

APPLICATION FOR TEMPORARY CHANGE IN LICENSED AREA

PLEASE NOTE: Section 5 of the Liquor Regulation 2002 provides that this application MUST be lodged 21 days in advance. Applications that are not lodged 21 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.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.

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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Fees:

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

Part 1 - Common Information (All applicants to complete Part 1)

Section 1 Licensee details

Licensee (as shown on licence document)

.....

Section 2 Premises details

Name of premises

Situated address of premises

Locality/Suburb State Postcode

Postal address of premises

Locality/Suburb State Postcode

Phone Fax

Mobile Email

Section 3 Liquor licence number

Liquor licence number (as shown on licence document)

Section 4 Application details	<p>What are you applying for?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">APPLICATION TYPE</th> <th style="width: 10%;">PLEASE TICK</th> <th style="width: 40%;"></th> </tr> </thead> <tbody> <tr> <td>Temporary Increase in Licensed Area</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>You will also need to complete Part 2 of this application form.</td> </tr> <tr> <td>Temporary Decrease in Licensed Area</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>You will also need to complete Part 3 of this application form.</td> </tr> </tbody> </table>	APPLICATION TYPE	PLEASE TICK		Temporary Increase in Licensed Area	<input type="checkbox"/>	You will also need to complete Part 2 of this application form.	Temporary Decrease in Licensed Area	<input type="checkbox"/>	You will also need to complete Part 3 of this application form.						
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Section 5 Change in licensed area dates	<p>When do you need the change(s) for?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">DAY</th> <th style="width: 40%;">DATE(S)</th> <th style="width: 30%;">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> </tbody> </table>	DAY	DATE(S)	TIME												
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Section 6 Function details	<p>Name/Type of function or event</p> <p>.....</p> <p>.....</p>															
Section 7 Adult Entertainment Permit	<p>Are the premises subject to an Adult Entertainment Permit?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – What is the permit number?</p>															
Section 8 Plan of area to be included/excluded	<p>You must attach a sketch layout plan showing the area to be included/excluded in relation to your usual licensed area.</p> <p>Is this plan attached?</p> <p><input type="checkbox"/> No – Do not proceed with this application until the plan is attached.</p> <p><input type="checkbox"/> Yes</p>															
Section 9 Signature of licensee	<p>Name</p> <p>Signature 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"/></p> <p style="text-align: center; font-size: small;">D D / M M / Y Y Y Y</p>															
Lodgement details	<p>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.</p> <p>By mail: Locked Bag 180, City East Q 4002</p> <p>In person: Office of Liquor, Gaming and Racing, Level 4, 33 Charlotte Street, Brisbane Qld 4000 or your nearest regional office</p>															

Part 2 – Temporary Increase in Licensed Area

(Only complete this section if you are applying to temporarily increase your licensed area)

Section 10 Proposed increased area(s) details	Describe the proposed increased area(s) to be included in the licensed area on a temporary basis: Nature of the area (eg car park, street, footpath, park) Number of bar serveries Size of adjoining consumption area (metres x metres) How the area is to be defined (eg rope, temporary fencing) Position of proposed area in relation to current licensed area (must be adjoining current licensed area)
Section 11 Entertainment details	Will the function or event involve entertainment? <input type="checkbox"/> No <input type="checkbox"/> Yes – Give details of the type(s) of entertainment
Section 12 Function/event attendance	What is the estimated attendance at the function or event?
Section 13 Security	Number of security to be provided.....
Section 14 Liquor served	How is it intended that liquor be served? <input type="checkbox"/> Cans <input type="checkbox"/> Bottles <input type="checkbox"/> Disposable cups <input type="checkbox"/> Glasses – Give details of glass washing facilities
Section 15 Subsidiary On-Premises licence	Are the premises subject to a Subsidiary On-Premises Licence with the principal activity of the provision of meals? <input type="checkbox"/> No <input type="checkbox"/> Yes – You must attach a copy of the menu that will be available in the proposed area.

<p>Section 16 Increased area details</p>	<p>Is the proposed area a part of the existing land or building over which the licensee already has control (eg. a currently unlicensed function room or carpark)?</p> <p><input type="checkbox"/> No – Go to Section 17</p> <p><input type="checkbox"/> Yes – Go to Section 18</p>
<p>Section 17 Additional area controlled by local council</p>	<p>Is the proposed additional area a public place, such as a park, or an area controlled by your local council?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – You must obtain the endorsement of the local authority at Section 19</p>
<p>Section 18 Owner's consent</p> <p>To be signed by the current owner of freehold land and/or the owner of any increased licensed areas</p>	<p>I, of</p> <p>received this application on <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p><input type="checkbox"/> I object – Please send a written report outlining your reasons</p> <p><input type="checkbox"/> I do not object</p> <p>to this application for a temporary change in licensed area.</p> <p>Name</p> <p>Signature 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"/></p>
<p>Section 19 Council consent to temporarily increase licensed area</p> <p>(Not required for temporary decreases in licensed area)</p> <p>Council consent is only required if you ticked Yes at Section 17</p>	<p>I, of</p> <p>received this application on <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p><input type="checkbox"/> I object – Please send a written report outlining your reasons</p> <p><input type="checkbox"/> I do not object</p> <p>to this application for a temporary change in licensed area.</p> <p>Name Position</p> <p>Signature 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"/></p>
<p>Section 20 Police consent to temporarily increase licensed area</p> <p>(Not required for temporary decreases in licensed area)</p>	<p>I, of</p> <p>received this application on <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p><input type="checkbox"/> I object – Please send a written report outlining your reasons</p> <p><input type="checkbox"/> I do not object</p> <p>to this application for a temporary change in licensed area.</p> <p>Name Position</p> <p>Signature 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"/></p>

Part 3 – Temporary Decrease in Licensed Area

(Only complete this section if you are applying to temporarily decrease your licensed area)

Section 10
Area(s) to
decrease

What area(s) do you want to decrease?.....
.....
.....
.....

Section 11
Another
licence/permit
approval

Will the decreased licensed area be subject to another licence/permit approval?

No
 Yes – Please provide details
.....
.....

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.