

Application for a liquor licence

Office of Liquor and Gaming Regulation

Department of Justice and
Attorney-General

Office use only

Date received _____

Receipt no. _____

Amount received _____

Fees:

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

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).

Privacy statement – please read

OLGR is collecting the information on this form to assess your application for a liquor licence. This information is authorised by section 105 of the *Liquor Act 1992*. This information will only be accessed by authorised employees within the department. A copy of your application may be given to Queensland Police Service and the relevant local council. Business information is placed on a register that may be inspected by the public, authorised by section 43 of the *Liquor Act 1992*. Your information will not be disclosed to any other parties unless authorised or required by law.

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.

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Part A – Requirements

Minimum requirements for lodging applications

One of the most time consuming elements of the application process involves OLGR officers chasing up information from incomplete applications. In order to remove the need to clarify issues and follow up on incomplete applications prior to advertising, OLGR has set some guidelines for the minimum requirements for applications.

Applications will not be accepted by OLGR unless they contain certain minimum requirements. Applications will be **returned** to the applicant or their solicitor/consultant if the minimum requirements are not lodged with the application. This includes the completion of all relevant questions on the application forms.

Requirements for applications need to be adhered to under section 105 of the Act and Regulation 4.

Minimum requirements for new licences checklist (Generic – i.e. required for all licence applications)

- Completed application form
- Completed **Form 5** 'Personal details schedule' for each person involved
- Prescribed application fee (refer to page 23 of this form)
- Layout plan of the entire premises (scale 1:100). Please ensure that all facilities such as toilets, kitchen fixtures, bars and seating layout etc. are marked on the plan. Photographs may also be provided. If the toilets are not located within the main premises, a separate plan will be required showing the location of the toilets in relation to the premises. Toilet facilities must comply with Guideline 26 (available from OLGR or www.olgr.qld.gov.au)
- A plan or sketch showing the location of the premises in relation to adjacent buildings and the nearest residential premises
- Evidence (obtained from your local council) that your intended use of the site as licensed premises is permitted under the relevant town plan. Not applicable to premises not based on land (e.g. motor vessel)
- Certificate of title (or current title search) issued by the Department of Environment and Resource Management (DERM). Not applicable to premises not based on land (e.g. motor vessel)
- Registered plan of survey issued by DERM. Not applicable to premises not based on land (e.g. motor vessel)
- A Risk Assessed Management Plan (RAMP) – please refer to Guideline 42

- Either a standard Community Impact Statement (CIS) or full CIS – please refer to Guideline 38
- A full CIS will be mandatory for the following applications:
- Commercial hotel licence
 - Commercial other (subsidiary on-premises) licence (with a principal activity of provision of entertainment)
 - Any other category where entertainment is to be provided after 8 pm where the noise level generated will exceed 90dB(A)
 - Extended trading hours approval for trading after 2 am
- Guidelines 38 (CIS) and 42 (RAMP) can be downloaded from www.olgr.qld.gov.au

Additional minimum requirements

- A typical menu of the meals is required if applying for any of the following:
- Commercial hotel licence
 - Commercial other (subsidiary on-premises) licence (with a principal activity of provision of meals)
 - Commercial special facility licence
 - Commercial other (subsidiary off-premises) licence (caterer’s only)
- For a community club licence or community other licence – constitution (or memorandum and articles of association) and financial statements
- For a subsidiary on-premises licence (with a principal activity of accommodation) – a scale plan showing the typical layout of an accommodation unit
- For premises that also sell petrol: **Form 31** ‘Site assessment – service station/fuel depot’. This form and **Guideline 37** ‘Sale of liquor from premises that also sell petrol’ are available from www.olgr.qld.gov.au

Do not lodge this application unless all mandatory requirements listed above are attached.

Criminal history check

- A criminal history check will be conducted for each new person named on the application form (e.g. licensee, permittee or company director).
- Criminal history checks are not required for applicants who are members of management committees for licensed clubs.

Other documents that may be required

- If the applicant is a corporation, a company extract showing all current directors will be required (this can be obtained from the Australian Securities and Investments Commission)
- Applications for ‘Registrations of an interest in licensed premises’ from all parties with a financial interest in the premises (i.e. freehold owner/s, lessee/s, sub-lessee/s, mortgagee/s etc.). The application fee to register an interest is waived for the proposed licensee.
- A copy of a current health certificate issued by the local authority under the food and hygiene regulations
- A copy of the certificate of classification issued by the local authority or a private certifier
- A copy of the Notification of Compliance issued by the Queensland Fire and Rescue Service in accordance with the Building Fire Safety Regulation 2008 and the *Queensland Fire and Rescue Act 1990*
- It is mandatory for all licensee applicants (unless a corporation), to complete the Responsible Management of Licensed Venues (RMLV) and the Responsible Sale of Alcohol (RSA) training courses. These courses are delivered by private trainers approved by OLGR. For a list of approved trainers go to www.olgr.qld.gov.au (evidence that the training has been successfully completed will be required before the application is finalised)
- For vessels – a copy of the certificate of registration issued by Maritime Safety Queensland

