

# Application for new restricted liquor permit

Office of Liquor and Gaming Regulation

Department of Justice and Attorney-General

<div style="border: 1px solid black; border-radius: 15px; padding: 5px;"> <p><b>Office use only</b></p> <p>Date received _____</p> <p>Receipt no. _____</p> <p>Amount received _____</p> </div> <p><b>Fees:</b> To find out the current application fee go to <a href="http://www.olgr.qld.gov.au">www.olgr.qld.gov.au</a></p>	<p><b>Instructions</b> Please complete in BLOCK letters. Attach extra pages if needed. If you need help completing this form, visit our website <a href="http://www.olgr.qld.gov.au">www.olgr.qld.gov.au</a> or contact the Office of Liquor and Gaming Regulation (OLGR) on 13 QGOV (13 74 68).</p> <p><b>Privacy statement – please read</b> OLGR is collecting the information on this form to assess your application for a restricted liquor permit. 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><b>Warning</b> 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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<b>Part A – Details</b>	
<b>Section 1 Club details</b>	Name of club..... .....
<b>Section 2 Premises details</b>	Name of premises ..... Situated address of premises ..... 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"/> Postal address of club (if same as physical address, write 'as above') ..... ..... 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"/>
<b>Section 3 Premises contact details</b>	Phone..... Fax..... Mobile..... Email.....
<b>Section 4 Contact person for application</b>	Name..... Phone..... Mobile..... Postal 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"/>
<b>Section 5 Permitted area details</b>	Number of bars ..... Size of consumption area (metres x metres) ..... How area is defined (i.e. bounds of clubhouse, ropes, barriers) ..... ..... .....

<b>Section 6</b> <b>Duration of permit</b>	Permit length: <input type="checkbox"/> 3 month <input type="checkbox"/> 6 month How many hours will you be trading per week? <input type="checkbox"/> up to 10 hours per week <input type="checkbox"/> 10–25 hours per week												
<b>Section 7</b> <b>Commencement date</b>	Desired commencement 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 style="display: flex; justify-content: space-around; width: 100%;"> <span>D D</span> <span>M M</span> <span>Y Y Y Y</span> </small>												
<b>Section 8</b> <b>Previous restricted liquor permit</b>	Have you previously held a restricted liquor permit? <input type="checkbox"/> No <input type="checkbox"/> Yes – do not continue with this application. You must complete <b>Form 15</b> ‘Application for renewal of a restricted liquor permit’.												
<b>Section 9</b> <b>Incorporated club</b>	Is the club incorporated? <input type="checkbox"/> No – go to <b>Section 11</b> <input type="checkbox"/> Yes – go to <b>Section 10</b>												
<b>Section 10</b> <b>Certificate of Incorporation</b>	Is your certificate of incorporation attached? <input type="checkbox"/> No – you cannot proceed with this application until it is attached <input type="checkbox"/> Yes												
<b>Section 11</b> <b>Club constitution</b>	Is your club constitution attached? <input type="checkbox"/> No – you cannot proceed with this application until it is attached <input type="checkbox"/> Yes – the <i>Liquor Act 1992</i> requires that the rules of a club: <table border="1" data-bbox="373 1245 1465 1823" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="text-align: left; padding: 5px;"><b>All below must be provided</b></th> <th style="text-align: left; padding: 5px;"><b>Where in the constitution are these clauses (clause or page no.)</b></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">a) Must provide that a person cannot be admitted as a member unless the person makes written application for membership and the application is approved at a meeting of the club’s management committee; and</td> <td style="height: 30px;"></td> </tr> <tr> <td style="padding: 5px;">b) Must provide that the members of the club entitled to vote at any meeting of the club do not include temporary or honorary members or minors; and</td> <td style="height: 30px;"></td> </tr> <tr> <td style="padding: 5px;">c) Must provide that the club’s management committee must be elected by the voting members of the club at a general meeting of the club for a period of at least one year; and</td> <td style="height: 30px;"></td> </tr> <tr> <td style="padding: 5px;">d) Must provide that the management committee of the club must present to each annual general meeting of the club:               <ul style="list-style-type: none"> <li>• a written report of the club’s operation throughout the year</li> <li>• an audited statement of the club’s financial position; and</li> </ul> </td> <td style="height: 30px;"></td> </tr> <tr> <td style="padding: 5px;">e) Must be consistent with the club being a non-proprietary club.</td> <td style="height: 30px;"></td> </tr> </tbody> </table>	<b>All below must be provided</b>	<b>Where in the constitution are these clauses (clause or page no.)</b>	a) Must provide that a person cannot be admitted as a member unless the person makes written application for membership and the application is approved at a meeting of the club’s management committee; and		b) Must provide that the members of the club entitled to vote at any meeting of the club do not include temporary or honorary members or minors; and		c) Must provide that the club’s management committee must be elected by the voting members of the club at a general meeting of the club for a period of at least one year; and		d) Must provide that the management committee of the club must present to each annual general meeting of the club: <ul style="list-style-type: none"> <li>• a written report of the club’s operation throughout the year</li> <li>• an audited statement of the club’s financial position; and</li> </ul>		e) Must be consistent with the club being a non-proprietary club.	
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<b>Section 12</b> <b>Risk Assessed Management Plan</b>	Is your Risk Assessed Management Plan (RAMP) attached? <input type="checkbox"/> No – you cannot proceed with this application until it is attached <input type="checkbox"/> Yes												

**Section 13**  
**Trading days and hours**  
 Either maximum of:  
 10 hours/week or  
 25 hours/week.

Proposed trading days and hours:

Days	Intended trading hours
e.g. Monday	6 pm – 8 pm

**Section 14**  
**Entertainment details**

Is any entertainment to be provided (e.g. solos, duos, bands, jukebox, pianist, piped music, karaoke etc.?)

No – go to **Section 15**

Yes – give details of the type/s and location of entertainment .....

.....

.....

**Section 15**  
**Consent of owner**  
 Must be signed by owner of freehold land

As owner of the premises described in this form, I consent to this application.

**Note: evidence of power of attorney must be provided if signing on behalf of an owner.**

Name .....

Signature.....

Date:   /   /

**Section 16**  
**Council endorsement**  
 Note: it is the applicant's responsibility to collect council endorsement

I, .....

of .....

received this application on:   /   /

**I object** – please send a written report outlining your reasons

**I do not object**

to this application for a restricted liquor permit.

Name .....

Position .....

Signature.....

Date:   /   /

**Section 17**

**Police endorsement**

**Note:** it is the applicant's responsibility to collect Police endorsement

I, .....  
of ..... station  
received this application on:  /  /   
D D M M Y Y Y Y

**I object** –please send a written report outlining your reasons

**I do not object**

to this application for a restricted liquor permit.

Name .....

Position .....

Signature.....

Date:  /  /   
D D M M Y Y Y Y

**Section 18**

**Signature of club president/ secretary**

Name .....

Signature.....

Date:  /  /   
D D M M Y Y Y Y

## Part B – 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.