

Application to change the licensed area

Office of Liquor and Gaming Regulation

Department of Justice and Attorney-General

<div style="border: 1px solid black; border-radius: 15px; padding: 5px;"> <p>Office use only</p> <p>Date received _____</p> <p>Receipt no. _____</p> <p>Amount received _____</p> </div> <p>Fees: To find out the current application fee go to www.olgr.qld.gov.au</p>	<p>Instructions Please complete in BLOCK letters. Attach extra pages if needed. If you need help completing this form, visit our website www.olgr.qld.gov.au or contact the Office of Liquor and Gaming Regulation (OLGR) on 13 QGOV (13 74 68).</p> <p>Privacy statement – please read OLGR is collecting the information on this form to assess your application to change the licensed area. This information is authorised by section 105 of the <i>Liquor Act 1992</i>. This information will only be accessed by authorised employees within the department. Business information is placed on a register that may be inspected by the public, authorised by section 43 of the <i>Liquor Act 1992</i>. Your information will not be disclosed to any other parties unless authorised or required by law.</p> <p>Warning False or misleading statements will attract a maximum penalty of 100 penalty units or six months imprisonment and may lead to immediate cancellation of licence.</p> <p>Copyright protects this document. The State of Queensland has no objection to this material being reproduced, made available online or electronically, but only if it is recognised as the owner of copyright and this material remains unchanged.</p>
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Part A – Requirements

	This form is to be completed if the licensed area is increasing or decreasing (e.g. removing a function room or adding an outdoor area such as footpath dining).
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Part B – Details

Section 1 Licensee details	Licensee (as shown on licence document) 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 2 Daytime contact details	Phone..... Fax..... Mobile..... Email.....
Section 3 Liquor licence no.	Liquor licence no. (as shown on licence document)
Section 4 Premises details	Premises name Premises address Locality/suburb State <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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? <input type="checkbox"/> No – go to Section 7 <input type="checkbox"/> Yes – go to Section 6

<p>Section 6 Proposed dates</p>	<p>You will also be required to lodge all the following documentation:</p> <p><input type="checkbox"/> Prescribed application fee for change of approved area for adult entertainment permit</p> <p><input type="checkbox"/> Layout plan (scale 1:100) showing changes to approved area for adult entertainment permit</p> <p><input type="checkbox"/> Management plan (see Form 32 'Application for adult entertainment permit', Section 11 for further details regarding this plan.)</p>
<p>Section 7 Licensed area changes</p>	<p>Will the change increase or decrease the licensed area?</p> <p><input type="checkbox"/> Increase – go to Section 10</p> <p><input type="checkbox"/> Decrease – go to Section 8</p>
<p>Section 8 Deleted 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? (e.g. 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. Go to Section 23</p> <p><input type="checkbox"/> Yes – go to Section 23</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 – go to Section 11</p> <p><input type="checkbox"/> Sporting field (clubs) – go to Section 13</p> <p><input type="checkbox"/> Other – provide details.....</p> <p>..... Go to Section 12</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. Go to Section 18</p> <p><input type="checkbox"/> Yes – go to Section 15</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 – go to Section 15</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. Go to Section 15</p>

