



Liquor Licensing FAQs

1. When is a liquor licence required?

The Liquor Licensing Act 1997 (SA) defines the supply of liquor as liquor being supplied with a view to commercial gain, maintaining custom, or some direct or indirect pecuniary benefit.

At the University of Adelaide, a short-term liquor license is required for all university events where alcohol will be served or sold, except in the following circumstances:

- Events held in the UniBar and Cloisters (licence held by the UniBar).
- Events held on level 5 of Union House that are catered for by the National Wine Centre (licence held by the NWC).
- Events held in the Roseworthy Dining Hall (licence held by Maitildi Café - Gather).
- Events held in McLeoud House and on the adjacent lawns (licence held by Beltana Cafe).
- Staff drinks on campus for up to 30 people where the business unit supplies the alcohol.

Short-term liquor licences are issued by Consumer and Business Services and can be applied for online.

2. Do I need to display the liquor licence at my event?

Yes. A copy of the licence must be displayed at or near the front entrance to the licensed premises. Other signage required under the licence must also be prominently displayed at the event bar or areas where alcohol is served.

3. Do I need a Responsible Person at my event?

Sometimes – your short term liquor licence will specify this. Licensed venues must be supervised and managed by an approved responsible person (RP) when open to the public. If your event is not open to the public, an RP is not required.

4. How do I become an RP?

To be approved as an RP, an individual must submit an online application on the Consumer and Business Services website and complete the accredited Responsible Service of Alcohol (RSA) training. Applicants are assessed on their fitness for the role, considering factors like honesty, integrity, and reputation.

5. Do I need an RSA to serve alcohol?

All staff who sell, offer for sale, or serve alcohol, and all security personnel working at the licensed premises must have completed Responsible Service of Alcohol training (RSA).



6. How do I get an RSA?

Refer to Consumer and Business Services website for information about approved training providers for responsible service of alcohol training.

7. What is the difference between an RP and someone with an RSA?

An RP has a supervisory role with approval to manage liquor services and ensure that the venue is compliant with liquor laws. RSA training provides a person with the necessary knowledge and certification to responsibly sell, serve or supply alcohol.

8. What happens if I engage an external caterer to provide the alcohol at my event?

Whoever is selling or serving alcohol at your event must hold the appropriate liquor licence. If an external caterer is providing and serving the alcohol, they must have a liquor licence.

9. Can I have BYO alcohol at my event?

No. The University's Alcohol Management and Use Policy does not permit BYO on campus.

10. Do I require security at my event?

All on-campus events where 30 or more people are expected to attend and alcohol is being served must have security arranged prior to the event, based on 1 guard per 100 people.

11. What happens if alcohol is supplied at my event without a liquor licence?

Under the Liquor Licensing Act, significant penalties apply for the sale or supply of alcohol without a liquor licence and action can be taken by the Police and the licensing authority against the supplier of the alcohol. Disciplinary action may also be taken by the University under the Alcohol Management and Use Policy and the University's Bi-Laws.

The above FAQs are general in nature and you should seek your own independent advice as to your obligations under the Liquor Licensing Act.

More information

- [Alcohol Management and Use Policy](#) version D2024/358422
- [Apply for a short term liquor licence](#)
- [Approved training providers for responsible service of alcohol \(RSA\)](#)
- [Apply for approval of a responsible person](#)
- [Key responsibilities of liquor licensees](#)
- [Minors in licensed venues](#)
- [Running a licensed liquor venue](#)