



# Application for a wine merchant licence

Office of Liquor and Gaming Regulation

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|---|---|
| <p><b>Office use only</b></p> <p>Date received:</p><br><p>Receipt no.:</p><br><p>Amount received:</p><br><br><p><b>Fees:</b><br/>To find out the current application fee go to <a href="http://www.business.qld.gov.au/liquor-gaming">www.business.qld.gov.au/liquor-gaming</a></p> | <p><b>Instructions for completion</b></p> <p>Please complete in <b>BLOCK</b> letters. Attach extra pages if needed. If you need help completing this form, contact the Office of Liquor and Gaming Regulation (OLGR) on 13 QGOV (13 74 68).</p> <p><b>Privacy statement — please read</b></p> <p>OLGR is collecting the information on this form to assess your application for a Wine Merchant Licence. This information is authorised by section 7 of the <i>Wine Industry Act 1994</i>. This information will only be accessed by authorised employees within the department. The business information is placed on a register that may be inspected by the public which is authorised by section 59 of the <i>Wine Industry Act 1994</i>. Your personal information will not be disclosed to any other parties unless authorised or required by law. The business information which is placed on the public register will include trading hours, trading conditions, licensee, nominees, and trading name information.</p> <p><b>Warning</b></p> <p>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.</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> <p><b>Criminal history check</b></p> <p>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.</p> |
| <b>Part A</b>   |   |
| <p><b>Details of applicant</b></p> <p>Use company name if applicable.</p>   | <p>.....<br/>Full name of applicant</p>   |
| <b>Part B</b>   |   |
| <p><b>Nominee details</b></p>   | <p>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.</p> <p>If the applicant is an individual, you may choose to have one or more responsible people as nominee, but it is not mandatory.</p> <p>Will you have a nominee?</p> <p><input type="checkbox"/> No – go to <b>Part C</b></p> <p><input type="checkbox"/> Yes – full name of proposed nominee/s .....</p>  |
| <b>Part C</b>   |   |
| <p><b>Details of premises</b></p>   | <p>Name of premises .....</p> <p>Address of premises .....</p> <p>.....</p> <p>Locality/suburb ..... State ..... Postcode .....</p> <p>Telephone ..... Facsimile .....</p>  |

|  |   |
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| <b>Part D</b>  |   |
| <b>Applicant contact details</b><br>Your contact during the course of the application. | Name .....<br>Address of premises .....<br>.....<br>Locality/suburb ..... State ..... Postcode .....<br>Telephone ..... Facsimile .....<br>Mobile ..... Email .....   |
| <b>Part E</b>  |   |
| <b>Solicitor or agent details</b>  | Do you have a solicitor or agent acting on your behalf in this application?<br><input type="checkbox"/> No – go to Part F<br><input type="checkbox"/> Yes – please give details:<br>Name of solicitor or agent .....<br>Address of solicitor or agent .....<br>.....<br>Locality/suburb ..... State ..... Postcode .....<br>Telephone ..... Facsimile .....<br>Mobile ..... Email ..... |
| <b>Part F</b>  |   |
|  | Is the premises situated on land vested in the Crown? (ie. Crown Reserve, vacant Crown Land)<br><input type="checkbox"/> No – go to Part G<br><input type="checkbox"/> Yes – this application cannot be finalised until the consent of the Department of Resources is provided  |
| <b>Part G</b>  |   |
|  | You must attach a copy of the Registered Plan of Survey and Certificate of Title. Are these documents attached?<br><input type="checkbox"/> No – this application cannot be finalised until these documents are lodged<br><input type="checkbox"/> Yes – go to Part H   |
| <b>Part H</b>  |   |
| <b>Real property description</b>   | Real property description (as recorded on your Certificate of Title, contract or lease)<br>.....<br>.....<br>.....<br>.....   |
| <b>Part I</b>  |   |
|  | In which local authority/council area are the premises located?<br>.....  |

## Part J

Are the premises completed?

