

## APPLICATION FOR CATERING ENDORSEMENT ON LICENCE

**This form should be completed by licensees seeking a catering away endorsement on their licence. If you are seeking a variation of your existing licence condition on a permanent basis you need to complete *Form 19 – Application for variation of existing licence condition (on a permanent 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.

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](http://www.olgr.qld.gov.au)

### Section 1 Licensee details

Licensee (as shown on licence document) .....

### Section 2 Liquor licence number

Liquor licence number (as shown on licence document) .....

### Section 3 Premises details

Name of premises .....

Address of premises.....

Locality/Suburb ..... State  Postcode

### Section 4 Daytime contact details

Phone ..... Fax .....

Mobile..... Email .....

**Section 5  
Catering away  
endorsement  
details**

Note: If you hold a commercial special facility licence or a community licence you are not eligible to apply for this authority. Please contact the Office of Liquor, Gaming and Racing if you wish to discuss further.

A catering away endorsement allows you to cater away from the licensed premises at private functions organised by people other than the licensee. If you wish to cater for public events, you will require a further commercial public event permit.

What types of functions do you intend to cater for? (eg. weddings, 21st birthdays, corporate luncheons etc)

.....  
.....  
.....  
.....

**Section 6  
Commercial  
Hotel  
Licence**

Does this application relate to a Commercial Hotel Licence?

- No – **Go to Section 7**  
 Yes – **Go to Section 8**

**Section 7  
Sample menu**

Catering at functions away from your premises must be in conjunction with the provision of substantial food. Please attach a sample menu, showing the types of food you intend to supply at these functions.

Is this sample menu attached?

- No – This application cannot be finalised until a sample menu is lodged  
 Yes – **Go to Section 8**

**Section 8  
Signature of  
licensee**

I acknowledge that –

- All questions have been answered;  
 A sample menu is attached (if applicable);  
 My lodgement of this application is not a guarantee that the application will be successful.

Name .....

Signature .....

Date   /   /

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.***