

APPLICATION FOR A COMMUNITY LIQUOR PERMIT

This form must be completed by any unlicensed organisations or clubs wishing to trade on a one-off irregular occasion, such as a fete, festival, booth at a sporting match etc.

PLEASE NOTE: Section 5 of the Liquor Regulation 2002 provides that this application MUST be lodged 21 days in advance. Applications that are not lodged 21 days in advance will not be processed.

Office Use Only

Date received

Receipt No

Amount received

Fees:

To find out the current application fee go to www.olgr.qld.gov.au

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, 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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PLEASE NOTE: Permit applications will not be accepted by the Office of Liquor, Gaming and Racing unless all questions are completed correctly. Applications will be RETURNED to the applicant if all questions are not completed correctly. By implementing this policy, the Office of Liquor, Gaming and Racing is seeking to reduce the processing times for permit applications.

If the application is returned, the lodgement date will be taken from the date the application is resubmitted. Applications that are not lodged 21 days in advance will not be considered. Therefore, it is imperative the application form is completed correctly and to the Office of Liquor, Gaming and Racing's satisfaction.

Section 1 Application details

NOTE: A Community Liquor Permit (CLP) can only be issued to a non-proprietary club, organisation or association. A person or commercial operation cannot obtain a permit to make money for themselves.

Is this application on behalf of a club or association?

- Yes – **Go to Section 4**
- No – **Go to Section 2**

Section 2 Profits from the sale of liquor

What will the profit from the sale of liquor be used for?

- To the community for a charity or fundraising purpose – Please provide details
-
- **Go to Section 3**
- Individual – This application can not proceed as individuals cannot profit from the sale of liquor
- Other – Please provide details
- **Go to Section 4**

<p>Section 3 Organisation endorsement</p> <p>To be completed by the charity receiving the profits</p>	<p>I,..... , holding the position of..... within the organisation known as..... give consent to this application.</p> <p>Go to Section 5</p>
<p>Section 4 Name of club or association beneficiary to the event</p>	<p>Name of club or association</p> <p>Address of club or association</p> <p>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"/></p>
<p>Section 5 Contact person details</p>	<p>Name of person responsible for permit</p> <p>Postal address</p> <p>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"/></p> <p>Phone Fax</p> <p>Mobile Email</p>
<p>Section 6 Type of function/event</p>	<p>Name or type of function/event.....</p>
<p>Section 7 High risk public events</p>	<p>An applicant for a CLP will be required to submit an event management plan in a form prescribed by the chief executive for a “public event” which is considered to be of “high risk”. For the purposes of a CLP a “high risk” event is defined as an event or occasion that:</p> <ul style="list-style-type: none"> (a) permits the consumption of liquor in an area or areas totalling more than 200 square metres; or (b) has an anticipated attendance throughout any particular day exceeding 2000 persons; or (c) permits the supply of liquor between midnight and 10:00am; or (d) is being undertaken at a venue, which has been the subject of complaints made to the Office of Liquor, Gaming and Racing within the previous five years; or (e) includes a form of entertainment that may cause a noise disturbance in the locality such as a ball, rock concert, dance party or rave party; or (f) involves an applicant who has conducted an event or occasion that has been a cause of concern to the Office of Liquor, Gaming and Racing; or (g) for any other reason considered to have the potential to cause concern to the Office of Liquor, Gaming and Racing. <p>If the required management plan is not submitted or is not acceptable to the chief executive, the application for a CLP may be refused.</p> <p>A Planning Guide for Event Managers may be downloaded from our website (www.olgr.qld.gov.au) or by contacting the Office of Liquor, Gaming and Racing on 13 13 04.</p> <p>Having regard to the abovementioned criteria (a)-(g), is the proposed event “high risk”?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – You must attach an Event Management Plan to your application.</p>

Section 8 Venue details	Name of venue Address of venue..... 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 9 Local council notification	Is the function to be held in a public place, such as a park, or a venue controlled by your local council? <input type="checkbox"/> No – Go to Section 10 <input type="checkbox"/> Yes – Council endorsement must be provided at Section 20 of this form																		
Section 10 Function/event attendees	Is the function/event open to: <input type="checkbox"/> General public <input type="checkbox"/> Members and guests <input type="checkbox"/> Will Minors be attending the event? YES <input type="checkbox"/> NO <input type="checkbox"/> If Yes, please provide details Estimated attendance to function/event Estimated patrons to consume liquor at function/event.....																		
Section 11 Bar trading times	What are the proposed bar trading times <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 33%;">DAY</th> <th style="width: 33%;">DATE</th> <th style="width: 33%;">TIME</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	DAY	DATE	TIME															
DAY	DATE	TIME																	
Section 12 Extended trading hours details	Have you applied for trading for either before 10am or after 12 midnight? <input type="checkbox"/> No <input type="checkbox"/> Yes – You may lodge this application once the Officer in Charge of police for the locality of the function has completed the endorsement at Section 19.																		
Section 13 Entertainment details	Will the function/event involve entertainment? <input type="checkbox"/> No <input type="checkbox"/> Yes – Please give details of the type(s) time(s) and location(s) of entertainment.....																		
Section 14 Security	What is the number of security personnel being provided?..... Are there licensed Security Providers? YES <input type="checkbox"/> NO <input type="checkbox"/> Are these Security Providers volunteer-based? YES <input type="checkbox"/> NO <input type="checkbox"/> What are their duties? (eg. 2 stationed at entrance, 1 roaming in licensed area, etc)																		

Section 15
Liquor
consumption
area details

(Applicant must
complete all questions)

Liquor may only be sold and consumed in a defined area. Please provide the following details:

- a) How many bars / servery points will there be?
- b) What are the measurements of each bar / servery point?
(If more than one consumption area, list the measurements on individual lines below)
- Bar servery (1) (m x m)
- Bar servery (2) (m x m)
- Bar servery (3) (m x m)
- c) How many adjoining consumption areas will there be?
- d) What are the measurements of the adjoining consumption area/s?
(If more than one consumption area, list the measurements on individual lines below and include a detailed plan of the bar servery points and the proposed consumption area)
- Consumption area (1) (m x m)
- Consumption area (2) (m x m)
- Consumption area (3) (m x m)
- e) How will the consumption area be defined? (Please note signs or chalk markings etc are not acceptable. The use of ropes or temporary fencing etc is acceptable).
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-

Section 16
Liquor details

How is it intended that liquor be served?

- Cans
- Bottles
- Disposable cups
- Glasses

Section 17
Adult
entertainment
permit details

Have you applied for or do you intend to apply for an adult entertainment permit (to provide sexual or explicit entertainment) in association with this permit?

- No
- Yes – When did you or when do you intend to lodge an application for an adult entertainment permit?
-

Section 18
Signature and
declaration of
permittee

I have checked the answers I have given and state that they are true and correct in every detail. NOTE: It is an offence to supply incorrect or misleading information.

Name of permittee

Signature of permittee

Date / /

**Section 19
Police
endorsement**

Police endorsement is only required if you are applying to trade before 10:00am or after 12 midnight.

I, of station

received this application on //

I object – Please send a written report outlining your reasons

I do not object

to this application for a community liquor permit.

Name

Position

Signature Date //

**Section 20
Council
endorsement**

Council endorsement is only required for events to be held in a public place.

I, of council

received this application on //

I object – Please send a written report outlining your reasons

I do not object

to this application for a community liquor permit.

Name

Position

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

Regional applications: please phone 131304 to obtain your regional office details.

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.