Part B – All applicants to complete

<p>Section 1 Licence type</p>	<p>What type of liquor licence are you applying for?</p> <table border="1"> <thead> <tr> <th data-bbox="373 264 880 340">Licence type</th> <th data-bbox="887 264 986 340">Please tick</th> <th data-bbox="992 264 1474 340"></th> </tr> </thead> <tbody> <tr> <td data-bbox="373 349 880 416">Commercial hotel licence (e.g. hotel, tavern etc.)</td> <td data-bbox="887 349 986 416"></td> <td data-bbox="992 349 1474 416">You will also need to complete Part C of this application form</td> </tr> <tr> <td data-bbox="373 425 880 492">Commercial special facility licence (e.g. casino, airport etc.)</td> <td data-bbox="887 425 986 492"></td> <td data-bbox="992 425 1474 492">You will also need to complete Part G of this application form</td> </tr> <tr> <td data-bbox="373 501 880 568">Commercial other licence</td> <td data-bbox="887 501 986 568"></td> <td data-bbox="992 501 1474 568">Please tick applicable sub-category listed below</td> </tr> <tr> <td data-bbox="373 577 880 676">Subsidiary on-premises licence (e.g. resort, motel, restaurant, privately run sports club, nightclub etc.)</td> <td data-bbox="887 577 986 676"></td> <td data-bbox="992 577 1474 676">You will also need to complete Part D or E of this application form</td> </tr> <tr> <td data-bbox="373 685 880 752">Subsidiary off-premises licence (e.g. caterers, gift basket operators, florists etc.)</td> <td data-bbox="887 685 986 752"></td> <td data-bbox="992 685 1474 752">You will also need to complete Part H of this application form</td> </tr> <tr> <td data-bbox="373 761 880 828">Producer/wholesaler licence (e.g. brewery, liquor wholesaler etc.)</td> <td data-bbox="887 761 986 828"></td> <td data-bbox="992 761 1474 828">You will also need to complete Part F of this application form</td> </tr> <tr> <td data-bbox="373 837 880 904">Industrial canteen licence (e.g. mining sites, remote industrial locations)</td> <td data-bbox="887 837 986 904"></td> <td data-bbox="992 837 1474 904">You will also need to complete Part J of this application form</td> </tr> <tr> <td data-bbox="373 913 880 981">Bar licence (e.g. bar with a maximum of 60 patrons)</td> <td data-bbox="887 913 986 981"></td> <td data-bbox="992 913 1474 981">You will also need to complete Part K of this application form</td> </tr> <tr> <td data-bbox="373 990 880 1088">Community club licence (e.g. non-proprietary clubs including sports clubs, RSL clubs, golf clubs, bowls clubs etc.)</td> <td data-bbox="887 990 986 1088"></td> <td data-bbox="992 990 1474 1088">You will also need to complete Part I of this application form</td> </tr> <tr> <td data-bbox="373 1097 880 1263">Community Other Licence (e.g. Non-proprietary clubs including sporting clubs, RSL Clubs, Golf clubs, Bowls clubs etc. with a maximum of 25 hours trading per week, within ordinary trading hours (10:00am to 12midnight))</td> <td data-bbox="887 1097 986 1263"></td> <td data-bbox="992 1097 1474 1263">You will also need to complete Part I of this application form</td> </tr> </tbody> </table>	Licence type	Please tick		Commercial hotel licence (e.g. hotel, tavern etc.)		You will also need to complete Part C of this application form	Commercial special facility licence (e.g. casino, airport etc.)		You will also need to complete Part G of this application form	Commercial other licence		Please tick applicable sub-category listed below	Subsidiary on-premises licence (e.g. resort, motel, restaurant, privately run sports club, nightclub etc.)		You will also need to complete Part D or E of this application form	Subsidiary off-premises licence (e.g. caterers, gift basket operators, florists etc.)		You will also need to complete Part H of this application form	Producer/wholesaler licence (e.g. brewery, liquor wholesaler etc.)		You will also need to complete Part F of this application form	Industrial canteen licence (e.g. mining sites, remote industrial locations)		You will also need to complete Part J of this application form	Bar licence (e.g. bar with a maximum of 60 patrons)		You will also need to complete Part K of this application form	Community club licence (e.g. non-proprietary clubs including sports clubs, RSL clubs, golf clubs, bowls clubs etc.)		You will also need to complete Part I of this application form	Community Other Licence (e.g. Non-proprietary clubs including sporting clubs, RSL Clubs, Golf clubs, Bowls clubs etc. with a maximum of 25 hours trading per week, within ordinary trading hours (10:00am to 12midnight))		You will also need to complete Part I of this application form
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<p>Section 2 Applicant details</p>	<p>Full name of applicant</p> <p>An application for a licence may be lodged by:</p> <ul style="list-style-type: none"> • Adult individual/s • A corporation • An adult for and on behalf of an unincorporated association <p>ABN</p> <p>Note: 'Personal details schedule' (Form 5) to be completed by persons named in this section.</p>																																	
<p>Section 3 Applicant's tenure details</p>	<p>Please indicate the applicant's tenure in the premises:</p> <p><input type="checkbox"/> Owner of freehold (as shown on certificate of title)</p> <p><input type="checkbox"/> Lessee of premises</p> <p><input type="checkbox"/> Sub-lessee of premises</p> <p><input type="checkbox"/> Other – please specify</p>																																	
<p>Section 4 Applicant status</p>	<p>Is the applicant a corporation?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No – go to Section 8</p>																																	

