

NOTIFICATION OF ADDITIONAL SECURITY MEASURE

Use this form if you are a licensee with a level 1 licence under Schedule 4 of the Liquor Act 2007 to notify the Director-General Communities NSW of the additional security measure or measures you intend to implement.

PART 1: PREMISE DETAIL

Venue name		Licence No.	
Address		Suburb	
Contact person		Position	
Work Phone		Mobile	
Email		Fax	

PART 2: ADDITIONAL SECURITY MEASURE

You must:

1. select at least one of the additional security measures listed below.
2. complete the approved form for each measure selected.

- (a) providing security staff, now complete form (a) at page 2
- (b) training for security staff, now complete form (b) at page 3
- (c) closed-circuit television, now complete form (c) at page 4
- (d) digital video and audio recording devices, now complete form (d) at page 5
- (e) electronic ID scanning, now complete form (e) at page 6
- (f) systems for recording and retaining patron particulars, now complete form (f) at page 7
- (g) inter-venue communication network, now complete form (g) at page 8.

PART 3: IMPORTANT NOTES

1. This is the approved form of the Director-General Communities under clause 2A (2) of Schedule 4 of the Liquor Act 2007.
2. A licensee with a level 1 licence has 14 days from becoming a declared premise to notify the Director-General of the details of the additional security measure/s that they intend to implement in relation to the premises.
3. The additional security measure/s must be in addition to any other condition/s to which the licence is subject.
4. The Director-General may after considering this notice, decide to approve the additional security measure/s with or without alteration, or approve a different additional security measure.
5. The Director-General will notify you in writing of the approved additional security measure/s and the date which it must be implemented.

FORM F

ADDITIONAL SECURITY MEASURE (a) providing security staff

Use this form if you are a Level 1 licence listed in Schedule 4 of the Liquor Act 2007 and propose to implement (a) providing security staff as an additional security measure.

Venue name		Suburb	
Licence Number		Proposed implementation date	____/____/____
	<i>Current arrangements</i>		<i>Proposed arrangements</i>
How many security staff will you deploy?			
What days and times will they be deployed? <i>Day, start time, finish time</i>			
How will they be deployed? <i>Locations, patrol routes, duties etc</i>			
How will the security staff be identified to patrons?			
What equipment (if any) will the security staff be provided with? <i>Radio, blacklight, metal detector</i>			

- If approved, this additional security measure and any variations, remains in force until the licensed premise is removed from Level 1 of Schedule 4.
- In adhering with any condition the venue must comply with relevant local, state or federal laws.
- You must retain a copy of this Approval and any annexure in your RSA register and make it available to police or liquor inspectors on request.

Licensee signature

Print Name

Date

Communities NSW use only:

- Approved without variation
 Approved with variation
 Not approved

Reason: _____

Implementation date: ____/____/____

Date approved ____/____/____

FORM F

ADDITIONAL SECURITY MEASURE (b) training for security staff

Use this form if you are a Level 1 licence listed in Schedule 4 of the Liquor Act 2007 and propose to implement (b) training for security staff as an additional security measure.

Venue Name		Suburb	
Licence Number		Proposed implementation date	____/____/____
	<i>Current arrangements</i>	<i>Proposed arrangements</i>	
Who will be trained? <i>All staff, Bar staff, security staff, management</i>			
How often will you conduct the training? <i>Weekly, monthly, quarterly</i>			
By what date will the first training session occur?			
What topics will be covered in the training?			
Who will conduct the training and what are their qualifications?			
What records will be retained?	<i>A copy of training material, dates, and attendees of the training session will be retained for at least 12 months</i>		

- If approved, this additional security measure and any variations, remains in force until the licensed premise is removed from Level 1 of Schedule 4.*
- In adhering with any condition the venue must comply with relevant local, state or federal laws.*
- You must retain a copy of this Approval and any annexure in your RSA register and make it available to police or liquor inspectors on request.*

Licensee signature

Print Name

Date

Communities NSW use only:

- Approved without variation
 Approved with variation
 Not approved

Reason: _____

Implementation date: ____/____/____

Date approved ____/____/____

FORM F

ADDITIONAL SECURITY MEASURE (c) closed-circuit television

Use this form if you are a Level 1 licence listed in Schedule 4 of the Liquor Act 2007 and propose to implement (c) closed-circuit television as an additional security measure.

Venue Name		Suburb	
Licence Number		Proposed implementation date	____/____/____
	<i>Current arrangements</i>	<i>Proposed arrangements</i>	
What areas will the CCTV cover?			
When will the CCTV operate?			
How many cameras will be operated?			
How many days will CCTV recordings be retained for?			
Who has access to the CCTV system?			
How often will the CCTV system be checked to ensure that it is working properly?			

