

APPLICATION FOR COMMERCIAL PUBLIC EVENT PERMIT (ONE OFF PUBLIC EVENT)

PLEASE NOTE: Section 5 of the *Liquor Regulation 2002* provides that this application **MUST be lodged 28 days in advance. Applications that are not lodged 28 days in advance will not be processed.**

Office Use Only
Date received
Receipt No
Amount received

Instructions

Please complete in **BLOCK** letters. Attach extra pages if needed. If you need help completing this form, visit our website www.liquor.qld.gov.au or contact the Office of Liquor, Gaming and Racing on 13 13 04.

Privacy Statement - Please read

The Department is collecting information, including personal information, for the purposes of the *Liquor Act 1992*. In accordance with the legislation, some personal information may be passed to the Queensland Police Service to assist with criminal history searches, and business information is placed on a register that may be inspected by the public. In other instances, information on this form can be disclosed without your consent where authorised or required by law.

Fees:

To find out the current application fee go to www.olgr.qld.gov.au

Warning: False or misleading statements will attract a maximum penalty of 100 penalty units or 6 months imprisonment and may lead to immediate cancellation of licence.

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Section 1 Licensee details	Licensee (as shown on licence document) Phone Fax Mobile Email
Section 2 Premises details	Name of licensed premises Address of premises Locality/Suburb State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Section 3 Postal address	Postal address Locality/Suburb State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Section 4 Liquor licence number and type	Liquor licence number What type of licence does the premises currently hold? <input type="checkbox"/> Subsidiary On-Premises Licence <input type="checkbox"/> Commercial Hotel Licence <input type="checkbox"/> Subsidiary Off-Premises (caterers) Licence <input type="checkbox"/> Other – Please be advised this application cannot be lodged as you are not eligible to apply for this approval. Please contact the Office of Liquor, Gaming and Racing if you require further advice.																											
Section 5 Permanent catering away condition	You must have a permanent catering away condition endorsed on your licence before a commercial public event permit can be approved. Do you have a permanent catering away condition? <input type="checkbox"/> Yes – Go to Section 6 <input type="checkbox"/> No – You must lodge an application for this endorsement at the same time. Please complete Form 18 – Catering away endorsement on licence (on a regular basis) ie. Catering away																											
Section 6 Event details	Name of the public event you will be providing catering services to Focus or purpose of the event (eg family fun, musical entertainment, rodeo etc) Location and address where the event will be held (eg RNA Showgrounds, Davies Park) Is amplified entertainment to be provided? <input type="checkbox"/> Yes – Please provide details (note: an acoustic report may be required) <input type="checkbox"/> No																											
Section 7 Event promoter details	Name of the event promoter running the event Phone Fax Mobile Email																											
Section 8 Trading times	What are the proposed bar trading times? <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 33%;">DAY</th> <th style="width: 33%;">DATE</th> <th style="width: 33%;">TIME</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	DAY	DATE	TIME																								
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Section 9
Attendance
details

What is the estimated attendance at the event?

What is the estimated number of patrons expected to be in the bar/consumption area over the duration of the event?.....

How will tickets for entry to the event be sold?

Presold Tickets –
Please provide the number of tickets that have been currently been sold.....

Purchased on Entry

Other – Please provide details

How will the event be promoted/publicised? (eg TV, radio, newspaper, posters etc)

.....

Section 10
Consumption
area details

This question must
be completed in
order for application
to be processed.

Liquor must be sold and consumed in a defined area. Please provide the following details:

(a) Number of bars/booths

(b) Size of bar/booths (m x m)

Size of adjoining consumption area (s) (m x m)

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Size of adjoining consumption area (s) (m x m)

(c) Location of bar/booths

.....

(d) How is the consumption area defined? (eg ropes, temporary fencing)

.....

.....

Section 11
Site plan

You must lodge a 1:100 scale plan incorporating the following details if applicable:

<input type="checkbox"/> the surrounding area	<input type="checkbox"/> lost kids/property
<input type="checkbox"/> all entrances and exits	<input type="checkbox"/> drinking water sites
<input type="checkbox"/> emergency access routes	<input type="checkbox"/> food/vendors/stalls
<input type="checkbox"/> paths used by vehicles	<input type="checkbox"/> liquor outlets
<input type="checkbox"/> paths for pedestrians only	<input type="checkbox"/> approved liquor consumption areas
<input type="checkbox"/> parking	<input type="checkbox"/> non-alcohol (dry) areas
<input type="checkbox"/> stage locations	<input type="checkbox"/> toilet facilities
<input type="checkbox"/> seating arrangements	<input type="checkbox"/> communication centre/command post
<input type="checkbox"/> entertainment sites	<input type="checkbox"/> fire extinguishers
<input type="checkbox"/> security and police locations	<input type="checkbox"/> refuse containers
<input type="checkbox"/> first aid posts	<input type="checkbox"/> public telephones
<input type="checkbox"/> 'chill-out' areas (safe, quiet rest areas)	<input type="checkbox"/> media points (TV and radio)

Section 12
Bar area manager details

Attach extra pages if necessary.