<p>Section 5 Corporation name details</p>	<p>Has the corporation ever been known by any other name?</p> <p><input type="checkbox"/> Yes – give details (previous names)</p> <p>.....</p> <p>.....</p> <p><input type="checkbox"/> No</p>
<p>Section 6 Corporation details</p>	<p>Has the corporation ever been in liquidation or receivership or involved in insolvency proceedings under the <i>Corporations Act 2001</i>?</p> <p><input type="checkbox"/> No – go to Section 8</p> <p><input type="checkbox"/> Yes – give details</p> <p>Name</p> <p>Company name (if applicable)</p> <p><input type="checkbox"/> Liquidation <input type="checkbox"/> Bankruptcy <input type="checkbox"/> Insolvency <input type="checkbox"/> Other</p> <p>Discharge 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> <p>OLGR will require the following details in order to make a determination pursuant to section 107 of the Act:</p> <p>The sum of the bankruptcy.....</p> <p>The sum which was paid back to the creditors.....</p> <p>The sum which is being borrowed in relation to this application, if any</p> <p>The sum the lease/contract is being purchased at</p>
<p>Section 7</p>	<p>You must attach evidence of the discharge or winding up of each of the matters detailed in Section 6. Is this evidence attached?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No – this application cannot be finalised until evidence is lodged</p>
<p>Section 8 Previous liquor licence details</p>	<p>Has the applicant held a liquor licence within Queensland in the last three years (including currently)?</p> <p><input type="checkbox"/> No – go to Section 9</p> <p><input type="checkbox"/> Yes – give details</p> <p>Licensee name</p> <p>Name of premises</p> <p>Address of premises</p> <p>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"/></p> <p>Liquor licence number.....</p> <p>Type of involvement (e.g. manager)</p> <p>Release 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>

<p>Section 9 Premises details</p>	<p>Trading name of premises (as stated on your certificate of registered business name)</p> <p>Situated address of premises</p> <p>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"/></p> <p>Phone number of premises</p> <p>Postal address of premises</p> <p>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"/></p>
<p>Section 10 Solicitor/agent details</p>	<p>Do you have a solicitor or agent acting on your behalf in this application?</p> <p><input type="checkbox"/> Yes – please provide details of your solicitor or agent below Note: OLGR will only contact your solicitor or agent.</p> <p><input type="checkbox"/> No – please advise your contact details during the course of this application</p> <p>Name.....</p> <p>Postal address.....</p> <p>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"/></p> <p>Phone..... Fax.....</p> <p>Mobile Email.....</p>
<p>Section 11 Licensed area details</p>	<p>Describe the areas of the premises you wish to have licensed (Include any internal areas, relevant floors or buildings, verandahs, courtyards, footpaths, etc. Provide measurements for any outdoor areas)</p> <p>.....</p>
<p>Section 12 Premises completed</p>	<p>Are the premises completed?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No – when will the premises be complete?</p>
<p>Section 13 Entertainment</p>	<p>Is any entertainment to be provided (e.g. solos, duos, bands, jukebox, pianist, piped music, karaoke etc.)?</p> <p><input type="checkbox"/> No – go to Section 15</p> <p><input type="checkbox"/> Yes – give details of the type/s and location of entertainment</p> <p>.....</p>

<p>Section 14 Acoustic details</p>	<p>Does the licensed premises fall within a special entertainment precinct? (currently Fortitude Valley)</p> <p><input type="checkbox"/> Yes – please contact your local council – go to Section 15</p> <p><input type="checkbox"/> No – you must attach an acoustic report by a qualified sound engineer. Is this report attached?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No – this application cannot be finalised until an acoustic report is lodged</p>
<p>Section 15 Land details</p>	<p>Is the premises to be situated on land vested in the Crown? (i.e. Crown Reserve, vacant Crown land or land owned by government-controlled authorities)</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – this application cannot be finalised until the consent of DERM is provided</p>
<p>Section 16 Real property description</p>	<p>Real property description (as recorded on your title search, contract or lease)</p> <p>.....</p>
<p>Section 17 Current liquor licence or permits</p>	<p>Are the premises, or any part of the premises, currently subject to a liquor licence or permit?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – give details (including licence/permit no.)</p> <p>.....</p>
<p>Section 18 Management, sub-letting or franchise arrangement details</p>	<p>Will you have any management, sub-letting or franchise arrangement for any part of the premises?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – give details</p> <p>Name of manager, sub-lessee or franchisee</p> <p>.....</p> <p>Area/s of the premises to be covered by any arrangements</p> <p>.....</p> <p>Note: 'Personal details schedule' (Form 5) to be completed by persons named in this section.</p>
<p>Section 19 Mortgagee or secured creditor details</p>	<p>Will there be any mortgagee or secured creditor in respect of the premises on grant of this application?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – give details</p> <p>Name of mortgagee or creditor.....</p> <p>Address</p> <p>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"/></p>

