

# Application for renewal of a restricted liquor permit

Office of Liquor and Gaming Regulation

Department of Justice and Attorney-General

<div style="border: 1px solid black; border-radius: 15px; padding: 5px; margin-bottom: 10px;"> <p><b>Office use only</b></p> <p>Date received _____</p> <p>Receipt no. _____</p> <p>Amount received _____</p> </div> <p><b>Fees:</b> To find out the current application fee go to <a href="http://www.olgr.qld.gov.au">www.olgr.qld.gov.au</a></p>	<p><b>Instructions</b> Please complete in BLOCK letters. Attach extra pages if needed. If you need help completing this form, visit our website <a href="http://www.olgr.qld.gov.au">www.olgr.qld.gov.au</a> or contact the Office of Liquor and Gaming Regulation (OLGR) on 13 QGOV (13 74 68).</p> <p><b>Privacy statement – please read</b> OLGR is collecting the information on this form to assess your a one-off extended hours permit. This information is authorised by section 105 of the <i>Liquor Act 1992</i>. This information will only be accessed by authorised employees within the department. Business information is placed on a register that may be inspected by the public, authorised by section 43 of the <i>Liquor Act 1992</i>. Your information will not be disclosed to any other parties unless authorised or required by law.</p> <p><b>Warning</b> False or misleading statements will attract a maximum penalty of 100 penalty units or six months imprisonment and may lead to immediate cancellation of licence.</p> <p>Copyright protects this document. The State of Queensland has no objection to this material being reproduced, made available online or electronically, but only if it is recognised as the owner of copyright and this material remains unchanged.</p>
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## Part A – Requirements

**Note:** this application **must** be lodged at least 21 days in advance before the first date on which your club wishes to commence trading. Applications not lodged 21 days in advance will not be processed. As the applicant is required to seek council and police comment, this application should be made well in advance of your desired commencement in trading.

## Part B – Details

<b>Section 1</b> <b>Club details</b>	Name of club .....
<b>Section 2</b> <b>Premises details</b>	Premises name ..... Premises address ..... Locality/suburb ..... State <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Postal address of premises ..... Locality/suburb ..... State <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Phone..... Fax..... Mobile..... Email.....
<b>Section 3</b> <b>Contact person details</b>	Name..... Phone..... Mobile..... Postal address..... Locality/suburb ..... State <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Section 4</b> <b>Current restricted liquor permit no.</b>	Current restricted liquor permit no. .... Expiry date <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <small style="margin-left: 100px;">D D M M Y Y Y Y</small>

<b>Section 5</b> <b>Change to permitted area</b>	Has there been a change to the permitted area? <input type="checkbox"/> No – go to <b>Section 7</b> <input type="checkbox"/> Yes – go to <b>Section 6</b>																
<b>Section 6</b> <b>Permitted area details</b>	Number of bars ..... Size of consumption area (metres x metres) ..... ..... How area is defined (i.e. bounds of clubhouse, ropes, barriers) ..... ..... .....																
<b>Section 7</b> <b>Duration of permit</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">           Permit length:  <input type="checkbox"/> 3 month  <input type="checkbox"/> 6 month         </td> <td style="width: 50%;">           How many hours will you be trading per week?  <input type="checkbox"/> Up to 10 hours per week  <input type="checkbox"/> 10–25 hours per week         </td> </tr> </table>	Permit length: <input type="checkbox"/> 3 month <input type="checkbox"/> 6 month	How many hours will you be trading per week? <input type="checkbox"/> Up to 10 hours per week <input type="checkbox"/> 10–25 hours per week														
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<b>Section 8</b> <b>Commencement date</b>	Desired commencement date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <div style="font-size: small; margin-top: 5px;"> <span style="margin-right: 10px;">D D</span> <span style="margin-right: 10px;">M M</span> <span style="margin-right: 10px;">Y Y</span> <span>Y Y</span> </div>																
<b>Section 9</b> <b>Change to trading hours</b>	Will your trading days and hours remain the same as the existing permit? <input type="checkbox"/> No – go to <b>Section 10</b> <input type="checkbox"/> Yes – go to <b>Section 11</b>																
<b>Section 10</b> <b>Trading days and hours</b> Either maximum of: • 10 hrs/wk; or • 25 hrs/wk	Proposed trading days and hours: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 50%; padding: 5px;">Days</th> <th style="width: 50%; padding: 5px;">Hours</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">e.g. Monday</td> <td style="padding: 5px;">6 pm – 8 pm</td> </tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> </tbody> </table>	Days	Hours	e.g. Monday	6 pm – 8 pm												
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<p><b>Section 11</b></p> <p><b>Entertainment details</b></p>	<p>Will you conduct entertainment on the premises?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – please provide details .....</p> <p>.....</p> <p>If it is intended to conduct entertainment, you must attach a report from a qualified sound engineer which analyses the ability of your building to contain the noise. This report will not be required if you have already supplied it with a previous application, or if you have been granted an exemption by OLGR.</p>
<p><b>Section 12</b></p> <p><b>Club constitution changes</b></p>	<p>Has there been any changes to the club's constitution since the last permit was granted?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – <b>please attach a copy of the new constitution</b></p>
<p><b>Section 13</b></p> <p><b>Consent of owner</b></p> <p>Must be signed by owner of freehold land.</p>	<p>As owner of the premises described in this form, or an authorised officer of the owner of the premises, I consent to this application.</p> <p>Name .....</p> <p>Signature.....</p> <p>Date <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p>
<p><b>Section 14</b></p> <p><b>Council endorsement</b></p> <p>To be signed if council is the freehold owner or hours/days or permitted area has changed.</p>	<p>I, ..... of .....</p> <p>received this application on <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p><input type="checkbox"/> I object – please send a written report outlining your reasons</p> <p><input type="checkbox"/> I do not object to this application for a restricted liquor permit</p> <p>Name ..... Position .....</p> <p>Signature..... Date <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p>
<p><b>Section 15</b></p> <p><b>Police endorsement</b></p> <p>You must take this application to the local police station.</p>	<p>I, ..... of ..... station</p> <p>received this application on <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p><input type="checkbox"/> I object – please send a written report outlining your reasons</p> <p><input type="checkbox"/> I do not object to this application for a commercial public regular event permit</p> <p>Name ..... Position .....</p> <p>Signature..... Date <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p>
<p><b>Section 16</b></p> <p><b>Club president/ secretary signature</b></p>	<p>Name.....</p> <p>Signature.....</p> <p>Date <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p>

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## Part C – Lodgement and fee payment

### Payment details

### Lodging applications

Please lodge the completed application, any supporting documentation and fees at OLGR at the address below or any OLGR office at Gold Coast (Southport), Sunshine Coast (Maroochydore), Toowoomba, Wide Bay, Rockhampton, Mackay, Mount Isa, Townsville or Cairns. Call 13 QGOV (13 74 68) for addresses or visit our website [www.olgr.qld.gov.au](http://www.olgr.qld.gov.au)

By mail: Office of Liquor and Gaming Regulation  
Locked Bag 180  
City East Qld 4002

In person: Office of Liquor and Gaming Regulation  
Upper Plaza, 33 Charlotte Street  
Brisbane Qld 4000

### Payment type:

- Money order  
 Cheque – make cheque payable to Office of Liquor and Gaming Regulation  
 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.