You must provide the name(s) and proposed hours of duty of manager(s) responsible for the bar area(s) for the duration of the event.

Name

Phone Mobile

Hours of Duty.....

Name

Phone Mobile

Hours of Duty.....

Section 13
Liquor service staff details

How many staff will be employed for the service of liquor?

Managers.....Bar staff Wait staff

How many staff listed have been trained in Responsible Service of Alcohol?

Section 14
Beverage details

What types of alcoholic and non-alcoholic drinks will be available at the event and what will be the pricing structures?

DRINK	PRICE \$
For example: Light beer	\$x.xx

DRINK	PRICE \$

Section 15
Liquor service details

This question must be completed in order for the application to be processed.

How is it intended that liquor be served?

Cans

Bottles

Disposable Cups

Glasses

Section 16
Liquor purchase details

How will liquor be purchased by patrons at the event?

Cash Sales

Ticketing System

Other – Please provide further details

Section 17
Under age access

Will persons under the age of 18 be permitted entry to the consumption area?

No – **Go to Section 18**

Yes – Please provide details as to how the minors will be identified

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Section 18 Security company details	<p>What is the name of the security company where the licensed security providers will be hired from?</p> <p>.....</p> <p>.....</p> <p>Phone Mobile</p>
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Section 19 Security provider details	<p>You must provide licensed security providers to monitor the bar/consumption area for the event.</p> <p>How many licensed security providers have been arranged to monitor the bar/consumption area for the event?</p> <p>.....</p> <p>Please provide the following details.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="text-align: left;">NUMBER</th> <th style="text-align: left;">PROPOSED LOCATION</th> <th style="text-align: left;">ROLE/DUTY</th> <th style="text-align: left;">HOURS OF DUTY</th> </tr> </thead> <tbody> <tr> <td>Eg. 1</td> <td>Entry to consumption area</td> <td>ID checking</td> <td>6.00pm to 12 midnight</td> </tr> <tr> <td>Eg. 2</td> <td>Bar area/consumption area</td> <td>Crowd control</td> <td>6.30pm to 12.30am</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	NUMBER	PROPOSED LOCATION	ROLE/DUTY	HOURS OF DUTY	Eg. 1	Entry to consumption area	ID checking	6.00pm to 12 midnight	Eg. 2	Bar area/consumption area	Crowd control	6.30pm to 12.30am																
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Section 20 Event management guide	<p>You must lodge a completed event management guide with this application. This guide must be completed by the event promoter and lodged with this application. The guide can be downloaded from www.olgr.qld.gov.au</p> <p>Is your event management guide attached?</p> <p><input type="checkbox"/> No – Do not lodge this application</p> <p><input type="checkbox"/> Yes – Go to Section 21</p>
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**Section 21
Council
endorsement**

I, of

received this application on / /
D D M M Y Y Y Y

I object – Please send a written report outlining your reasons

I do not object

to this application for a commercial public event permit.

Name Position

Signature Date / /
D D M M Y Y Y Y

**Section 22
Police
endorsement**

I, of station

received this application on / /
D D M M Y Y Y Y

I object – Please send a written report outlining your reasons

I do not object

to this application for a commercial public event permit.

Name Position

Signature Date / /
D D M M Y Y Y Y

**Section 23
Signature of
licensee**

Name

Signature Date / /
D D M M Y Y Y Y

**Lodgement
details**

Please lodge the completed application, any supporting documentation and fees at the Office of Liquor, Gaming and Racing at the address below or any Office of Liquor, Gaming and Racing office at Gold Coast (Southport), Sunshine Coast (Maroochydore), Toowoomba, Wide Bay, Rockhampton, Mackay, Mt Isa, Townsville or Cairns. The counter is open Monday to Friday, 8:30am to 4:30pm.

By mail: Locked Bag 180, City East Q 4002
 In person: Office of Liquor, Gaming and Racing, Level 4, 33 Charlotte Street, Brisbane Qld 4000 or your nearest regional office

Payment details

Payment Type:

Money Order

Cheque – *Make cheque payable to Office of Liquor, Gaming and Racing*

Credit Card – Charge my:

Mastercard VISA

Credit Card No.

Cardholder's Name:

Amount Authorised: \$ Expiry Date:

Signature:

A receipt will not be issued unless specifically requested.