<p>Section 20</p> <p>Freehold owner's consent</p>	<p>Freehold owner's consent (where the owner, as shown on the title search, is not the applicant, and the premises is not situated on Crown land). All registered owners must sign.</p> <p>Note: evidence of power of attorney must be provided if signing on behalf of an owner.</p> <p>Name..... Name</p> <p>Signature..... Signature</p> <p>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"/> 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>Name..... Name</p> <p>Signature..... Signature</p> <p>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"/> 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 21</p> <p>Advertising</p>	<p>This application must be advertised. Details will be supplied by OLGR. You may wish to apply to have this advertising waived if you can prove that special circumstances exist.</p> <p>If it is your intention to have advertising waived, a written request is required to be submitted detailing why special circumstances exist that don't require advertising in relation to amenity or disturbance to residents or businesses in the locality.</p> <p>Do you wish to have advertising waived?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – you must attach a submission in this regard</p>
<p>Section 22</p> <p>Signature of applicant</p> <p>(as named in Section 2)</p> <p>If the applicant is a company, at least one director must sign.</p> <p>If the applicant is a partnership, all partners must sign.</p>	<p>I acknowledge:</p> <ol style="list-style-type: none"> All questions have been answered All attachments have been included The lodgement of this application is not a guarantee the application will be successful <p>Name..... Name</p> <p>Signature..... Signature</p> <p>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"/> 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>Name..... Name</p> <p>Signature..... Signature</p> <p>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"/> 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 C – Commercial hotel licences

(Only complete this section if you are applying for a commercial hotel licence)

<p>Section 23 Services provided</p>	<p>Does the premises have a full commercial kitchen?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Which of the following services will you provide?</p> <p>Function room? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Restaurant/bistro? <input type="checkbox"/> Yes <input type="checkbox"/> No (If you do not provide this facility it is not necessary for you to answer Section 26)</p> <p>Self-contained accommodation of at least three rooms for letting to travellers? <input type="checkbox"/> Yes <input type="checkbox"/> No (If you do not provide this facility it is not necessary for you to answer Sections 28, 29 and 30)</p>																
<p>Section 24 Footpath dining</p>	<p>Do you intend to have footpath dining?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – you must lodge a copy of your footpath dining permit and conditions before this application is finalised</p>																
<p>Section 25 Trading hours</p>	<p>Do you intend to trade the standard hours? (Standard trading hours for a commercial hotel licence are 10 am to 12 midnight, Monday to Sunday)</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, wish to trade longer hours – you must also lodge Form 9 ‘Application for approved extended trading hours’</p> <p><input type="checkbox"/> No, wish to trade shorter hours – please specify</p> <table border="1" data-bbox="371 1128 1466 1518"> <thead> <tr> <th>Days</th> <th>Intended trading hours</th> </tr> </thead> <tbody> <tr><td>Monday</td><td></td></tr> <tr><td>Tuesday</td><td></td></tr> <tr><td>Wednesday</td><td></td></tr> <tr><td>Thursday</td><td></td></tr> <tr><td>Friday</td><td></td></tr> <tr><td>Saturday</td><td></td></tr> <tr><td>Sunday</td><td></td></tr> </tbody> </table> <p>Note: conditions apply to licences for trading after 1 am. Please refer to fact sheets available on the OLGR website.</p>	Days	Intended trading hours	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
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Saturday																	
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<p>Section 26 Seating capacity</p>	<p>Please state the proposed seating capacity of your dining area/s</p> <p>.....</p> <p>.....</p>																
<p>Section 27 Toilet facilities</p>	<p>Are patrons toilets provided within the proposed licensed premises?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No – you cannot proceed with this application as patron toilets must be provided within the proposed licensed premises for commercial hotel licences</p>																

<p>Section 28 Strata titled</p>	<p>Are the units strata titled?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes –</p> <ul style="list-style-type: none"> • Written consent to this application will be required from each individual owner • Body corporate consent is acceptable in lieu of the above provided there is a clause in the body corporate agreement specifically relating to the liquor licence. A copy of the body corporate agreement containing the clause should be provided with body corporate consent
<p>Section 29 Units excluded from licence</p>	<p>Are there any units to be excluded from the licence?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – give details of the units to be excluded</p> <p>.....</p>
<p>Section 30</p>	<p>Will the proposed licensee have control over the entire premises?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No – control over the entire premises is required for a commercial hotel licence to be granted. Where there is separation of control over areas of the premises, separate liquor licences will be required. A licensee cannot enter into a franchise agreement or management arrangement for another party to have tenure over part of the premises</p>
	<p>Additional privileges for commercial hotel licences</p> <p>The chief executive may also give approval to cater for functions away from the premises, where the licensee is supplying catering services</p> <p>(Note: catering for public functions will require a separate permit). A separate application is required.</p>

Part D – Subsidiary on-premises licences

(with a principal activity of accommodation)

(Only complete this section if you are applying for a subsidiary on-premises Licence)

