

# Guide to applying for renewal of a restricted liquor permit

Office of Liquor and Gaming Regulation

Department of Justice and  
Attorney-General

## Part A – Instructions

### How do I complete this form?

You will need to read this schedule very carefully in order to successfully complete this 'Application for renewal of a restricted liquor permit'. All of the questions are contained in the schedule, and your answers must then be transferred to the form which is at the back of this schedule.

All answers provided in this application must be in English.

A number of questions require you also to attach documents to the application. It is important that you do attach these documents where required, otherwise **the application will be returned to you** and will not be processed.

### What is a restricted liquor permit?

A restricted liquor permit is granted to non-proprietary clubs so that they can sell liquor. The *Liquor Act 1992* defines a non-proprietary club as:

‘an association of persons under whose constitution any income, profits and assets are used only in promotion of its objects, and are not for distribution to its members.’

Under this permit, liquor may only be served for consumption **on the premises** to:

- Members of the club
- Members of a club with formal reciprocal rights
- A guest of a member in the member's company
- A guest of a reciprocal member in the member's company

### No sales of take away liquor are permitted at any time to anyone.

A register of all members, and a register of all guests and reciprocal members (commonly referred to as a visitors register) must be maintained on the premises, and be available for inspection at any time by a licensing officer.

### How long will the application take?

This application is required by law to be lodged at least 21 days before the first date on which your club wishes to commence trading. 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.

If you should commence trading prior to the permit, or a renewal of the permit, being approved, you may be charged with unlicensed trading under Section 169 of the *Liquor Act 1992*, and your club could face a fine of up to \$18 750.

<p><b>Section 3</b></p> <p><b>Contact person details</b></p>	<p><b>Who is the contact person for this application?</b></p> <p>The club must have a:</p> <ul style="list-style-type: none"> <li>• contact person for the Office of Liquor and Gaming Regulation (OLGR) during the application process and for the duration of the permit</li> </ul>
<p><b>Section 9</b></p> <p><b>Change to trading hours</b></p>	<p><b>Do you want the same trading days and hours shown on your most recent previous permit?</b></p> <p>Check the permit that you have. You may keep the same trading hours shown there or you may nominate different trading hours more suitable to your club's needs.</p> <p><b>Directions:</b></p> <ul style="list-style-type: none"> <li>• If you wish to change the trading hours shown on your previous permit, tick 'No' at Section 10 and go straight to <b>Section 11</b></li> <li>• If you wish to keep the same hours shown on your previous permit, tick 'Yes' at Section 10 and go straight to <b>Section 12</b></li> </ul>
<p><b>Section 10</b></p> <p><b>Trading days and hours</b></p>	<p>You may apply for a maximum of either 10 or 25 hours per week (different application fees will apply).</p>
<p><b>Section 11</b></p> <p><b>Entertainment details</b></p>	<p><b>Is entertainment to be provided?</b></p> <p>If entertainment is to be provided, OLGR must know the type of entertainment, and whether or not the premises is able to contain the noise that will result from the entertainment. The majority of complaints lodged with OLGR against licensed premises and premises subject to permits is in relation to noise.</p> <p><b>Directions:</b></p> <ul style="list-style-type: none"> <li>• If it is not intended to conduct entertainment, tick 'No' at Section 12 and go straight to <b>Section 13</b></li> <li>• 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 <ul style="list-style-type: none"> <li>• If you have a sound report, tick 'Yes' and attach a copy of it to this application, write 'report' in the space provided at Section 12, and <b>go straight to Section 13</b></li> <li>• If you have previously supplied an acceptable sound report, tick 'Yes' and write 'previous' in the space provided at Section 12, and <b>go straight to Section 13</b></li> <li>• If you have been exempted by OLGR from supplying a sound report, attach a copy of the advice from OLGR to this application, tick 'Yes' and write 'exempt' in the space provided at Section 12, and <b>go straight to Section 13</b></li> </ul> </li> <li>• If it is intended to conduct entertainment, and you do not have a sound report from a qualified sound engineer, or an exemption from supplying one, <b>do not proceed with this application until a sound report is available and attached</b></li> </ul>

<p><b>Section 13</b> <b>Consent of owner</b></p>	<p><b>Consent of the owner of the premises.</b></p> <p>If your club does not own the premises from which you are intending to sell the liquor (i.e. if you are leasing it) then the consent of the owner to the application is required and must be completed at <b>Section 14</b>.</p> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• If the club is leasing the premises/ground from the local authority, then the appropriate officer from the local authority will need to sign the form at <b>Section 14</b></li> <li>• If the club is leasing the premises/ground from the Department of Environment and Natural Resource Management (DERM), you will need to attach DERM's written consent, and write 'DERM' at <b>Section 14</b></li> <li>• If the club is leasing the premises/ground from another club or a company, then an appropriate officer from that other club or company will need to sign the form at <b>Section 14</b></li> <li>• If the club owns the freehold of the premises/ground, write 'under club ownership' at <b>Section 14</b></li> </ul>
<p><b>Section 15</b> <b>Police endorsement</b></p>	<p>You must take the application to the local police station for comment.</p>
<p><b>Lodgement details</b></p>	<p>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 <a href="http://www.olgr.qld.gov.au">www.olgr.qld.gov.au</a></p> <p>By mail: Locked Bag 180, City East Qld 4002</p> <p>In person: Office of Liquor and Gaming Regulation, Level 4, 33 Charlotte Street, Brisbane Qld 4000 or your nearest regional office</p>