



Application for temporary change in licensed area

Office of Liquor and Gaming Regulation

This application can be submitted online at www.business.qld.gov.au/liquor-gaming

<p>Office use only</p> <p>Date received _____</p> <p>Receipt no. _____</p> <p>Amount received _____</p> <p>Fees: To find out the current application fee go to www.business.qld.gov.au/liquor-gaming</p>	<p>Instructions Please complete in BLOCK letters. Attach extra pages if needed. If you need help completing this form, visit our website www.business.qld.gov.au/liquor-gaming or contact the Office of Liquor and Gaming Regulation (OLGR) on 13 QGOV (13 74 68).</p> <p>Privacy statement – please read OLGR is collecting the information on this form to assess your application for a temporary change in licensed area. 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>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.</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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Part A – Requirements

Note: section 5 of the Liquor Regulation 2002 states this application must be lodged 21 days before the first event date stated in this application.

Part B – Details (all applicants to complete)

Section 1 Licensee details	Liquor licence no. (as shown on licence document) Licensee (as shown on licence document)
Section 2 Premises details	Premises name Premises address 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"/> Phone Fax Mobile Email
Section 3 Contact person	Name Phone (daytime) Mobile Fax Email

<p>Section 4 Application details</p>	<p>What are you applying for?</p> <table border="1"> <thead> <tr> <th data-bbox="371 170 890 237">Application type</th> <th data-bbox="890 170 1018 237">Please tick</th> <th data-bbox="1018 170 1481 237"></th> </tr> </thead> <tbody> <tr> <td data-bbox="371 237 890 304">Temporary increase in licensed area</td> <td data-bbox="890 237 1018 304"></td> <td data-bbox="1018 237 1481 304">You will also need to complete Part C of this application form</td> </tr> <tr> <td data-bbox="371 304 890 371">Temporary decrease in licensed area</td> <td data-bbox="890 304 1018 371"></td> <td data-bbox="1018 304 1481 371">You will also need to complete Part D of this application form</td> </tr> </tbody> </table>	Application type	Please tick		Temporary increase in licensed area		You will also need to complete Part C of this application form	Temporary decrease in licensed area		You will also need to complete Part D of this application form						
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Temporary decrease in licensed area		You will also need to complete Part D of this application form														
<p>Section 5 Change in licensed area dates</p>	<p>When do you need the change/s for?</p> <table border="1"> <thead> <tr> <th data-bbox="371 501 743 546">Day</th> <th data-bbox="743 501 1110 546">Date/s</th> <th data-bbox="1110 501 1481 546">Time</th> </tr> </thead> <tbody> <tr> <td data-bbox="371 546 743 591"></td> <td data-bbox="743 546 1110 591"></td> <td data-bbox="1110 546 1481 591"></td> </tr> <tr> <td data-bbox="371 591 743 636"></td> <td data-bbox="743 591 1110 636"></td> <td data-bbox="1110 591 1481 636"></td> </tr> <tr> <td data-bbox="371 636 743 680"></td> <td data-bbox="743 636 1110 680"></td> <td data-bbox="1110 636 1481 680"></td> </tr> <tr> <td data-bbox="371 680 743 725"></td> <td data-bbox="743 680 1110 725"></td> <td data-bbox="1110 680 1481 725"></td> </tr> </tbody> </table>	Day	Date/s	Time												
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<p>Section 6 Function details</p>	<p>Name/type of function or event</p> <p>.....</p> <p>.....</p>															
<p>Section 7 Adult entertainment permit</p>	<p>Are the premises subject to an adult entertainment permit?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – what is the permit no.?.....</p>															
<p>Section 8 Plan of area to be included/excluded</p>	<p>You must attach a sketch layout plan showing the area to be included/excluded in relation to your usual licensed area.</p> <p>Is this plan attached?</p> <p><input type="checkbox"/> No – do not proceed with this application until the plan is attached</p> <p><input type="checkbox"/> Yes</p>															
<p>Section 9 Signature of licensee</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;">D D M M Y Y Y Y</p>															

Part C – Only complete if applying for temporary *increase* in licensed area

<p>Section 10 Proposed increased area/s details</p>	<p>Describe the proposed increased area/s to be included in the licensed area on a temporary basis..... Nature of the area (e.g. car park, street, footpath, park)..... Number of bar serveries..... Size of adjoining consumption area (metres x metres) How the area is to be defined (e.g. rope, temporary fencing) Position of proposed area in relation to current licensed area (must be adjoining current licensed area)</p>
<p>Section 11 Entertainment details</p>	<p>Will the function or event involve entertainment? <input type="checkbox"/> No <input type="checkbox"/> Yes – give details of the type/s of entertainment..... </p>
<p>Section 12 Function/event attendance</p>	<p>What is the estimated attendance at the function or event? </p>
<p>Section 13 Security</p>	<p>Number of security to be provided</p>
<p>Section 14 Liquor served</p>	<p>How is it intended that liquor be served? <input type="checkbox"/> Cans <input type="checkbox"/> Bottles <input type="checkbox"/> Disposable cups <input type="checkbox"/> Glasses</p>
<p>Section 15 Increased area details</p>	<p>Is the proposed area a part of the existing land or building over which the licensee already has control (e.g. a currently unlicensed function room or carpark)? <input type="checkbox"/> No – go to Section 16 <input type="checkbox"/> Yes – go to Section 17</p>