<p>Section 23 Dining</p>	<p>Do you intend to offer dining facilities?</p> <p><input type="checkbox"/> No – go to Section 28</p> <p><input type="checkbox"/> Yes</p>																
<p>Section 24 Dining facilities</p>	<p>Will the dining facilities be open to the general public or residents and guests only?</p> <p><input type="checkbox"/> Residents and guests only</p> <p><input type="checkbox"/> Open to the general public</p>																
<p>Section 25 Seating capacity</p>	<p>Please state the proposed seating capacity of your dining area/s</p> <p>.....</p> <p>.....</p>																
<p>Section 26 Toilet facilities</p>	<p>Please state the proposed seating capacity of your dining area/s</p> <p>Are patron toilets provided within the proposed dining area?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No – a plan is required showing the location and distance of patron toilets from the proposed licensed premises. OLGR guidelines require that if toilets are not provided within the premises, they must be accessible without leaving the property, and within 50 metres of travel from the entrance to the dining or bar area. Where access is gained external to the building, the route must provide covered overhead protection and adequate lighting for the safety of patrons. Each case will be considered on its own merit</p>																
<p>Section 27 Footpath dining</p>	<p>Do you intend to have footpath dining?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – you must lodge a copy of your footpath dining permit and conditions before this application is finalised</p>																
<p>Section 28 Trading hours</p>	<p>Do you intend to trade the standard hours?</p> <p>(Standard trading hours for a subsidiary on-premises licence are 10 am to 12 midnight, Monday to Sunday. Liquor may also be supplied to residents and their guests 24 hours per day, in rooms/units only)</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, wish to trade longer hours – you must lodge Form 9 ‘Application for approved extended trading hours’</p> <p><input type="checkbox"/> No, wish to trade shorter hours – please specify</p> <table border="1" data-bbox="371 1617 1468 2004"> <thead> <tr> <th>Days</th> <th>Intended trading hours</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td></td> </tr> <tr> <td>Tuesday</td> <td></td> </tr> <tr> <td>Wednesday</td> <td></td> </tr> <tr> <td>Thursday</td> <td></td> </tr> <tr> <td>Friday</td> <td></td> </tr> <tr> <td>Saturday</td> <td></td> </tr> <tr> <td>Sunday</td> <td></td> </tr> </tbody> </table> <p>Note: conditions apply to licences for trading after 1 am. Please refer to fact sheets available on the OLGR website.</p>	Days	Intended trading hours	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
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Tuesday																	
Wednesday																	
Thursday																	
Friday																	
Saturday																	
Sunday																	

<p>Section 29 Strata titled</p>	<p>Are the units strata titled?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – written consent to this application will be required from each individual owner or alternatively, written consent from the body corporate to this application together with a copy of the agreement specifically showing that the body corporate can provide consent on behalf of each unit owner concerning the consumption of liquor on the subject unit</p>
<p>Section 30 Units excluded from licence</p>	<p>Are there any units to be excluded from the licence?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – give details of the units to be excluded</p> <p>.....</p>
<p>Section 31</p>	<p>Will the proposed licensee have control over the entire premises?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No – control over the entire premises is required for a subsidiary on-premises licence to be granted. Where there is separation of control over dining and accommodation facilities, separate liquor licences will be required. A licensee cannot enter into a franchise agreement or management arrangement for another party to have tenure over part of the premises</p>
	<p>Additional privileges for subsidiary on-premises licences</p> <p>The chief executive may also approve any of the following privileges for a subsidiary on-premises licence. Separate applications are required in each instance:</p> <ul style="list-style-type: none"> • Approval to cater for functions away from the premises, where the licensee is supplying catering services, including food (Note: catering for public functions will require a separate permit) • Approval to serve liquor to guests attending a function on the premises, such as a convention or cocktail party

Part E – Subsidiary on-premises licence

(other than for providing accommodation)

(Only complete this section if you are applying for a subsidiary on-premises licence)

