

## STATEMENT OF COMPLETED WORKS

**This form must be lodged with the Office of Liquor, Gaming and Racing at the completion of work that is subject to an application to alter, rebuild or change the licensed premises.**

Office Use Only

Date 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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**Section 1  
Licensee  
details**

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

**Section 2  
Details of  
premises**

Name of premises .....

Address of premises.....

Locality/Suburb ..... State  Postcode

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

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

**Section 3  
Liquor licence  
number**

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

**Section 4  
Approval of  
plans**

Date of approval of plans and work by the Office of Liquor, Gaming and Racing

/  /   
D D M M Y Y Y Y

**Section 5  
Completion  
of work**

Date of completion of work

/  /   
D D M M Y Y Y Y

Section 6 Cost of completed work	Total cost of completed work.....
Section 7 Brief description of work	Please give a brief description of the work..... ..... ..... .....
Section 8 Change to licensed area	Did the work result in a change to the licensed area of the premises? <input type="checkbox"/> No <input type="checkbox"/> Yes
Section 9 Signature of licensee	1. The work has been completed in accordance with the plans approved by the Office of Liquor, Gaming and Racing as at Section 4. 2. No trading may take place in any new area until this form has been lodged with the Office of Liquor, Gaming and Racing and final approval has been granted.  Name .....  Signature .....  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"/> <small>D D / M M / Y Y Y Y</small>
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