

APPLICATION FOR A LIQUOR LICENCE

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, 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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Part 1 – Common Information (All applicants to complete Part 1)

Lodging Applications

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.

Call 13 13 04 for addresses or visit our website www.olgr.qld.gov.au

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

Minimum requirements for lodging applications

One of the most time consuming elements of the application process involves Office of Liquor, Gaming and Racing 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, the Office of Liquor, Gaming and Racing has set some guidelines for the minimum requirements for applications.

Applications will not be accepted by the Office of Liquor, Gaming and Racing 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 s105 of the Act and Regulation 4.

Minimum requirements for new licences checklist:–

(Generic – i.e. required for all licence applications)

- Completed application form.
- Completed personal details schedule (Form 5) for each person involved.
- Prescribed application fee.
- 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 the Office of Liquor, Gaming and Racing 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, eg motor vessel).

- Certificate of Title (or current Title Search) issued by Department of Natural Resources. *(Not applicable to premises not based on land, eg motor vessel).*
- Registered Plan of Survey issued by Department of Natural Resources. *(Not applicable to premises not based on land, eg motor vessel).*
- A Risk Assessed Management Plan (RAMP) - please refer to guideline 42.
- Either a Standard Community Impact Statement (CIS) OR Full Community Impact Statement - 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 8:00pm where the noise level generated will exceed 90dB(A)
- Extended trading hours approval for trading after 2:00am

Guideline 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'. The site Assessment 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 (eg. 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 & Hygiene Regulations.
- A copy of the Certificate of Classification issued by the local authority or a private certifier.
- A recent letter of Clearance issued by the Queensland Fire & Rescue Authority.
- It is mandatory for all licensee applicants (unless a corporation), to complete the Responsible Management of Licensed Venues (RMLV) training course. The two day training course focuses on the liquor laws and best practices in venue management.
The course is delivered by private trainers approved by the Office of Liquor, Gaming and Racing. For a list of approved trainers and scheduled courses 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 1 (Continued)

Section 1
Licence type

What type of liquor licence are you applying for?

LICENCE TYPE	PLEASE TICK	
Commercial Hotel Licence Eg. Hotel, Tavern etc		You will also need to complete Part 2 of this application form.
Commercial Special Facility Licence Eg. Casino, Airport etc		You will also need to complete Part 6 of this application form.
Commercial Other Licence		Please tick applicable sub-category listed below.
Subsidiary On-Premises Licence Eg. Resort, Motel, Restaurant, Privately run sports club, Nightclub etc		You will also need to complete Part 3 or 4 of this application form.
Subsidiary Off-Premises Licence Eg. Caterers, Gift Basket operators, florists etc		You will also need to complete Part 7 of this application form.
Producer/Wholesaler Licence Eg. Brewery, Liquor Wholesaler etc		You will also need to complete Part 5 of this application form.
Industrial Canteen Licence Eg. Mining sites, remote industrial locations		You will also need to complete Part 9 of this application form.
Bar Licence Eg. Bar with a maximum of 60 patrons		You will also need to complete Part 10 of this application form.
Community Club Licence Eg. Non-proprietary clubs including sports clubs, RSL Clubs, Golf clubs, Bowls clubs etc.		You will also need to complete Part 8 of this application form.
Community Other Licence Eg. Non-proprietary clubs including sports 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 8 of this application form.

Section 2
Applicant details

Full name of applicant

An application for a licence may be lodged by:

- adult individual(s);
- a corporation;
- an adult for and on behalf of an unincorporated association.

ABN number

Please note: Personal Details Schedule (Form 5) to be completed by persons named in this section.

Section 3
Applicant's tenure details

Please indicate the applicant's tenure in the premises

- Owner of Freehold (as shown on Certificate of Title)
- Lessee of Premises
- Sub-Lessee of Premises
- Other – Please specify

