

APPLICATION FOR A WINE MERCHANT LICENCE

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, contact the Office of Liquor, Gaming and Racing on (07) 4637 6016.

Privacy Statement – Please read

The Department is collecting information, including personal information, for the purposes of the *Wine Industry Act 1994*. 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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Criminal History Check

A criminal history check will be conducted for each new person named on the application form (eg. Licensee, nominee or company director).

A fee applies for each criminal history check required. Fees should be included in the “amount authorised” at payment details.

**Section 1
Applicant
details**

Use company name if applicable.

Full name of applicant

.....

**Section 2
Nominee
details**

If the applicant is a company, partnership or a person who will not be responsible for the day to day operation of the premises, you must have one or more responsible people as nominee.

If the applicant is an individual, you may choose to have one or more responsible people as nominee, but it is not mandatory.

Will you have a nominee?

No – **Go to Section 3.**

Yes – Full name of proposed nominee/s

.....

**Section 3
Details of
premises**

Name of premises

Address of premises

Locality/Suburb State Postcode

Phone Fax

**Section 4
Applicant
contact
details**

Your contact during the course of the application.

Name

Address

Locality/Suburb State Postcode

Phone Fax

Mobile Email

<p>Section 5 Solicitor or agent details</p>	<p>Do you have a solicitor or agent acting on your behalf in this application?</p> <p><input type="checkbox"/> No – Go to Section 6</p> <p><input type="checkbox"/> Yes – Please give details:</p> <p>Name of solicitor or agent.....</p> <p>Address of solicitor or agent.....</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</p>	<p>Is the premises situated on land vested in the Crown? (ie. Crown Reserve, vacant Crown Land)</p> <p><input type="checkbox"/> No – Go to Section 7</p> <p><input type="checkbox"/> Yes – This application cannot be finalised until the consent of the Department of Natural Resources is provided.</p>
<p>Section 7</p>	<p>You must attach a copy of the Registered Plan of Survey and Certificate of Title. Are these documents attached?</p> <p><input type="checkbox"/> No – This application cannot be finalised until these documents are lodged.</p> <p><input type="checkbox"/> Yes – Go to Section 8.</p>
<p>Section 8 Real property description</p>	<p>Real property description (as recorded on your Certificate of Title, contract or lease)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Section 9</p>	<p>In which local authority/council area are the premises located?</p> <p>.....</p>
<p>Section 10</p>	<p>Are the premises completed?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p>
<p>Section 11 Area/s of premises</p> <p>(include all internal and external areas where it is intended for wine to be sold or consumed. If you are not intending to operate a cellar door at this time, please indicate here what types of sales you will be undertaking, eg. mail order, wholesale etc)</p>	<p>Describe the area/s the premises is to consist of</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

**Section 12
Standard
trading hours**

Standard trading hours for this licence are 10.00am to 12.00 midnight. Do you intend to trade these standard hours?

- No, wish to trade longer hours – **You must lodge an application for extended hours.**
- No, wish to trade shorter hours – Please give details:

DAY	INTENDED TRADING HOURS
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

- Yes, standard hours – **Go to Section 13.**

Section 13

Is the applicant a company?

- No – **Go to Section 14**
- Yes – Please attach a current copy of your company extract.

Section 14

Are the premises, or any part of the premises, currently subject to a licence under the *Liquor Act 1992* or the *Wine Industry Act 1994*?

- No – **Go to Section 15**
- Yes – Give details (including liquor licence number, or attach a copy of the licence document)

.....
.....

**Section 15
Application
checklist**

The following items must be lodged with this application:

- a 1:100 scale plan of the premises, showing the general layout;
- a plan showing the location of the premises in relation to adjacent premises; and
- a completed Personal Details Schedule (Form 5).

Have you attached these items?

- No – **Do not lodge this application until these items are attached.**
- Yes – **Go to Section 16**

**Section 16
Supply of
food at the
premises**

Are you intending to supply food at the premises?

- No – **Go to Section 19**
- Yes – **Go to Section 17**

**Section 17
Sample menu**

You must attach a copy of a sample menu. Is this attached?

No – **This application cannot be finalised until a sample menu is lodged.**

Yes – **Go to Section 18**

**Section 18
Food and hygiene licence**

You must attach a copy of the food and hygiene licence from your local authority. Is this attached?

No – **This application cannot be finalised until this licence is lodged.**

Yes – **Go to Section 19**

**Section 19
Consumption of wine on your premises**

Do you intend to allow the consumption of wine on your premises, other than as a sample?

No – **Go to Section 20**

Yes – **If so, an additional application fee will be required.**

Please refer to www.olgr.qld.gov.au for fees

**Section 20
Currently growing fruit at the premises**

Are you currently growing fruit *at the premises* that has been or will be used to make your licensee's wine?