<p>Section 16</p> <p>Additional area controlled by local council</p>	<p>Is the proposed additional area a public place, such as a park, or an area controlled by your local council?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – you must obtain the endorsement of the local authority at Section 18</p>
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<p>Section 17</p> <p>Owner's consent</p> <p>To be signed by the current owner of freehold land and/or the owner of any increased licensed areas.</p>	<p>I,</p> <p>received this application on <input type="checkbox"/>_D<input type="checkbox"/>_D / <input type="checkbox"/>_M<input type="checkbox"/>_M / <input type="checkbox"/>_Y<input type="checkbox"/>_Y<input type="checkbox"/>_Y<input type="checkbox"/>_Y</p> <p><input type="checkbox"/> I object – please send a written report outlining your reasons to OLGR</p> <p><input type="checkbox"/> I do not object to this application for a temporary change in licensed area</p> <p>Name Position</p> <p>Signature..... Date <input type="checkbox"/>_D<input type="checkbox"/>_D / <input type="checkbox"/>_M<input type="checkbox"/>_M / <input type="checkbox"/>_Y<input type="checkbox"/>_Y<input type="checkbox"/>_Y<input type="checkbox"/>_Y</p>
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<p>Section 18</p> <p>Council consent to temporarily increase licensed area</p> <p>(Not required for temporary decreases in licensed area)</p> <p>Council consent is only required if you ticked 'Yes' at Section 16.</p>	<p>I, of council</p> <p>received this application on <input type="checkbox"/>_D<input type="checkbox"/>_D / <input type="checkbox"/>_M<input type="checkbox"/>_M / <input type="checkbox"/>_Y<input type="checkbox"/>_Y<input type="checkbox"/>_Y<input type="checkbox"/>_Y</p> <p><input type="checkbox"/> I object – please send a written report outlining your reasons to OLGR</p> <p><input type="checkbox"/> I do not object to this application for a temporary change in licensed area</p> <p>Name Position</p> <p>Signature..... Date <input type="checkbox"/>_D<input type="checkbox"/>_D / <input type="checkbox"/>_M<input type="checkbox"/>_M / <input type="checkbox"/>_Y<input type="checkbox"/>_Y<input type="checkbox"/>_Y<input type="checkbox"/>_Y</p>
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<p>Section 19</p> <p>Police consent to temporarily increase licensed area</p> <p>(Not required for temporary decreases in licensed area)</p>	<p>I, of station</p> <p>received this application on <input type="checkbox"/>_D<input type="checkbox"/>_D / <input type="checkbox"/>_M<input type="checkbox"/>_M / <input type="checkbox"/>_Y<input type="checkbox"/>_Y<input type="checkbox"/>_Y<input type="checkbox"/>_Y</p> <p><input type="checkbox"/> I object – please send a written report outlining your reasons to OLGR</p> <p><input type="checkbox"/> I do not object to this application for a temporary change in licensed area</p> <p>Name Position</p> <p>Signature..... Date <input type="checkbox"/>_D<input type="checkbox"/>_D / <input type="checkbox"/>_M<input type="checkbox"/>_M / <input type="checkbox"/>_Y<input type="checkbox"/>_Y<input type="checkbox"/>_Y<input type="checkbox"/>_Y</p>
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Part D – Only complete if applying for temporary *decrease* in licensed area

<p>Section 20</p> <p>Area/s to decrease</p>	<p>What area/s do you want to decrease?</p> <p>.....</p> <p>.....</p> <p>.....</p>
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<p>Section 21</p> <p>Another licence/permit approval</p>	<p>Will the decreased licensed area be subject to another licence/permit approval?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – please provide details</p> <p>.....</p> <p>.....</p>
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Part C – Lodgement and fee payment

Lodgement and payment details

Please lodge the completed application and any supporting documentation at OLGR at the address below or any OLGR office at Gold Coast (Southport), Sunshine Coast (Maroochydore), Toowoomba, Wide Bay, Rockhampton, Mackay, Townsville or Cairns. Call 13 QGOV (13 74 68) for addresses or visit www.justice.qld.gov.au/about-us/services/liquor-gaming/contact-us/regional

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

One fee is applicable for consecutive dates requested. Multiple fees are applicable for each non-consecutive dates requested.

Payment type:

Money order – make money order payable to **Office of Liquor and Gaming Regulation**

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

Cardholder's 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.