1. If approved, this additional security measure and any variations, remains in force until the licensed premise is removed from Level 1 of Schedule 4.
2. In adhering with any condition the venue must comply with relevant local, state or federal laws.
3. You must retain a copy of this Approval and any annexure in your RSA register and make it available to police or liquor inspectors on request.

Licensee signature

Print Name

Date

Communities NSW use only:

- Approved without variation
 Approved with variation
 Not approved

Reason: _____

Implementation date: ____/____/____

Date approved ____/____/____

FORM F

ADDITIONAL SECURITY MEASURE (d) digital video and audio recording devices

Use this form if you are a Level 1 licence listed in Schedule 4 of the Liquor Act 2007 and propose to implement (d) digital video and audio recording devices as an additional security measure.

Venue Name		Suburb	
Licence Number		Proposed implementation date	____/____/____
	<i>Current arrangements</i>	<i>Proposed arrangements</i>	
What is the device/s to be used?			
How many devices will be used?			
Who will be equipped with the device/s and how will they be deployed? <i>Locations, patrol routes, duties etc</i>			
What days and times will the device/s be in operation			
In what circumstances will the device/s be activated for recording?			
For how long will recordings be retained for?			

1. If approved, this additional security measure and any variations, remains in force until the licensed premise is removed from Level 1 of Schedule 4.
2. In adhering with any condition the venue must comply with relevant local, state or federal laws.
3. You must retain a copy of this Approval and any annexure in your RSA register and make it available to police or liquor inspectors on request.

Licensee signature

Print Name

Date

Communities NSW use only:

- Approved without variation
 Approved with variation
 Not approved

Reason: _____

Implementation date: ____/____/____

Date approved ____/____/____

FORM F

ADDITIONAL SECURITY MEASURE (e) electronic ID scanning

Use this form if you are a Level 1 licence listed in Schedule 4 of the Liquor Act 2007 and propose to implement (e) electronic ID scanning as an additional security measure.

Venue Name		Suburb	
Licence Number		Proposed implementation date	____/____/____
	<i>Current arrangements</i>	<i>Proposed arrangements</i>	
Where will the ID scanner be used? <i>Front door, nightclub.</i>			
How many ID scanners will be used?			
What days and times will the ID scanner(s) be used?			

- If approved, this additional security measure and any variations, remains in force until the licensed premise is removed from Level 1 of Schedule 4.*
- In adhering with any condition the venue must comply with relevant local, state or federal laws.*
- You must retain a copy of this Approval and any annexure in your RSA register and make it available to police or liquor inspectors on request.*

Licensee signature

Print Name

Date

Communities NSW use only:

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- Approved with variation
- Not approved

Reason: _____

Implementation date: ____/____/____

Date approved ____/____/____

FORM F

ADDITIONAL SECURITY MEASURE

(f) systems for recording and retaining patron particulars

Use this form if you are a Level 1 licence listed in Schedule 4 of the Liquor Act 2007 and propose to implement (f) systems for recording and retaining patron particulars as an additional security measure.

Venue Name		Suburb	
Licence Number		Proposed implementation date	____/____/____
	<i>Current arrangements</i>	<i>Proposed arrangements</i>	
How will you record patron particulars?			
When will you record patron particulars?			
What particulars will be recorded?			

1. If approved, this additional security measure and any variations, remains in force until the licensed premise is removed from Level 1 of Schedule 4.
2. In adhering with any condition the venue must comply with relevant local, state or federal laws.
3. You must retain a copy of this Approval and any annexure in your RSA register and make it available to police or liquor inspectors on request.

Licensee signature

Print Name

Date

Communities NSW use only:

- Approved without variation
- Approved with variation
- Not approved

Reason: _____

Implementation date: ____/____/____

Date approved ____/____/____

FORM F

ADDITIONAL SECURITY MEASURE (g) inter-venue communication network.

Use this form if you are a Level 1 licence listed in Schedule 4 of the Liquor Act 2007 and propose to implement (g) inter-venue communication network as an additional security measure.

Venue Name		Suburb	
Licence Number		Proposed implementation date	____/____/____
	<i>Current arrangements</i>	<i>Proposed arrangements</i>	
How will you communicate between venues?			
Which other venues will be part of the network?			
What procedures/ policies/ agreements will you have for the use of the network?			
What days and times will the communication network operate?			
What communications will be sent to and other venues and how will you respond?			
Who will be responsible for the use of the communication network?			

1. If approved, this additional security measure and any variations, remains in force until the licensed premise is removed from Level 1 of Schedule 4.
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3. You must retain a copy of this Approval and any annexure in your RSA register and make it available to police or liquor inspectors on request.

Licensee signature

Print Name

Date

Communities NSW use only:

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 Approved with variation
 Not approved

Reason: _____

Implementation date: ____/____/____

Date approved ____/____/____