

LIQUOR SELF-EXCLUSION FORMS

The enclosed forms are only to be used for persons
with a drinking problem.



LIQUOR SELF-EXCLUSION CHECKLIST

This document should be placed at the front of the patron's file.

PATRON'S NAME: _____

.....

The following items are to be completed by the manager processing the exclusion

- ☐ Self-Exclusion from Licensed Premises Agreement completed (including signature of patron and witness)
- ☐ Photograph taken of patron
- ☐ Photocopy taken of identification (e.g. Driver Licence, Passport, NSW Photo Card)
- ☐ Photocopy of Self-Exclusion Deed provided to patron
- ☐ BetSafe RSA brochure and/or BetSafe business card provided to patron
- ☐ Membership card returned (if patron is a member)

Patron free to go at this point

- ☐ BetSafe Incident Report or Risk Manager Report completed

Details of staff member completing this section:

Name: _____ Position: _____

.....

The following items are to be completed by administration staff

- ☐ Patron's details added to exclusion register
- ☐ Membership notified of exclusion (for removal from membership and marketing databases)
- ☐ Internal memo distributed to relevant staff advising of exclusion
- ☐ Documentation faxed (02 9874 3186) or emailed (enquiries@betsafe.com.au) to BetSafe
- ☐ Colour photograph of patron emailed (enquiries@betsafe.com.au) to BetSafe
- ☐ Documentation filed

Details of staff member completing this section:

Name: _____ Position: _____

SELF-EXCLUSION FROM LICENSED PREMISES AGREEMENT

Under section 76 of the *Liquor Act 2007*

NOTE: The person requesting that they be excluded from licensed premises is referred to as the “participant” in this agreement.

Title:

Gender:

First name:

Middle name:

Family name:

Date of birth:

Are you known by another name? yes / no

If yes, please state name here:

.....

Address:

.....

State:..... Post Code:.....

If you have a phone or an email address you can provide these details below. This information is optional.

Phone (home):

Phone (daytime):.....

Phone (mobile):.....

Email:

**Please attach
photo of
participant here**

Photo Guidelines

1. Photo must be no more than 6 months old.
2. Photo should be at least 45mm high and 35mm wide.
3. Photo should show the head and top of shoulders close up.
4. Photo should show the participant looking directly at the camera.
5. Photo should show both edges of the face clearly.
6. No hair should be covering the eyes.
7. No head coverings should be worn except for religious purposes.
8. If glasses are worn they should not restrict a clear view of the eyes.

You may wish to provide details of another person who can be contacted regarding this agreement. This may be a support person, or someone who can be contacted if you do not have access to a phone or email. This is optional.

Title:

Phone: (home).....

First name(s):

Phone: (daytime):

Family name(s):

Phone (mobile):

Address:

Email:

State:..... Post code:.....

The participant wishes to exclude themselves from the following licensed premises for a period of:

Please tick : 6 months ☐

12 months ☐

2 years ☐

Other period:

Premises name:

Address:

.....

.....

Terms of Agreement

1. The participant will not attempt to enter the licensed premises detailed above for the period of time stated in the agreement.
2. The participant consents to the personal information they have provided, including a photo, being stored for the purpose of assisting identification by the licensed premises detailed above.
3. The participant acknowledges that under this agreement, it is lawful for a responsible person* for the licensed premises to prevent them from entering the licensed premises detailed above.
4. The participant acknowledges that under this agreement, it is lawful for a responsible person* for the licensed premises to remove, or cause them to be removed, from the licensed premises detailed above.
5. The participant understands that this self-exclusion agreement can only be terminated by advising the licensee in writing (a form is available from the NSW Office of Liquor, Gaming and Racing).

**Responsible person* means the licensee, the manager of the premises, an employee or agent of the licensee or manager or a person acting on behalf of the licensee or manager (including staff and security officers).

I have read, understand, and agree to comply with
participant print name

all the terms of this agreement

Participant to sign: Date:.....

I have read, understand, and agree to comply with
licensee print name

all the terms of this agreement

Licensee to sign: Date:.....

This self exclusion agreement is not valid unless the self-exclusion participant and the licensee have signed and dated this agreement.

This original signed agreement, with a photo attached, should be kept by the licensee. A copy of this signed agreement must be provided to the self-exclusion participant.

IMPORTANT INFORMATION FOR THE PARTICIPANT AND LICENSEE

The Liquor Act requires that each of the parties to a self-exclusion agreement must comply with the terms of the agreement. Disciplinary action can be taken against a liquor licensee who does not comply with the terms of a self-exclusion agreement. However, the participant should be aware that while the licensee should use all reasonable means to enforce this self-exclusion agreement, the onus is on the participant to comply with the terms they have agreed to.



INCIDENT REPORT FORM

Club: Queanbeyan Sports & Community Club

Date of incident: ____ / ____ / ____

Time of incident: _____

Details of person about whom the report relates to:

Patron Name: _____ Membership # (if applicable): _____

Details of staff member approached:

Staff Name: _____ Position: _____

Outline full details of approach:

Outline assistance provided:

Details of staff member completing report:

Name: _____ Position: _____

Sent to BetSafe by fax (02 9874 3186) or email (enquiries@betsafe.com.au) on ____ / ____ / ____