No – **Go to Section 21**

Yes – Give details (attach separate sheet if necessary)

TYPE OF FRUIT	AREA UNDER CULTIVATION	FIRST/NEXT HARVEST DATE	ANTICIPATED YIELD

**Section 21
Intending to grow fruit at the premises**

Are you intending to grow fruit *at the premises* that will be used to make your licensee's wine?
(if you answered 'yes' to Question 20, include here only details of any intended future plantings)

No – **Go to Section 22**

Yes – Give details (attach separate sheet if necessary)

TYPE OF FRUIT	AREA INTENDED FOR CULTIVATION	PLANTING DATE	ANTICIPATED YIELD

**Section 22
Expected wine for sale**

When do you expect to have wine made from fruit grown at your premises available for sale?

.....

.....

**Section 23
Buying fruit to
make wine**

Are you intending to buy fruit that will be used to make wine?

- No – Go to Section 24
- Yes – Please give the name and address of intended suppliers:

NAME	ADDRESS
.....
.....
.....
.....
.....

**Section 24
Making wine
yourself in
Queensland**

Are you intending to make wine yourself in Queensland?

- No – Go to Section 25
- Yes – Where will you be making this wine?

.....
.....

Section 25

Are you intending to have someone else make the wine for you?

- No – Go to Section 26
- Yes – Please give the name and address of the intended wine maker:

Name of intended wine maker

Address

Locality/Suburb State Postcode

**Section 26
Involvement
in the wine
making
process**

What will your involvement be in this wine making process?

(Please give details about your control over the process, directions to the wine maker etc)

.....
.....
.....
.....
.....

Section 27

Are you intending to purchase completed wine?

- No – Go to Section 29
- Yes – Go to Section 28

<p>Section 28 Blending wine with other wine</p>	<p>Will you be blending this wine with other wine?</p> <p><input type="checkbox"/> No – Go to Section 29</p> <p><input type="checkbox"/> Yes – Give details:</p> <p>.....</p> <p>.....</p>
<p>Section 29 Contribution to Queensland Wine Industry</p>	<p>A wine merchant must conduct a business that contributes to the Queensland Wine Industry in a substantial way. What is the substantial contribution you will be making? (attach separate submission if necessary)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Section 30</p>	<p>You must have evidence that your intended use of the site as licensed premises is permitted under the relevant town plan. Is this evidence attached?</p> <p><input type="checkbox"/> No – Go to Section 31</p> <p><input type="checkbox"/> Yes – Go to Section 32</p>
<p>Section 31 Lodged application with local authority</p>	<p>Have you lodged an application with the relevant local authority?</p> <p><input type="checkbox"/> No – When will you lodge an application?.....</p> <p><input type="checkbox"/> Yes – When did you lodge the application?</p>
<p>Section 32 Application advertising</p>	<p>You may be required to advertise this application in the local newspaper and by displaying a sign at the premises. Has similar advertising already been carried out? (eg. for local authority zoning)</p> <p><input type="checkbox"/> No – Go to Section 33</p> <p><input type="checkbox"/> Yes – Give details</p> <p>.....</p> <p><i>If it is your intention to have advertising waived, a written request is required to be submitted detailing why special circumstances exist that don't require advertising in relation to amenity or disturbance to residents or businesses in the locality.</i></p>
<p>Section 33 Owner's consent</p> <p>(where the owner, as shown on the Certificate of Title, is not the applicant, and the premises is not situated on Crown Land)</p>	<p>As owner of the premises described in this form, I consent to this application for a Wine Merchant Licence.</p> <p>Name</p> <p>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>Signature Date <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p style="text-align: center;">D D M M Y Y Y Y</p>

**Section 34
Consent of
proposed
nominee**

(As named in
Section 2)

I,
consent to this application.

Signature Date / /

**Section 35
Checklist for
applicants**

- Have all questions been answered as instructed? Yes
- Have all attachments been included, such as:
- all items at Sections 6-7? Yes No
 - application fee? Yes
 - company details? Yes No N/A
 - all items required by Section 15? Yes
 - food and hygiene licence? Yes No
 - sample menu? Yes No N/A
 - town planning evidence? Yes No
 - Personal Details Schedule (Form 5) for each person named on application form? Yes No
- Have appropriate endorsements been made at Section 34 and 35? Yes No N/A

**Section 36
Signature of
applicant**

As named at
Section 1.

Name

Signature Date / /

Name

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:

By mail: PO Box 841, Toowoomba Qld 4350
In person: 137 Herries Street, Toowoomba Qld 4350

For further information phone (07) 4637 6016 or visit www.olgr.qld.gov.au

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.