<p>Section 23</p> <p>Principal activity of your business</p>	<p>What is the principal activity of your business?</p> <table border="1"> <thead> <tr> <th data-bbox="371 338 884 405">Principal activity</th> <th data-bbox="884 338 991 405">Please tick</th> <th data-bbox="991 338 1481 405"></th> </tr> </thead> <tbody> <tr> <td data-bbox="371 405 884 479">Provision of meals prepared and served to be eaten on the premises</td> <td data-bbox="884 405 991 479"></td> <td data-bbox="991 405 1481 479"></td> </tr> <tr> <td data-bbox="371 479 884 528">Entertainment</td> <td data-bbox="884 479 991 528"></td> <td data-bbox="991 479 1481 528"></td> </tr> <tr> <td data-bbox="371 528 884 577">Functions</td> <td data-bbox="884 528 991 577"></td> <td data-bbox="991 528 1481 577"></td> </tr> <tr> <td data-bbox="371 577 884 627">Carrying passengers commercially</td> <td data-bbox="884 577 991 627"></td> <td data-bbox="991 577 1481 627"></td> </tr> <tr> <td data-bbox="371 627 884 701">Sporting, cultural, theatrical or cinematographic presentations</td> <td data-bbox="884 627 991 701"></td> <td data-bbox="991 627 1481 701"></td> </tr> <tr> <td data-bbox="371 701 884 750">Tourist attraction</td> <td data-bbox="884 701 991 750"></td> <td data-bbox="991 701 1481 750"></td> </tr> <tr> <td data-bbox="371 750 884 824">Training or educational programs relating to preparation and service of food and beverage</td> <td data-bbox="884 750 991 824"></td> <td data-bbox="991 750 1481 824"></td> </tr> <tr> <td data-bbox="371 824 884 1032">Other activity</td> <td data-bbox="884 824 991 1032"></td> <td data-bbox="991 824 1481 1032">Please specify activities</td> </tr> </tbody> </table>	Principal activity	Please tick		Provision of meals prepared and served to be eaten on the premises			Entertainment			Functions			Carrying passengers commercially			Sporting, cultural, theatrical or cinematographic presentations			Tourist attraction			Training or educational programs relating to preparation and service of food and beverage			Other activity		Please specify activities
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Other activity		Please specify activities																										
<p>Section 24</p> <p>Footpath dining</p>	<p>Do you intend to have footpath dining?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – you must lodge a copy of your footpath dining permit and conditions before this application is finalised</p>																											
<p>Section 25</p> <p>Patron toilet facilities</p>	<p>Are patron toilets provided within the proposed dining area?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No – a plan is required showing the location and distance of patron toilets from the proposed licensed premises. OLGR guidelines require that if toilets are not provided within the premises, they must be accessible without leaving the property, and within 50 metres of travel from the entrance to the dining or bar area. Where access is gained external to the building, the route must provide covered overhead protection and adequate lighting for the safety of patrons. Each case will be considered on its own merit</p>																											
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<p>Section 26 Trading hours</p>	<p>Do you intend to trade the standard hours? (Standard hours for subsidiary on-premises licences are 10 am to 12 midnight, Monday to Sunday)</p> <p><input type="checkbox"/> Yes – intend to trade the standard hours</p> <p><input type="checkbox"/> No, wish to trade longer hours – you must lodge a Form 9 ‘Application for extended trading hours approval’</p> <p><input type="checkbox"/> No, wish to trade shorter hours – please specify</p> <table border="1" data-bbox="371 371 1469 761"> <thead> <tr> <th>Days</th> <th>Intended trading hours</th> </tr> </thead> <tbody> <tr><td>Monday</td><td></td></tr> <tr><td>Tuesday</td><td></td></tr> <tr><td>Wednesday</td><td></td></tr> <tr><td>Thursday</td><td></td></tr> <tr><td>Friday</td><td></td></tr> <tr><td>Saturday</td><td></td></tr> <tr><td>Sunday</td><td></td></tr> </tbody> </table> <p>Note: conditions apply to licences for trading after 1 am. Please refer to fact sheets available on the OLGR website.</p>	Days	Intended trading hours	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
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Saturday																	
Sunday																	
<p>Section 27 Subsidiary on-premises licence details (with a principal activity of providing meals)</p>	<p>Are you applying for a subsidiary on-premises licence that will provide meals?</p> <p><input type="checkbox"/> No – go to Section 29</p> <p><input type="checkbox"/> Yes – you must provide details of:</p> <p>Number of staff employed at the premises</p> <p>Which of these staff are kitchen staff</p> <p>The duties and approximate hours worked per week for each member of the kitchen staff</p> <p>.....</p> <p>.....</p> <p>.....</p>																
<p>Section 28 Proposed seating capacity</p>	<p>Please state the proposed seating capacity of your dining area/s:</p> <p><input type="checkbox"/> Indoors</p> <p><input type="checkbox"/> Outdoors</p>																
<p>Section 29 Vehicle, boat or aircraft details</p>	<p>Is the application in respect of a vehicle, boat or aircraft?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – you must provide evidence of the registration of the vehicle, boat or aircraft before this application is finalised</p>																

Part F – Producer/wholesaler licence

(Only complete this section if you are applying for a producer/wholesaler licence)

Section 23 Office and warehouse location	Are your office and warehouse facilities situated at the same address/location? <input type="checkbox"/> Yes – go to Section 25 <input type="checkbox"/> No – please note that zoning evidence, certificate of title (or current title search), registered plan of survey, layout plan and location plan must be lodged for both sites
Section 24 Address of office and warehouse sites	Please give full address details for both sites: Office address..... Locality/suburbState <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Warehouse address Locality/suburbState <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Section 25 Producer of liquor details	Are you a producer of liquor? <input type="checkbox"/> No, wholesaler only – it is not necessary for you to answer Sections 26 and 27 <input type="checkbox"/> Yes
Section 26 Dining room facilities	Will you have a dining room where meals will be available? <input type="checkbox"/> No – you do not need to answer Section 27 <input type="checkbox"/> Yes
Section 27 Patron toilet facilities	Are patron toilets provided within the proposed licensed premises? <input type="checkbox"/> Yes <input type="checkbox"/> No – a plan is required showing the location and distance of patron toilets from the proposed licensed premises. OLGR guidelines require that if toilets are not provided within the premises, they must be accessible without leaving the property, and within 50 metres of travel from the entrance to the dining or bar area. Where access is gained external to the building, the route must provide covered overhead protection and adequate lighting for the safety of patrons. Each case will be considered on its own merit