- No – when will the premises be complete?  
 Yes

## Part K

### Area/s of premises

(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)

Describe the area/s the premises is to consist of.....  
.....  
.....  
.....  
.....  
.....  
.....

## Part L

### Standard trading hours

Standard trading hours for this licence are 8.00am 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 Part M**

## Part M

Is the applicant a company?

- No – **go to Part N**  
 Yes – please attach a current copy of your company extract

|   |  |
|---|--|
| <b>Part N</b>                               |  |
|   | <p>Are the premises, or any part of the premises, currently subject to a licence under the <i>Liquor Act 1992</i> or the <i>Wine Industry Act 1994</i>?</p> <p><input type="checkbox"/> No – go to <b>Part O</b></p> <p><input type="checkbox"/> Yes – give details (including liquor licence number, or attach a copy of the licence document)</p> <p>.....</p> <p>.....</p>  |
| <b>Part O</b>                               |  |
| <b>Application checklist</b>                | <p>The following items must be lodged with this application:</p> <p><input type="checkbox"/> a 1:100 scale plan of the premises, showing the general layout;</p> <p><input type="checkbox"/> a plan showing the location of the premises in relation to adjacent premises; and;</p> <p><input type="checkbox"/> a complete Personal Details Schedule (Form 5).</p> <p>Have you attached these items?</p> <p><input type="checkbox"/> No – do not lodge this application until these items are attached</p> <p><input type="checkbox"/> Yes – go to <b>Part P</b></p> |
| <b>Part P</b>                               |  |
| <b>Supply of food at the premises</b>       | <p>Are you intending to supply food at the premises?</p> <p><input type="checkbox"/> No – go to <b>Part S</b></p> <p><input type="checkbox"/> Yes – go to <b>Part Q</b></p>  |
| <b>Part Q</b>                               |  |
| <b>Sample menu</b>                          | <p>You must attach a copy of a sample menu. Is this attached?</p> <p><input type="checkbox"/> No – this application cannot be finalised until a sample menu is lodged</p> <p><input type="checkbox"/> Yes – go to <b>Part R</b></p>  |
| <b>Part R</b>                               |  |
| <b>Food and hygiene licence</b>             | <p>You must attach a copy of the food and hygiene licence from your local authority. Is this attached?</p> <p><input type="checkbox"/> No – this application cannot be finalised until this licence is lodged</p> <p><input type="checkbox"/> Yes – go to <b>Part S</b></p>  |
| <b>Part S</b>                               |  |
| <b>Consumption of wine on your premises</b> | <p>Do you intend to allow the consumption of wine on your premises, other than as a sample? <input type="checkbox"/> No – go to <b>Part T</b></p> <p><input type="checkbox"/> Yes – if so, an additional application fee will be required</p> <p>Please refer to <a href="http://www.business.qld.gov.au/liquor-gaming">www.business.qld.gov.au/liquor-gaming</a> for fees</p>   |

## Part T

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 Part U
- Yes – give details (attach separate sheet if necessary)

| Type of fruit | Area under cultivation | First/next harvest date | Anticipated yield |
|---------------|------------------------|-------------------------|-------------------|
|               |                        |                         |                   |
|               |                        |                         |                   |
|               |                        |                         |                   |
|               |                        |                         |                   |
|               |                        |                         |                   |

## Part U

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 answer *yes* to Part T, include here only details of any intended future plantings)

- No – go to Part V
- Yes – give details (attach separate sheet if necessary)

| Type of fruit | Area intended for cultivation | Planting date | Anticipated yield |
|---------------|-------------------------------|---------------|-------------------|
|               |                               |               |                   |
|               |                               |               |                   |
|               |                               |               |                   |
|               |                               |               |                   |
|               |                               |               |                   |

## Part V

Expected wine for sale

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

.....  
.....

