

## APPLICATION FOR COMMERCIAL PUBLIC EVENT PERMIT (ON A REGULAR BASIS)

**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.olgr.qld.gov.au](http://www.olgr.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](http://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 licensed premises .....

Locality/Suburb ..... State  Postcode

**Section 3  
Liquor licence  
number and  
type**

Liquor licence number .....

What type of licence does the premises currently hold?

Subsidiary On-Premises Licence

Commercial Hotel Licence

Subsidiary Off-Premises Licence (caterers)

Other – Please be advised that this application cannot be lodged as you are not eligible to apply. Please contact the Office of Liquor, Gaming and Racing if you require further advice.

**Section 4**  
Permanent catering away condition

You must have a permanent catering away condition endorsed on your licence before you can be approved a Commercial Public Event Permit.

Do you have a permanent catering away condition?

Yes – Go to section 5

No – You must lodge an application for this endorsement at the same time. Please complete Form 18 – Catering Endorsement on Licence (on a regular basis).

**Section 5**  
Event details

Name of the type of event/function you will be providing catering services to .....

.....

Address/location where the permanent area will be held .....

.....

Locality/Suburb ..... State  Postcode

**Section 6**  
Layout plan  
Site plan

You must lodge a 1:100 scale layout and site 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)

A copy of the written agreement between the Licensee and the freehold owner of the proposed catering away permitted area must also be attached to this application.

**Section 7**  
Trading times

What are the proposed trading hours for this permanent area?

DAY	DATE	TIME

**Section 8**  
Risk-Assessed Management Plan (RAMP)

You must lodge a completed risk-assessed management plan with this application which must be completed by the event promoter and lodged with this application. The guide can be downloaded from [www.olgr.qld.gov.au](http://www.olgr.qld.gov.au)

Is your risk-assessed management plan attached?

No – **Do not lodge this application**

Yes – **Go to Section 9**

Section 9  
Council  
endorsement

I, ..... of .....

received this application on //

**I object** – Please send a written report outlining your reasons

**I do not object**

to this application for a Commercial Public Event Permit (regular basis).

Name ..... Position .....

Signature ..... Date //

Section 10  
Police  
endorsement

You must take  
this application  
to the local  
police station

I, ..... of ..... station

received this application on //

**I object** – Please send a written report outlining your reasons

**I do not object**

to this application for a Commercial Public Event Permit (regular basis).

Name ..... Position .....

Signature ..... Date //

Section 11  
Owners  
consent

To be completed by  
the freehold owner  
of the proposed  
Commercial Public  
Event Permit (regular  
basis)

I/we, .....,  
being owner(s) of the premises as described in Section 5, hereby consent to this application  
for a Commercial Public Event Permit (regular basis).

Name .....

Signature ..... Date //

Name .....

Signature ..... Date //

Name .....

Signature ..... Date //

Section 12  
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.***