

Application for temporary change in licensed area

Office of Liquor and Gaming Regulation

Department of Justice and Attorney-General

<div style="border: 1px solid black; border-radius: 15px; padding: 5px;"> <p>Office use only</p> <p>Date received _____</p> <p>Receipt no. _____</p> <p>Amount received _____</p> </div> <p>Fees: To find out the current application fee go to www.olgr.qld.gov.au</p>	<p>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 and Gaming Regulation (OLGR) on 13 QGOV (13 74 68).</p> <p>Privacy statement – please read OLGR is collecting the information on this form to assess your application for a temporary change in licensed area. 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>Warning 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 as provided by section 5 of the Liquor Regulation 2002. Applications not lodged 21 days in advance will not be processed.

Part B – Details (all applicants to complete)

Section 1 Licensee details	Licensee (as shown on licence document)									
Section 2 Premises details	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									
Section 3 Liquor licence no.	Liquor licence no. (as shown on licence document)									
Section 4 Application details	What are you applying for? <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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<p>Section 5</p> <p>Change in licensed area dates</p>	<p>When do you need the change/s for?</p> <table border="1" data-bbox="371 174 1481 380"> <thead> <tr> <th data-bbox="371 174 742 219">Day</th> <th data-bbox="742 174 1109 219">Date/s</th> <th data-bbox="1109 174 1481 219">Time</th> </tr> </thead> <tbody> <tr> <td data-bbox="371 219 742 264"></td> <td data-bbox="742 219 1109 264"></td> <td data-bbox="1109 219 1481 264"></td> </tr> <tr> <td data-bbox="371 264 742 309"></td> <td data-bbox="742 264 1109 309"></td> <td data-bbox="1109 264 1481 309"></td> </tr> <tr> <td data-bbox="371 309 742 353"></td> <td data-bbox="742 309 1109 353"></td> <td data-bbox="1109 309 1481 353"></td> </tr> <tr> <td data-bbox="371 353 742 380"></td> <td data-bbox="742 353 1109 380"></td> <td data-bbox="1109 353 1481 380"></td> </tr> </tbody> </table>	Day	Date/s	Time												
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<p>Section 6</p> <p>Function details</p>	<p>Name/type of function or event</p> <p>.....</p> <p>.....</p>															
<p>Section 7</p> <p>Adult entertainment permit</p>	<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 no.?.....</p>															
<p>Section 8</p> <p>Plan of area to be included/excluded</p>	<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>															
<p>Section 9</p> <p>Signature of licensee</p>	<p>Name</p> <p>Signature.....</p> <p>Date <input type="checkbox"/>_D <input type="checkbox"/>_D / <input type="checkbox"/>_M <input type="checkbox"/>_M / <input type="checkbox"/>_Y <input type="checkbox"/>_Y <input type="checkbox"/>_Y <input type="checkbox"/>_Y</p>															

Part C – Temporary increase in licensed area

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

<p>Section 10 Proposed increased area/s details</p>	<p>Describe the proposed increased area/s to be included in the licensed area on a temporary basis..... Nature of the area (e.g. car park, street, footpath, park)..... Number of bar serveries..... Size of adjoining consumption area (metres x metres) How the area is to be defined (e.g. rope, temporary fencing) Position of proposed area in relation to current licensed area (must be adjoining current licensed area)</p>
<p>Section 11 Entertainment details</p>	<p>Will the function or event involve entertainment? <input type="checkbox"/> No <input type="checkbox"/> Yes – give details of the type/s of entertainment..... </p>
<p>Section 12 Function/event attendance</p>	<p>What is the estimated attendance at the function or event? </p>
<p>Section 13 Security</p>	<p>Number of security to be provided</p>
<p>Section 14 Liquor served</p>	<p>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</p>
<p>Section 15 Subsidiary on-premises licence</p>	<p>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>

<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 (e.g. 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 To be signed by the current owner of freehold land and/or the owner of any increased licensed areas.</p>	<p>I, of station 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 temporary change in licensed area</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>Section 19 Council consent to temporarily increase licensed area (Not required for temporary decreases in licensed area) Council consent is only required if you ticked 'Yes' at Section 17.</p>	<p>I, of station 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 temporary change in licensed area</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>Section 20 Police consent to temporarily increase licensed area (Not required for temporary decreases in licensed area)</p>	<p>I, of station 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 temporary change in licensed area</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>

Part D – temporary decrease in licensed area

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

Section 21

Area/s to decrease

What area/s do you want to decrease?
.....
.....
.....

Section 22

**Another licence/
permit approval**

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

- No
- Yes – please provide details
.....
.....

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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

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.