

Statement of completed works

Office of Liquor and Gaming Regulation

Department of Justice and Attorney-General

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 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 statement of completed works. This information is authorised by section 105 of the *Liquor Act 1992*. 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 *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	
	This form must be lodged with OLGR at the completion of work that is subject to an application to alter, rebuild or change the licensed premises.
Part B – Details	
Section 1 Licensee details	Licensee (as shown on licence document)
Section 2 Premises details	Premises name Premises address 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"/> Postal address of premises 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"/> Phone Fax Mobile Email
Section 3 Liquor licence no.	Liquor licence no. (as shown on licence document)
Section 4 Approval of plans	Date of approval of plans and work by OLGR <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> D D / M M / Y Y Y Y
Section 5 Completion of work	Date of completion of work <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 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	<ol style="list-style-type: none"> The work has been completed in accordance with the plans approved by OLGR as at Section 4 No trading may take place in any new area until this form has been lodged with OLGR and final approval has been granted. Name Signature..... 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"/> <small>D D M M Y Y Y Y</small>

Part C – Lodgement

Payment details

Lodging applications

Please lodge the completed application, any supporting documentation 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