

Application for approved extended trading hours

Office of Liquor and Gaming Regulation

Department of Justice and Attorney-General

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 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 application for approved extended trading hours. 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 – Details

Section 1 Licensee details	Licensee name (as shown on licence document) Liquor licence number (as shown on licence document)
Section 2 Premises details	Name of premises 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"/> 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"/>
Section 3 Contact person for application	Name of contact person Phone Fax Mobile Email

<p>Section 4</p> <p>Additional trading hours</p> <p>e.g. if you wish to extend trading hours from 12 midnight to 2 am Saturday night (leading into Sunday morning) the extension relates to the Saturday trading hours.</p>	<p>What additional trading hours do you want?</p> <table border="1" data-bbox="373 165 1286 535"> <thead> <tr> <th>Day(s)</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>e.g. Friday & Saturday</td> <td>e.g. 12 midnight – 1 am</td> </tr> <tr> <td>Seven days</td> <td>12 midnight – 2 am</td> </tr> <tr> <td>Monday – Thursday</td> <td>8 am – 10 am</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table> <p>Note: conditions apply to licences for trading after 1 am. Please refer to fact sheets available on the OLGR’s website.</p>	Day(s)	Hours	e.g. Friday & Saturday	e.g. 12 midnight – 1 am	Seven days	12 midnight – 2 am	Monday – Thursday	8 am – 10 am												
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<p>Section 5</p> <p>Additional trading hours prior to 10 am</p>	<p>Do your additional trading hours include trading prior to 10 am?</p> <p><input type="checkbox"/> No – go to Section 6</p> <p><input type="checkbox"/> Yes – please provide details of intended trading period/s:</p> <p><input type="checkbox"/> 7 am to 9 am – for the conduct of bona fide functions only (as defined in the <i>Liquor Act 1992</i>)</p> <p><input type="checkbox"/> 7 am to 9 am – community club licences only (specific requirements apply)</p> <p><input type="checkbox"/> 9 am to 10 am – 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</p> <p>Note: specific requirements and payment of additional annual licence fees apply to the conduct of trading prior to 10 am. Trading during this period may not be available for your licence type. Please refer to fact sheets available on the OLGR website.</p>																				
<p>Section 6</p> <p>Additional trading hours beyond 12 midnight</p>	<p>Is the requested extension of trading hours for the period beyond 12 midnight?</p> <p><input type="checkbox"/> No – go to Section 9</p> <p><input type="checkbox"/> Yes – go to Section 7</p> <p>Note: specific requirements and payment of additional annual licence fees apply to the conduct of trading beyond 12 midnight. Please refer to fact sheets available on the OLGR website.</p>																				
<p>Section 7</p> <p>Additional trading hours beyond 2 am</p>	<p>Do your additional trading hours include trading beyond 2 am?</p> <p><input type="checkbox"/> No – go to Section 8</p> <p><input type="checkbox"/> Yes – you will be required to provide and maintain video cameras located at each public entrance and exit which:</p> <ol style="list-style-type: none"> 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 Are operational from 8 pm until the close of business and record the actual recording time and date on the video for each day's trading <p>(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)</p>																				

<p>Section 8 Community Impact Statement (CIS) details</p>	<p>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 CIS can be located in Guideline 38, available from the OLGR or from the website (www.olgr.qld.gov.au).</p> <p>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:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A commercial hotel licence or commercial other (subsidiary on-premises) licence with a principal activity of the provision of entertainment; or <input type="checkbox"/> Any licence where entertainment over 90dB(A) is provided after 8 pm; or <input type="checkbox"/> An extended trading hours approval for trading on permanent basis after 2 am; or <input type="checkbox"/> Any application determined by the Chief Executive to be high risk <p>A standard CIS is required in every other instance.</p> <p>Generally, the CIS submission must contain the following information:</p> <ul style="list-style-type: none"> (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 <p>Full details on requirements are outlined in Guideline 38 or contact the OLGR.</p> <p>Is your detailed submission attached?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes – go to Section 9 <input type="checkbox"/> No – do not lodge this application until the CIS submission is available and attached
<p>Section 9 Entertainment</p>	<p>Are you proposing to have any musical entertainment during the extended hours?</p> <ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes – give details of the type of entertainment, including the extent of amplification that may be used: <ul style="list-style-type: none"> <input type="checkbox"/> Live bands <input type="checkbox"/> DJ's <input type="checkbox"/> Juke box <input type="checkbox"/> Karaoke <input type="checkbox"/> Singers <input type="checkbox"/> Noise through speakers <input type="checkbox"/> Other
<p>Section 10 Risk Assessed Management Plan (RAMP)</p>	<p>This application cannot be considered unless it is accompanied by a 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> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No – application will not be finalised until this is available <p>Information on the requirements for a RAMP can be located in a fact sheet available from the OLGR 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? (e.g. 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 – 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 CIS is attached</p> <p><input type="checkbox"/> 3. An acoustic report is attached (if applicable)</p> <p><input type="checkbox"/> 4. OLGR 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 OLGR's instructions</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 style="text-align: center;"> <small>D D M M Y Y Y Y</small> </p>

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.