

## NOTIFICATION OF ABSENCE FROM LICENSED PREMISES

**This form must be completed if the licensee will be absent from the premises without an approved manager being present. Failure to notify the Office of Liquor, Gaming and Racing may result in the premises being closed until the return of the licensee.**

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) .....

.....

Name of person seeking approval to be absent from the licensed premises

.....

### Section 2 Premises details

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 Period of absence

#### Period of absence

From  /  /   
D D / M M / Y Y Y Y

To  /  /   
D D / M M / Y Y Y Y

Section 5 Reason for absence	Reason for absence ..... ..... ..... ..... .....
Section 6 Name of intended agent	Full name of intended agent..... .....
Section 7 Intended agent's details	Date of birth <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Place of birth.....
Section 8 Other name	Has the intended agent ever been known by any other name? <input type="checkbox"/> No – Go to Section 9 <input type="checkbox"/> Yes – Previous name(s) ..... .....
Section 9 Queensland liquor licence	Has the intended agent ever held a liquor licence in Queensland before? <input type="checkbox"/> No – Go to Section 10 <input type="checkbox"/> Yes – Name and address of most recent licence held ..... ..... 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"/> Position (ie. licensee, nominee) .....
Section 10 Signature of licensee	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"/>
Section 11 Signature of agent	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"/>
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