**Liquor Act 2010**

**Incident reporting**

Reporting requirements introduced on 1 July 2017 mean all incidents that happen in and around the licensed or permitted premises are to be reported directly to the Commissioner for Fair Trading within 24 hours of the incident happening. This replaces the need to maintain an incident register.

**What is an incident?**

For the purposes of reporting, an incident can be any one of the following:

- Involves violent, unlawful or anti-social behaviour at a licensed or permitted premises that:
  - Occurs in the immediate vicinity of the licensed or permitted premises
  - Involves a person who has recently left, or been refused admission to, the premises
- Results in a person being removed from a licensed or permitted premises
- Occurs after midnight resulting in a person at a licensed or permitted premises requiring medical assistance
- Involves the seizure of a document.

**What information do I have to report?**

If an incident occurs, you must provide the following information to the Commissioner within 24 hours of occurring:

- A description of the incident
- The date and time the incident happened
- The name, address and contact details of each person connected with the incident including:
  - Each employee of the licensee or permit-holder
  - Each person working as a crowd controller at the premises
  - Each police officer that attended the premises
- For a document seized you must include:
  - The date and time when the document was seized from the person
  - A copy of the receipt given to the person from whom the document was seized.

**How do I report an incident?**

You may use the Incident Report form which is available on the Access Canberra website, [www.act.gov.au/accessCBR](http://www.act.gov.au/accessCBR). Once completed, the online form is directly sent to the liquor licensing team and a copy will be sent to your nominated email for confirmation and record keeping. Alternatively, you may supply your own report if it covers the required information, directly to ACLiquor@act.gov.au.

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**Disclaimer:** These are the key points relating to incident reporting as outlined in the Liquor Act 2010. This is not a detailed list of all the requirements and/or obligations you must comply with. It is your responsibility to be familiar with the Liquor Act 2010. Failure to comply with the requirements of the Act or report an incident within 24 hours to the Commissioner could result in financial penalties or occupational discipline.

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