RSA certificate <input type="checkbox"/> Yes <input type="checkbox"/> No I keep copies of both the crowd controllers RSA certificate & crowd controllers licence with my training register <input type="checkbox"/> Yes <input type="checkbox"/> No My crowd controllers dress in a way to distinguish them from my patrons <input type="checkbox"/> Yes <input type="checkbox"/> No

<p><b>Section 3</b></p> <p><b>Closed circuit TV system</b></p> <p>Section 142ah and Regulation 37d</p>	<p>I have a closed circuit television system (CCTV) at my premises <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>I have signs erected to advise patrons of the CCTV System <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The CCTV system clearly records all patrons entering &amp; leaving <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The CCTV system clearly records interaction between patrons and staff/security providers <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The CCTV system accurately records time and date on all recordings <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The CCTV system is operational and recording from 8 pm every evening <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The CCTV system records up to one hour after closing time <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>I will close my premises and cease the sale/supply of liquor at 1 am at any time the CCTV system is not operational <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Access to the CCTV recording system is limited to licensee or approved manager <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The CCTV recordings are kept in a secure place <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The CCTV recordings are kept for a minimum of 28 days <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>Section 4</b></p> <p><b>Incident Register</b></p> <p>Section 142ai and Regulation 37e</p>	<p>I keep and maintain an incident register at the premises <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The incident register is available for inspection by liquor investigators &amp; police officers <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The incident register has recorded details of each incident at the premises involving injuries and evictions <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Each recorded incident will include:</p> <ul style="list-style-type: none"> <li>• The date and time of the incident <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>• Description of the area where the incident occurred <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>• Description of each person involved <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>• Details of the incident <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>• Details of injuries sustained <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>• Details of actions taken by security providers/staff <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>• Each incident is signed by each staff member/security <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul> <p>The incident register is kept in a secure place <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The Incident register can only be viewed by:</p> <ul style="list-style-type: none"> <li>• Licensee, approved manager or duty manager <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>• Staff or crowd Controller <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>• A liquor investigator or police officer <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul>
<p><b>Section 5</b></p> <p><b>Training Register</b></p> <p>Section 142ag &amp; 142ai and Regulation 37f</p>	<p>I keep a training register <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The training register contains current training course certificates for:</p> <ul style="list-style-type: none"> <li>• Licensee <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>• Approved manager <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>• Crowd controllers <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>• All staff (after 30 days of commencement) <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul> <p>The training register shows the expiry dates of all training course certificates <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The training register shows that the risk-assessed management plan has been read by all staff and crowd controllers <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The training register is available for inspection by liquor investigators or police officers <input type="checkbox"/> Yes <input type="checkbox"/> No</p>