Section 4 Applicant status	<p>Is the applicant a corporation?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No – Go to Section 8</p>
Section 5 Corporation name details	<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>
Section 6 Corporation details	<p>Has the corporation ever been in liquidation or receivership or involved in insolvency proceedings under the Corporations Act?</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="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>The Office of Liquor, Gaming and Racing 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>
Section 7	<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>
Section 8 Previous liquor licence details	<p>Has the applicant held a liquor licence within Queensland in the last 3 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="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Liquor licence number</p> <p>Type of involvement (eg. Manager)</p> <p>Release 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 9 Premises details</p>	<p>Trading name of premises (as stated on your Certificate of Registered Business Name) Situated 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 number of premises 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"/></p>
<p>Section 10 Solicitor/ agent details</p>	<p>Do you have a solicitor or agent acting on your behalf in this application? <input type="checkbox"/> Yes – Please provide details of your solicitor or agent below. Note – the Office of Liquor, Gaming and Racing will only contact your solicitor or agent. <input type="checkbox"/> No – Please advise your contact details during the course of this application: Name Postal 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"/> Phone Fax..... Mobile Email</p>
<p>Section 11 Licensed area details</p>	<p>Describe the areas of the premises you wish to have licensed <small>(include any internal areas, relevant floors or buildings, verandahs, courtyards, footpaths, etc. Provide measurements for any outdoor areas)</small> </p>
<p>Section 12 Premises completed</p>	<p>Are the premises completed? <input type="checkbox"/> Yes <input type="checkbox"/> No – When will the premises be complete?</p>
<p>Section 13 Entertainment</p>	<p>Is any entertainment to be provided (eg. solos, duos, bands, jukebox, pianist, piped music, karaoke etc)? <input type="checkbox"/> No - Go to Section 15 <input type="checkbox"/> Yes – Give details of the type(s) and location of entertainment:</p>
<p>Section 14 Acoustic details</p>	<p>Does the licensed premises fall within a Special Entertainment Precinct? <small>(currently Fortitude Valley)</small> <input type="checkbox"/> Yes – Please contact your local Council – Go to Section 15 <input type="checkbox"/> No – You must attach an acoustic report by a qualified sound engineer. Is this report attached? <input type="checkbox"/> Yes <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? (ie 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 the Department of Natural Resources 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 or permit number)</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>Area/s of the premises to be covered by any arrangements</p> <p>.....</p> <p>Please 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 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="checkbox"/><input type="checkbox"/>/ <input type="checkbox"/><input type="checkbox"/>/ <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> 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>Name..... Name</p> <p>Signature..... Signature.....</p> <p>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"/> 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>

Section 21
Advertising

This application must be advertised. Details will be supplied by the Office of Liquor, Gaming and Racing. You may wish to apply to have this advertising waived if you can prove that special circumstances exist.

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.

Do you wish to have advertising waived?

No

Yes – **You must attach a submission in this regard.**

Section 22
Signature of
applicant
(as named in Section 2)

If the applicant is a company, at least one director must sign.
If the applicant is a partnership, all partners must sign.

I acknowledge:

1. All questions have been answered;
2. All attachments have been included; and
3. The lodgement of this application is not a guarantee the application will be successful.

Name Name

Signature Signature.....

Date / /

Date / /

Name Name

Signature Signature.....

Date / /

Date / /

Part 2 – Commercial Hotel Licences

(ONLY COMPLETE THIS SECTION IF YOU ARE APPLYING FOR A COMMERCIAL HOTEL LICENCE)

Section 23 Services provided

Does the premises have a full commercial kitchen?

- Yes
 No

Which of the following services will you provide?

Function Room? Yes No

Restaurant/Bistro? Yes No (If you do not provide this facility it is not necessary for you to answer section 26)

Accommodation facilities (must be more than 6 rooms)? Yes No
(If you do not provide this facility it is not necessary for you to answer sections 28, 29 and 30).

Section 24 Footpath dining

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.**

Section 25 Trading hours

Do you intend to trade the standard hours?

(Standard trading hours for a Commercial Hotel Licence are 10.00am to 12 midnight, Monday to Sunday)

- Yes
 No, wish to trade longer hours – **You must also lodge Form 9 Application for Extended Trading Hours Approval.**
 No, wish to trade shorter hours – Please specify

DAYS	INTENDED TRADING HOURS
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Please note: Conditions apply to licences for trading after 1am. Please refer to fact sheets available on the Office of Liquor, Gaming and Racing's website.

Section 26 Seating capacity

Please state the proposed seating capacity of your dining area/s

.....

Section 27 Toilet facilities

Are patrons toilets provided **within** the proposed licensed premises?

- Yes
 No – You cannot proceed with this application as patron toilets must be provided within the proposed licensed premises for Commercial Hotel Licences.

<p>Section 28 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 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 (note: catering for public functions will require a separate permit.) A separate application is required.</p>

Part 3 – Subsidiary On-Premises Licences

(with a principal activity of accommodation)

(ONLY COMPLETE THIS SECTION IF YOU ARE APPLYING FOR A SUBSIDIARY ON-PREMISES LICENCE)

Section 23 Dining

Do you intend to offer dining facilities?

- No – Go to section 28
 Yes

Section 24 Dining facilities

Will the dining facilities be open to the general public or residents and guests only?

- Residents and guests only
 Open to the general public

Section 25 Seating capacity of dining area/s

Please state the proposed seating capacity of your dining area/s

.....

Section 26 Toilet facilities

Are patron toilets provided **within** the proposed dining area?

- Yes
 No – A plan is required showing the location and distance of patron toilets from the proposed licensed premises. Office of Liquor, Gaming and Racing 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.

Section 27 Footpath dining

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.**

Section 28 Trading hours

Do you intend to trade the standard hours?

(Standard trading hours for a Subsidiary On-Premises Licence are 10.00am to 12 midnight, Monday to Sunday. Liquor may also be supplied to residents and their guests 24 hours per day, in rooms or units only)

- Yes
 No, wish to trade longer hours
You must lodge Form 9 Application for Extended Trading Hours Approval
 No, wish to trade shorter hours – Please specify

DAYS	INTENDED TRADING HOURS
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Please note: Conditions apply to licences for trading after 1am. Please refer to fact sheets available on the Office of Liquor, Gaming and Racing's website.

