

## APPLICATION TO CHANGE THE LICENSED AREA

**This form is to be completed if the licensed area is increasing or decreasing (for example removing a function room, or adding an outdoor area such as footpath dining).**

### Office Use Only

Date received

Receipt No

Amount received

### Instructions

Please complete in **BLOCK** letters. Attach extra pages if needed. If you need help completing this form, visit our website [www.olgr.qld.gov.au](http://www.olgr.qld.gov.au) or contact the Office of Liquor, Gaming and Racing on 13 13 04.

Privacy Statement – Please read

The Department is collecting information, including personal information, for the purposes of the *Liquor Act 1992*. In accordance with the legislation, some personal information may be passed to the Queensland Police Service to assist with criminal history searches, and business information is placed on a register that may be inspected by the public. In other instances, information on this form can be disclosed without your consent where authorised or required by law.

Warning: False or misleading statements will attract a maximum penalty of 100 penalty units or 6 months imprisonment and may lead to immediate cancellation of licence.

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### Fees:

To find out the current application fee go to [www.olgr.qld.gov.au](http://www.olgr.qld.gov.au)

### Section 1 Licensee details

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

.....

Address .....

Locality/Suburb ..... State  Postcode

### Section 2 Daytime contact details

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

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

### Section 3 Liquor licence number

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

### Section 4 Name and address of premises

Name of premises .....

Address of premises .....

Locality/Suburb ..... State  Postcode

### Section 5 Adult entertainment

Are the premises subject to an adult entertainment permit and will the proposed changes affect the permitted area of the adult entertainment permit?

No – **Go to Section 7**

Yes – **Go to Section 6**

<p>Section 6 Adult entertainment</p>	<p>You will also be required to lodge the following documentation –</p> <ol style="list-style-type: none"> <li>1. Prescribed Application Fee for change of approved area for Adult Entertainment Permit</li> <li>2. Layout plan (scale 1:100) showing changes to approved area for Adult Entertainment Permit</li> <li>3. Management Plan (see Section 11 on Application for Adult Entertainment Permit for further details regarding Management Plan.)</li> </ol>
<p>Section 7 Licensed area changes</p>	<p>Will the change increase or decrease the licensed area?</p> <p><input type="checkbox"/> Increase – <b>Go to Section 10</b></p> <p><input type="checkbox"/> Decrease – <b>Go to Section 8</b></p>
<p>Section 8 Area deleted from licensed area</p> <p>If applies to main premises, please include two layout plans drawn to scale 1:100 of the remaining licensed area.</p>	<p>What area do you want deleted from your licensed area? (eg. function room, outdoor area etc)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Section 9 Licence document for amendment</p>	<p>You must provide your licence document for amendment. Is it attached?</p> <p><input type="checkbox"/> No – This application cannot be finalised until your licence document is lodged – <b>Go to Section 23</b></p> <p><input type="checkbox"/> Yes – <b>Go to Section 23</b></p>
<p>Section 10 Type of area to add to your licensed area</p>	<p>What type of area are you seeking to add to your licensed area?</p> <p><input type="checkbox"/> Footpath dining area – <b>Go to Section 11</b></p> <p><input type="checkbox"/> Sporting field (clubs) – <b>Go to Section 13</b></p> <p><input type="checkbox"/> Other – Provide details.....</p> <p>..... <b>Go to Section 12</b></p>
<p>Section 11 Footpath dining details</p>	<p>You must attach a copy of your current footpath dining permit and any associated conditions. Is it attached?</p> <p><input type="checkbox"/> No – This application cannot be finalised until the current footpath dining permit is lodged – <b>Go to Section 18</b></p> <p><input type="checkbox"/> Yes – <b>Go to Section 18</b></p>
<p>Section 12 Amplified entertainment</p>	<p>Does this application relate to the addition of an area to be used for amplified entertainment?</p> <p><input type="checkbox"/> No – <b>Go to Section 17</b></p> <p><input type="checkbox"/> Yes – You may be required to provide an acoustic report prepared by a qualified sound engineer, and will be advised further in this regard. <b>Go to Section 17</b></p>