<p>Section 13 Sporting field usage</p>	<p>What days and hours will the field be used?</p> <table border="1" data-bbox="371 174 1474 689"> <thead> <tr> <th data-bbox="371 174 935 226">Day/s</th> <th data-bbox="935 174 1474 226">Hours</th> </tr> </thead> <tbody> <tr> <td data-bbox="371 226 935 320">Example only Saturdays Seven days</td> <td data-bbox="935 226 1474 320">11 am – 5 pm 7 pm – 9 pm</td> </tr> <tr> <td data-bbox="371 320 935 371">Monday</td> <td data-bbox="935 320 1474 371"></td> </tr> <tr> <td data-bbox="371 371 935 423">Tuesday</td> <td data-bbox="935 371 1474 423"></td> </tr> <tr> <td data-bbox="371 423 935 474">Wednesday</td> <td data-bbox="935 423 1474 474"></td> </tr> <tr> <td data-bbox="371 474 935 526">Thursday</td> <td data-bbox="935 474 1474 526"></td> </tr> <tr> <td data-bbox="371 526 935 577">Friday</td> <td data-bbox="935 526 1474 577"></td> </tr> <tr> <td data-bbox="371 577 935 629">Saturday</td> <td data-bbox="935 577 1474 629"></td> </tr> <tr> <td data-bbox="371 629 935 689">Sunday</td> <td data-bbox="935 629 1474 689"></td> </tr> </tbody> </table>	Day/s	Hours	Example only Saturdays Seven days	11 am – 5 pm 7 pm – 9 pm	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
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Tuesday																			
Wednesday																			
Thursday																			
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Saturday																			
Sunday																			
<p>Section 14 Sporting field events</p>	<p>What are the nature of the events that will be held at the proposed sporting field? (e.g. home games, training etc.)</p> <p>.....</p> <p>.....</p> <p>.....</p>																		
<p>Section 15 Risk Assessed Management Plan (RAMP)</p>	<p>You must lodge a completed RAMP, a guide for this plan can be downloaded from the OLGR website, www.olgr.qld.gov.au. Is your RAMP attached?</p> <p><input type="checkbox"/> No – do not lodge this application until the RAMP is available and attached.</p> <p><input type="checkbox"/> Yes – go to Section 16</p>																		
<p>Section 16 Additional inclusions on RAMP</p>	<p>You must also include:</p> <p><input type="checkbox"/> Details of fencing and lighting at the site; and</p> <p><input type="checkbox"/> Names of the people who act as managers at the field, and their hours of duty; and</p> <p><input type="checkbox"/> Liquor service arrangements, including details of staff training in the responsible service of alcohol, and the method by which liquor will be sold (e.g. cash sales, tickets etc.)</p> <p>Is this information included in or attached to your RAMP?</p> <p><input type="checkbox"/> No – do not lodge this application until the above information is available and attached</p> <p><input type="checkbox"/> Yes – go to Section 17</p>																		
<p>Section 17 Certificates upon completion of work</p>	<p>No trading may take place in any new area until the following documents are lodged on completion of the work.</p> <p><input type="checkbox"/> Certificate of classification from the local authority or a private certifier; and</p> <p><input type="checkbox"/> Form 26 ‘Statement of completed works’; and</p> <p><input type="checkbox"/> Letter of clearance from the Queensland Fire and Rescue Service; and</p> <p><input type="checkbox"/> 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 – go to Section 19</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 Energy and Resource Management 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 – go to Section 21</p> <p><input type="checkbox"/> Yes – was it necessary to obtain council approval for the work?</p> <p><input type="checkbox"/> No – go to Section 21</p> <p><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 – go to Section 22</p> <p><input type="checkbox"/> Yes – go to Section 23</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>

<p>Section 24</p> <p>Documentation to be lodged with application</p> <p>(a), (b) and (c) are not required if removing a detached bottleshop.</p> <p>Only (a) is required if applying for foot path dining.</p> <p>Only (a) and (b) are required if applying for an approved sporting area.</p>	<p>You must include the following documents:</p> <ul style="list-style-type: none"> (a) Two 1:100 scale layout plans showing the proposed changes (b) Site plan, showing the location of the existing and new licensed areas on the site, and the neighbouring premises relative to the licensed area (c) Proof that the use of the new area is permitted under the local authority town plan (e.g. that council has no objection to surrendered subsidiary on-premises licence becoming part of a commercial hotel licence) <p>Are these documents attached?</p> <p><input type="checkbox"/> No – do not lodge this application until they are available and attached</p> <p><input type="checkbox"/> Yes</p>
<p>Section 25</p> <p>Signature of licensee</p>	<p>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.</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>

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Part C – Lodgement and fee payment

Payment details

Lodging applications

Please lodge the completed application, any supporting documentation and fees at OLGR at the address below or any OLGR office at Gold Coast (Southport), Sunshine Coast (Maroochydore), Toowoomba, Wide Bay, Rockhampton, Mackay, Mount Isa, Townsville or Cairns. Call 13 QGOV (13 74 68) for addresses or visit our website www.olgr.qld.gov.au

By mail: Office of Liquor and Gaming Regulation
Locked Bag 180
City East Qld 4002

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

Payment type:

- Money order
 Cheque – make cheque payable to Office of Liquor and Gaming Regulation
 Credit card – charge my:

Mastercard VISA

Credit card no.

Cardholder's name

Amount authorised \$ Expiry date

Signature

A receipt will not be issued unless specifically requested.