**Part W**

**Buying fruit to make wine**

Are you intending to buy fruit that will be used to make wine?  
(if you answer **yes** to Part T, include here only details of any intended future plantings)

- No – go to **Part X**
- Yes – please give the name and address of intended suppliers:

| Name | Address |
|------|---------|
|      |         |
|      |         |
|      |         |
|      |         |
|      |         |

**Part X**

**Making wine yourself in Queensland**

Are you intending to make wine yourself in Queensland?

- No – go to **Part Y**
- Yes – where will you be making this wine?

.....  
.....

**Part Y**

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

- No – go to **Part Z**
- Yes – please give the name and the address of the intended wine maker:

Name of intended wine maker .....

Street address .....

.....

Locality/suburb ..... State ..... Postcode .....

**Part Z**

**Involvement in the wine making process**

What will your involvement be in the wine making process?  
(Please give details about your control over the process, directions to the wine maker etc)

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

|  |   |
|--|---|
| <b>Part AA</b>                           |   |
|  | <p>Are you intending to purchase completed wine?</p> <p><input type="checkbox"/> No – go to Part CC</p> <p><input type="checkbox"/> Yes – go to Part BB</p>   |
| <b>Part BB</b>                           |   |
| Blending wine with other wine            | <p>Will you be blending this wine with other wine?</p> <p><input type="checkbox"/> No – go to Part CC</p> <p><input type="checkbox"/> Yes – give details .....</p> <p>.....</p> <p>.....</p>  |
| <b>Part CC</b>                           |   |
| Contribution to Queensland Wine Industry | <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?</p> <p>(Attach separate submission if necessary)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> |
| <b>Part DD</b>                           |   |
| Making wine yourself in Queensland       | <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 Part EE</p> <p><input type="checkbox"/> Yes – go to Part FF</p>  |
| <b>Part EE</b>                           |   |
| Lodged application with local authority  | <p>Have you lodged an application with the relevant 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>  |

## Part FF

### Application advertising

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)

No – go to Part GG

Yes – give details .....

.....  
*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.*

## Part GG

### Owner's consent

(where the owner, as shown on the Certificate of Title, is not the applicant, and the premises is not situated on Crown Land)

As owner of the premises described in this form, I consent to this application for a Wine Merchant Licence.

Name .....

Street address .....

.....

Locality/suburb ..... State ..... Postcode .....

Signature ..... Date   /   /      
D D M M Y Y Y Y

## Part HH

### Consent of the proposed nominee

As named in Part B

I .....  
 consent to this application.

Signature ..... Date   /   /      
D D M M Y Y Y Y

## Part II

### Checklist for applicants

Have all questions been answered as instructed?  Yes

Have all attachments been included such as:

- all items at Part F and G  Yes  No
- application fee  Yes  No
- company details  Yes  No  N/A
- all items required by Part O  Yes  No
- 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 the application form  Yes  No
- Have appropriate endorsements been made at Part HH and II  Yes  No  N/A



**Part JJ**

**Signature of applicant**  
As named in Part A

Name.....

Signature..... Date   /   /      
D D M M Y Y Y Y

Name.....

Signature..... Date   /   /      
D D M M Y Y Y Y

**Lodgement details**

Please lodge the completed application, any supporting documentation and fees at the **Office of Liquor and Gaming Regulation** at the address below:

By mail: Locked Bag 180, City East Qld 4002  
In person: Upper Plaza, 33 Charlotte Street, Brisbane Qld 4000

For further information phone 13 QGOV (13 74 68) or visit [www.business.qld.gov.au/liquor-gaming](http://www.business.qld.gov.au/liquor-gaming)

**Payment details**

**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: ..... / .....  
month year

Signature: .....

**\*OLGR will not accept credit card details by fax or email, including PDF attachments.**

If an email is received with credit card details, it will be deleted immediately and your form will not be processed. This is in accordance with the Payment Card Industry Data Security Standard.

*A receipt will not be issued unless specifically requested.*