<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 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 4 – Subsidiary On-premises Licence

(other than for providing accommodation)

(ONLY COMPLETE THIS SECTION IF YOU ARE APPLYING FOR A SUBSIDIARY ON-PREMISES LICENCE)

Section 23 Principal activity of your business

What is the principal activity of your business?

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
	
	
	

Section 24 Footpath dining

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.**

Section 25 Patron toilet facilities

Are patron toilets provided **within** the proposed dining area?

Yes

No – A plan is required showing the location and distance of patron toilets from the proposed licensed premises. Office of Liquor, Gaming and Racing 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.

Additional privileges for Subsidiary On-Premises Licences

The chief executive may also approve the following privileges for a Subsidiary On-Premises Licence. Separate applications are required in each instance:–

- 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)

**Section 26
Trading
hours**

Do you intend to trade the standard hours?

Standard hours for Subsidiary On-Premises Licences are 10.00am to 12midnight, Monday to Sunday.

Yes – intend to trade the standard hours

No, wish to trade longer hours

You must lodge a Form 9 Application for Extended Trading Hours Approval

No, wish to trade shorter hours – Please specify

DAYS	INTENDED TRADING HOURS
Monday	
Tuesday	
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Sunday	

Please note: Conditions apply to licences for trading after 1am. Please refer to fact sheets available on the Office of Liquor, Gaming and Racing's website.

**Section 27
Subsidiary
On-Premises
Licence
details (with
a principal
activity of
providing
meals)**

Are you applying for a Subsidiary On-Premises Licence that will provide meals?

No – Go to Section 29.

Yes – You must provide details of:

Number of staff employed at the premises.....

Which of these staff are "kitchen staff"

The duties and approximate hours worked per week for each member of the kitchen staff.

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

**Section 28
Proposed
seating
capacity**

Please state the proposed seating capacity of your dining area/s

Indoors:

Outdoors:

**Section 29
Vehicle, boat
or aircraft
details**

Is the application in respect of a vehicle, boat or aircraft?

No

Yes – **You must provide evidence of the registration of the vehicle, boat or aircraft before this application is finalised.**

Part 5 – 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 question 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 <u>BOTH</u> sites.
Section 24 Address of office and warehouse sites	Please give full address details for both sites Office 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"/> Warehouse 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"/>
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. Office of Liquor, Gaming and Racing 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 6 – 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? (eg. casino, airport, convention centre etc)</p> <p>.....</p> <p>.....</p>																
<p>Section 24 Trading hours <small>(please refer to attachment for additional information for this section)</small></p>	<p>What trading hours do you intend to trade?</p> <p>Standard trading hours are 10:00am to 12midnight – Monday to Sunday Standard trading hours for casinos and airports with approval is 5:00am to 12midnight – Monday to Sunday</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;">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>Please note: Conditions apply to licences for trading after 1am. Please refer to fact sheets available on the Office of Liquor, Gaming and Racing's website.</p>	DAYS	INTENDED TRADING HOURS	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
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Saturday																	
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 26 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 27 Patron toilet facilities</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. Office of Liquor, Gaming and Racing 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 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, 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"> - <i>The {lessees/sub-lessees/manager} will at all times during the term of the agreement strictly observe and comply with all requirements of the Liquor Act 1992 and ensure that all staff under its control comply with such requirements.</i> - <i>Notwithstanding any other provisions of this agreement, the licensee acknowledges its continuing obligations under the Liquor Act 1992 as the licensee of the premises.</i> • Personal Details Schedules for each person involved. • A copy of a current company extract (if applicable) in respect of the proposed sub-lessee or manager.

Part 7 – 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?

(eg. catering, gift basket operator, florist, etc)

.....
.....

Section 24 Trading hours

What trading hours do you intend to trade?

Standard hours are 10:00am to 12midnight - Monday to Sunday

DAYS	INTENDED TRADING HOURS
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Please note: Conditions apply to licences for trading after 1am. Please refer to fact sheets available on the Office of Liquor, Gaming and Racing's website.

If you intend to trade beyond the standard hours you must lodge a Form 9 Application for Extended Trading Hours Approval.

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 2 litres per gift basket.

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

.....
.....

Part 8 – 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.

Section 24 Trading hours

Do you intend to trade the standard hours?

(Standard trading hours for a Community Club Licence are 10.00am 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	

Please note: Conditions apply to licences for trading after 1am. Please refer to fact sheets available on the Office of Liquor, Gaming and Racing's 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. Office of Liquor, Gaming and Racing 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.

Section 26
Rules of clubs

The *Liquor Act 1992* requires that the rules of a club:

	Please indicate where in the constitution these clauses are found (clause or page number)
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.	

Section 27
Criminal history check

Criminal history checks are not required for applicants who are members of management committees for licensed clubs.

Part 9 – 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 10:00am to 12midnight - Monday to Sunday

DAYS	INTENDED TRADING HOURS
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Part 9 – 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 10:00am to 12midnight - Monday to Sunday

DAYS	INTENDED TRADING HOURS
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Section 24 Seating capacity of premises

Is your seating capacity greater than 60?
 Yes - you are not eligible for this licence type.
 No

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.