Section 13 Sporting field usage	<p>What days and hours will the field be used?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">DAY(S)</th> <th style="width: 40%;">HOURS</th> </tr> </thead> <tbody> <tr> <td><b>Example only</b> Saturdays Seven days</td> <td>11am to 5pm 7pm to 9pm</td> </tr> <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>	DAY(S)	HOURS	<b>Example only</b> Saturdays Seven days	11am to 5pm 7pm to 9pm	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
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Section 14 Sporting field events	<p>What are the nature of the events that will be held at the proposed sporting field? (eg. home games, training etc)</p> <p>.....</p> <p>.....</p> <p>.....</p>																		
Section 15 Risk-assessed management plan (RAMP)	<p>You <b>must</b> lodge a completed risk-assessed management plan, a guide for this plan is available from the Office of Liquor, Gaming and Racing, or from the Office of Liquor, Gaming and Racing's web site <a href="http://www.olgr.qld.gov.au">www.olgr.qld.gov.au</a>. Is your risk-assessed management plan attached?</p> <p><input type="checkbox"/> No – Do not lodge this application until the risk-assessed management plan is available and attached.</p> <p><input type="checkbox"/> Yes – <b>Go to Section 16</b></p>																		
Section 16 Additional inclusions on risk-assessed management plan (RAMP)	<p>You must also include:</p> <p>a) details of fencing and lighting at the site;</p> <p>b) names of the people who act as managers at the field, and their hours of duty; and</p> <p>c) the liquor service arrangements, including details of staff training in the responsible service of alcohol, and the method by which liquor will be sold (eg. cash sales, tickets etc).</p> <p>Is this information included in or attached to your risk-assessed management plan?</p> <p><input type="checkbox"/> No – <b>Do not lodge this application until the above information is available and attached</b></p> <p><input type="checkbox"/> Yes – <b>Go to Section 17</b></p>																		
Section 17 Certificates upon completion of work	<p>No trading may take place in any new area until the following documents are lodged on completion of the work.</p> <p>a) a Certificate of Classification from the local authority or a private certifier;</p> <p>b) a Statement of Completed Works (Form 26);</p> <p>c) a letter of clearance from the Queensland Fire and Rescue Service;</p> <p>d) a letter of clearance issued by the Local Authority under the Food Regulation 2006 for the new area.</p> <p>Once the application has been approved subject to receipt of certificates the work may commence.</p>																		

<p>Section 18 Real property description</p>	<p>Does the new area have a different real property description to that of the existing licensed area?</p> <p><input type="checkbox"/> No – <b>Go to Section 19</b></p> <p><input type="checkbox"/> Yes – Please provide details .....</p> <p>.....</p>
<p>Section 19 Tenure or right to occupy</p>	<p>What tenure or right to occupy does the licensee have over the new area?</p> <p><input type="checkbox"/> owner of freehold</p> <p><input type="checkbox"/> lessee of premises</p> <p><input type="checkbox"/> Department of Natural Resources lease</p> <p><input type="checkbox"/> Other – Please specify .....</p>
<p>Section 20 Building work</p>	<p>Will any building work be carried out to the new/existing area?</p> <p><input type="checkbox"/> No – <b>Go to Section 21</b></p> <p><input type="checkbox"/> Yes – Was it necessary to obtain council approval for the work?</p> <p style="padding-left: 40px;"><input type="checkbox"/> No – <b>Go to Section 21</b></p> <p style="padding-left: 40px;"><input type="checkbox"/> Yes – Please attach a copy of the Development Decision Notice and Conditions</p>
<p>Section 21 Owner of new area</p>	<p>Is the owner of freehold of the new area the same as the landlord of the existing licensed area?</p> <p><input type="checkbox"/> No – <b>Go to Section 22</b></p> <p><input type="checkbox"/> Yes – <b>Go to Section 23</b></p>
<p>Section 22 Consent of owner of freehold of new area</p>	<p>As landlord of freehold of the new area described in this form, I consent to this application.</p> <p>Name .....</p> <p>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"/></p> <p style="text-align: center;"><small>D D M M Y Y Y Y</small></p>
<p>Section 23 Consent of owner of freehold of existing area</p> <p>(Freehold owner's consent is not required if removing a detached bottleshop)</p>	<p>As landlord of freehold of the existing licensed area, I consent to this application.</p> <p>Name .....</p> <p>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"/></p> <p style="text-align: center;"><small>D D M M Y Y Y Y</small></p>

Section 24  
Documentation  
to be  
lodged with  
application

(a), (b) and (c) are not required if removing a detached bottleshop.

Only (a) is required if applying for foot path dining.

Only (a) and (b) are required if applying for an approved sporting area.

You must include the following documents:

- a) two 1:100 scale layout plans showing the proposed changes;
- b) a site plan, showing the location of the existing and new licensed areas on the site, and the neighbouring premises relative to the licensed area; and
- c) proof that the use of the new area is permitted under the local authority town plan. eg. that council has no objection to surrendered *Subsidiary On-Premises Licence* becoming part of a *Commercial Hotel* licence.

Are these documents attached?

- No – **Do not lodge this application until they are available and attached**
- Yes

Section 25  
Signature of  
licensee

I acknowledge that this application cannot be formally approved until the work described in this form is complete and I have lodged the items at Section 17. No trading may take place in any new area until final approval is granted.

Name .....

Signature .....

Date   /   /

Lodgement  
details

Please lodge the completed application, any supporting documentation and fees at the Office of Liquor, Gaming and Racing at the address below or any Office of Liquor, Gaming and Racing office at Gold Coast (Southport), Sunshine Coast (Maroochydore), Toowoomba, Wide Bay, Rockhampton, Mackay, Mt Isa, Townsville or Cairns. The counter is open Monday to Friday, 8:30am to 4:30pm.

By mail: Locked Bag 180, City East Q 4002

In person: Office of Liquor, Gaming and Racing, Level 4, 33 Charlotte Street, Brisbane Qld 4000 or your nearest regional office

Payment details

**Payment Type:**

- Money Order
- Cheque – *Make cheque payable to Office of Liquor, Gaming and Racing*
- Credit Card – Charge my:

Mastercard  VISA

Credit Card No.

Cardholder's Name: .....

Amount Authorised: \$ ..... Expiry Date: .....

Signature: .....

***A receipt will not be issued unless specifically requested.***