Part G – Commercial special facility licence

(Only complete this section if you are applying for a commercial special facility licence)

<p>Section 23 Principal activity of business</p>	<p>What is the principal activity of the business? (e.g. casino, airport, convention centre etc.)</p> <p>.....</p> <p>.....</p>																
<p>Section 24 Trading hours (please refer to attachment for additional information for this section)</p>	<p>What trading hours do you intend to trade? Standard trading hours are 10 am to 12 midnight, Monday to Sunday Standard trading hours for casinos and airports with approval is 5 am to 12 midnight, Monday to Sunday</p> <table border="1" data-bbox="371 504 1465 891"> <thead> <tr> <th>Days</th> <th>Intended trading hours</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td></td> </tr> <tr> <td>Tuesday</td> <td></td> </tr> <tr> <td>Wednesday</td> <td></td> </tr> <tr> <td>Thursday</td> <td></td> </tr> <tr> <td>Friday</td> <td></td> </tr> <tr> <td>Saturday</td> <td></td> </tr> <tr> <td>Sunday</td> <td></td> </tr> </tbody> </table> <p>Note: conditions apply to licences for trading after 1 am. Please refer to fact sheets available on the OLGR website.</p>	Days	Intended trading hours	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
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Sunday																	
<p>Section 25 Proposed liquor service points</p>	<p>Please advise the number and location of the proposed liquor service points throughout the premises</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>																
<p>Section 25 Proposed liquor service points</p>	<p>Do you intend to have footpath dining?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – you must lodge a copy of your footpath dining permit and conditions before this application is finalised</p>																
<p>Section 26 Footpath dining</p>	<p>Are patron toilets provided within the proposed licensed premises?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No – a plan is required showing the location and distance of patron toilets from the proposed licensed premises. OLGR guidelines require that if toilets are not provided within the premises, they must be accessible without leaving the property, and within 50 metres of travel from the entrance to the dining or bar area. Where access is gained external to the building, the route must provide covered overhead protection and adequate lighting for the safety of patrons. Each case will be considered on its own merit</p>																
<p>Section 27 Patron toilet facilities</p>	<p>Will the proposed licensed premises include accommodation facilities?</p> <p><input type="checkbox"/> No – it is not necessary for you to answer Sections 29 and 30</p> <p><input type="checkbox"/> Yes</p>																
<p>Section 28 Accommodation facilities</p>	<p>Will the proposed licensed premises include accommodation facilities?</p> <p><input type="checkbox"/> No – it is not necessary for you to answer Sections 29 and 30</p> <p><input type="checkbox"/> Yes</p>																

<p>Section 29 Strata titled</p>	<p>Are the units strata titled?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – written consent to this application will be required from each individual owner or alternatively, written consent from the body corporate to this application</p>
<p>Section 30 Units excluded from licence</p>	<p>Are there any units to be excluded from the licence?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – give details of the units to be excluded</p> <p>.....</p>
<p>Section 31</p>	<p>Will the licensee let or sub-let, or enter into a franchise or management agreement for any part of the premises?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – approval must be obtained prior letting or sub-letting or entering into a franchise or management agreement for any part of the licensed premises. The following documentation will be required in this regard:</p> <ul style="list-style-type: none"> • Prescribed application fee • A copy of the lease/sublease/franchise or management agreement document. This document must include the following clauses: <ul style="list-style-type: none"> ◦ The lessees/sub-lessees/manager will at all times during the term of the agreement strictly observe and comply with all requirements of the <i>Liquor Act 1992</i> and ensure that all staff under its control comply with such requirements ◦ Notwithstanding any other provisions of this agreement, the licensee acknowledges its continuing obligations under the <i>Liquor Act 1992</i> as the licensee of the premises • Form 5 ‘Personal details schedule’ for each person involved • A copy of a current company extract (if applicable) in respect of the proposed sub-lessee or manager

Part H – Subsidiary off-premises licence

(Only complete this section if you are applying for a subsidiary off-premises licence)

Section 23 Principal activity of business

A subsidiary off-premises licence may only be granted for a business where the sale of liquor is not the principal activity of the business, but rather an ancillary feature which, in the chief executive's opinion, complements the nature of the business.

What is the principal activity of the business? (e.g. catering, gift basket operator, florist, etc.)

.....
.....

Section 24 Trading hours

What trading hours do you intend to trade?

(Standard hours are 10 am to 12 midnight, Monday to Sunday)

Days	Intended trading hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Note: conditions apply to licences for trading after 1 am. Please refer to fact sheets available on the OLGR website.

If you intend to trade beyond the standard hours you must lodge a Form 9 'Application for approved extended trading hours'.

Section 25 Gift basket operators only

Gift baskets must contain a selection of products aside from liquor. The sale of liquor is limited to not more than two litres per gift basket.

Please advise what types of products (aside from liquor) will be included in gift baskets:

.....
.....

