

APPLICATION FOR APPROVED EXTENDED TRADING HOURS

Office Use Only

Date received

Receipt No

Amount 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, 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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Fees:

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

Section 1 Licensee details

Licensee name (as shown on licence document)

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Liquor licence number (as shown on licence document)

Section 2 Premises details

Name of premises

Address of premises

Locality/Suburb State Postcode

Postal address of premises

Locality/Suburb State Postcode

Section 3 Contact person for application

Name of contact person

Phone Fax

Mobile

Email

Section 4
Additional trading hours

Example: If you wish to extend trading hours from 12 midnight to 2am Saturday night (leading into Sunday morning), the extension relates to the Saturday trading hours.

What additional trading hours do you want?

DAY(S)	HOURS
Examples only Friday and Saturday Seven days Monday to Thursday	12 midnight to 1am 12 midnight to 2am 8am to 10am

PLEASE NOTE: Conditions apply to licences for trading after 1am. Please refer to fact sheets available on the Office of Liquor, Gaming and Racing's website.

Section 5
Additional trading hours prior to 10.00am

Do your additional trading hours include trading prior to 10.00am?

- No – **Go to Section 6**
- Yes – Please provide details of intended trading period/s:
 - 7am to 9am – For the conduct of bona fide functions only (as defined in the *Liquor Act 1992*)
 - 7am to 9am – Community club licences only (specific requirements apply)
 - 9am to 10am – This trading time may only be approved if the chief executive is satisfied there is a demonstrated need for the trading hours. Please refer to the relevant guideline which is available from the OLGR website.

Note: Specific requirements and payment of additional annual licence fees apply to the conduct of trading prior to 10am. Trading during this period may not be available for your licence type. Please refer to fact sheets available on the Office of Liquor, Gaming and Racing's website.

Section 6
Additional trading hours beyond 12midnight

Is the requested extension of trading hours for the period beyond 12midnight?

- No – **Go to Section 9**
- Yes – **Go to Section 7**

Note: Specific requirements and payment of additional annual licence fees apply to the conduct of trading beyond 12midnight. Please refer to fact sheets available on the Office of Liquor, Gaming and Racing's website.

Section 7
Additional trading hours beyond 2.00am

Do your additional trading hours include trading beyond 2.00am?

- No – **Go to Section 7**
- Yes – You will be required to provide and maintain video cameras located at each public entrance and exit which –
 - a. Clearly record the visual details of all patrons entering and leaving the premises and any interaction they may have with crowd controllers/staff at the entrance/exit; and
 - b. Are operational from 8.00pm until the close of business and record the actual recording time and date on the video for each day's trading (video recordings must be stored in a secure area on the licensed premises for a minimum period of 28 days after the recording date and must be made available when requested by an Investigator)

Section 8
Community
Impact
Statement
details

This application **cannot be considered** unless it is accompanied by a submission which demonstrates that the application will not adversely impact on the surrounding community. Assistance in preparation of the Community Impact Statement (CIS) can be located in Guideline 38, available from the Office of Liquor, Gaming and Racing or from the website (www.olgr.qld.gov.au).

There are two types of CIS, **standard** or **full**. To determine which is applicable to your application, see Guideline 38. However, as a guide, a **full** CIS is required if the application is for:

- A Commercial Hotel licence or Commercial Other (Subsidiary On-Premises) Licence with a principal activity of the provision of entertainment;
- Any licence where entertainment over 90dB(A) is provided after 8pm; or
- An Extended Trading Hours Approval for trading on permanent basis after 2am; or
- Any application determined by the Chief Executive to be high risk.

A **standard** CIS is required in every other instance.

Generally, the CIS submission must contain the following information:

- (a) the existing and projected population and demographic trends in the locality;
- (b) the number of persons residing in, resorting to or passing through the locality, and their respective expectations;
- (c) the likely health and social impacts that granting the application would have on the population of the locality;
- (d) an assessment of the magnitude, duration and probability of the occurrence of the health and social impacts;
- (e) the proximity of the proposed licensed premises or proposed premises to which the permit is to relate to identified sub-communities within the locality, including, for example, schools and places of worship, and the likely impact on those sub-communities.

Full details on requirements are outlined in Guideline 38 or contact the Office of Liquor, Gaming and Racing.

Is your detailed submission attached?

- Yes – **Go to Section 9**
- No – **Do not lodge this application until such time as the Community Impact Statement submission is available and attached.**

Section 9
Entertainment

Are you proposing to have **any** musical entertainment during the extended hours?

- No
- Yes – Give details of the type of entertainment, including the extent of amplification that may be used
- Live bands
 - DJ's
 - Juke box
 - Karaoke
 - Singers
 - Noise through speakers
 - Other

<p>Section 10 Risk-assessed management plan (RAMP)</p>	<p>This application cannot be considered unless it is accompanied by a risk-assessed management plan (RAMP). The RAMP will need to be approved by the Chief Executive prior to this application being approved.</p> <p>Is the RAMP attached?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No – This application will not be finalised until this is available.</p> <p>Information on the requirements for a RAMP can be located in a fact sheet available from the Office of Liquor, Gaming and Racing or from the website (www.olgr.qld.gov.au).</p>
<p>Section 11 Acoustic report</p>	<p>Does the licensed premises fall within a Special Entertainment Precinct? (eg. Fortitude Valley)</p> <p><input type="checkbox"/> Yes – Please contact your local Council – Go to Section 12</p> <p><input type="checkbox"/> No – You must attach an acoustic report by a qualified sound engineer. Is this report attached?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No – This application cannot be finalised until an acoustic report is lodged</p>
<p>Section 12 Signatures of licensee</p>	<p>I acknowledge that: (please tick)</p> <p><input type="checkbox"/> 1. all questions have been answered</p> <p><input type="checkbox"/> 2. the community impact statement is attached</p> <p><input type="checkbox"/> 3. an acoustic report is attached (if applicable)</p> <p><input type="checkbox"/> 4. the Office of Liquor, Gaming and Racing will seek the comment of Police and local authority on my application</p> <p><input type="checkbox"/> 5. this application may be subject to objections or submissions lodged after it has been advertised for 28 days in accordance with Office of Liquor, Gaming and Racing instructions; and</p> <p><input type="checkbox"/> 6. my lodgement of this application is not a guarantee that the application will be successful</p> <p>Name</p> <p>Signature</p> <p>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"/></p>
<p>Lodgement details</p>	<p>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.</p> <p>By mail: Locked Bag 180, City East Q 4002</p> <p>In person: Office of Liquor, Gaming and Racing, Level 4, 33 Charlotte Street, Brisbane Qld 4000 or your nearest regional office</p>

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.