Part i – Community club licences & community other licences

(Only complete this section if you are applying for a community club licence or community other licence)

Section 23 Club details

- Is the club an incorporated association or a company?
 - No
 - Incorporated association – please attach a copy of the certificate of incorporation
 - Company – please attach a current company extract
- How many members does the club have?

Section 24 Trading hours

- Do you intend to trade the standard hours?
(Standard trading hours for a community club licence are 10 am to 12 midnight, Monday to Sunday.)
- Yes
 - No, wish to trade longer hours – you must lodge a **Form 9** ‘Application for extended trading hours approval’
 - No, wish to trade 25 hours or less/week (community other licence only) – please specify

Days	Intended trading hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Note: conditions apply to licences for trading after 1 am. Please refer to fact sheets available on the OLGR website.

Section 25 Patron toilet facilities

- Are patron toilets provided **within** the proposed licensed premises?
- Yes
 - No – a plan is required showing the location and distance of patron toilets from the proposed licensed premises. OLGR guidelines require that if toilets are not provided within the premises, they must be accessible without leaving the property, and within 50 metres of travel from the entrance to the dining or bar area. Where access is gained external to the building, the route must provide covered overhead protection and adequate lighting for the safety of patrons. Each case will be considered on its own merit

<p>Section 26 Rules of clubs</p>	<p>The <i>Liquor Act 1992</i> requires that the rules of a club:</p> <table border="1" data-bbox="371 168 1465 772"> <thead> <tr> <th data-bbox="371 168 1195 286">All below must be provided</th> <th data-bbox="1195 168 1465 286">Where in the constitution are these clauses found (clause or page no.)?</th> </tr> </thead> <tbody> <tr> <td data-bbox="371 286 1195 392">a) Must provide that a person cannot be admitted as a member unless the person makes written application for membership and the application is approved at a meeting of the club's management committee; and</td> <td data-bbox="1195 286 1465 392"></td> </tr> <tr> <td data-bbox="371 392 1195 465">b) Must provide that the members of the club entitled to vote at any meeting of the club do not include temporary or honorary members or minors; and</td> <td data-bbox="1195 392 1465 465"></td> </tr> <tr> <td data-bbox="371 465 1195 566">c) Must provide that the club's management committee must be elected by the voting members of the club at a general meeting of the club for a period of at least 1 year; and</td> <td data-bbox="1195 465 1465 566"></td> </tr> <tr> <td data-bbox="371 566 1195 723">d) Must provide that the management committee of the club must present to each annual general meeting of the club: (i) a written report of the club's operation throughout the year; and (ii) an audited statement of the club's financial position; and</td> <td data-bbox="1195 566 1465 723"></td> </tr> <tr> <td data-bbox="371 723 1195 772">e) Must be consistent with the club being a non-proprietary club</td> <td data-bbox="1195 723 1465 772"></td> </tr> </tbody> </table>	All below must be provided	Where in the constitution are these clauses found (clause or page no.)?	a) Must provide that a person cannot be admitted as a member unless the person makes written application for membership and the application is approved at a meeting of the club's management committee; and		b) Must provide that the members of the club entitled to vote at any meeting of the club do not include temporary or honorary members or minors; and		c) Must provide that the club's management committee must be elected by the voting members of the club at a general meeting of the club for a period of at least 1 year; and		d) Must provide that the management committee of the club must present to each annual general meeting of the club: (i) a written report of the club's operation throughout the year; and (ii) an audited statement of the club's financial position; and		e) Must be consistent with the club being a non-proprietary club	
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e) Must be consistent with the club being a non-proprietary club													
<p>Section 27 Criminal history check</p>	<p>Criminal history checks are not required for applicants who are members of management committees for licensed clubs.</p>												

Part J – Commercial other licence

(Only complete this section if you are applying for a industrial canteen licence)

Section 23

Trading hours

What trading hours do you intend to trade?

(Standard hours are 10 am to 12 midnight, Monday to Sunday)

Days	Intended trading hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Part K – Commercial other licence

(Only complete this section if you are applying for a bar licence)

Section 23

Trading hours

What trading hours do you intend to trade?

(Standard hours are 10 am to 12 midnight, Monday to Sunday)

Days	Intended trading hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Section 24

Seating capacity and footpath dining

Is your seating capacity greater than 60?

- Yes – you are not eligible for this licence type
 No

Do you intend to have footpath dining?

- No
 Yes – you must lodge a copy of your footpath dining permit and conditions before this application is finalised

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Part L – 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: Locked Bag 180, City East Qld 4002

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

or your nearest regional office

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.

For a full list of current fees, please go to www.olgr.qld.gov.au

New liquor licence application (fee varies depending on type of licence being applied for)	Form 1	x	1	=	\$
Personal details schedule (being one for each police check required)	Form 5	x		=	\$
Registration of financial interest	Form 6	x		=	\$
Application for approved extended trading hours (if applicable)	Form 9	x	1	=	\$
Application for catering endorsement on licence (if applicable)	Form 18	x	1	=	\$
Total amount					
(If paying by cheque, please make payable to Office of Liquor and Gaming Regulation or OLGR)					\$