

# Form 8 Application for new restricted liquor permit



Liquor Act 1992 s. 105 • V5 July 2024

## Office use only

Rec no. ....

Amount \$.....

Date .....

This form combines *Form 8 Application for new restricted liquor permit* under the *Liquor Act 1992* and *Form 8 Guide to applying for new restricted liquor permit* under the *Liquor Act 1992*.

Has your club held a restricted liquor permit in the last 18 months? If so, please complete Form 15 - Application for renewal of a restricted liquor permit instead of this form.

### Privacy statement

OLGR is collecting the information on this form to assess your application for a restricted liquor permit. 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.

### Instructions

Please complete in BLOCK 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) or [www.business.qld.gov.au/liquor-gaming](http://www.business.qld.gov.au/liquor-gaming)

### 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 permit.

### Fees

To find out the current application fee go to [www.business.qld.gov.au/liquor-gaming](http://www.business.qld.gov.au/liquor-gaming)

## Part A—Requirements

All answers provided in this application must be in English.

Please refer to **Part C – Explanatory Notes** in this form for further explanation.

A number of questions require you to also attach documents to the application. It is important that you do attach these documents where required, otherwise **the application will be returned to you** and will not be processed.

### What is a restricted liquor permit?

**Important:** If you have previously held a restricted liquor permit do not continue with this application. You must complete *Form 15 Application for renewal of a restricted liquor permit*.

A restricted liquor permit is granted to non-proprietary clubs so that they can sell liquor. *The Liquor Act 1992* defines a non-proprietary club as: “an association of persons under whose constitution any income, profits and assets are used only in promotion of its objects, and are not for distribution to its members.”

Under this permit, liquor may only be served for consumption on the premises to:

- members of the club
- members of a club with formal reciprocal rights
- a guest of a member in the member's company
- a guest of a reciprocal member in the member's company

### No sales of take away liquor are permitted at any time to anyone.

A register of all members, and a register of all guests and reciprocal members (commonly referred to as a visitors register) must be maintained on the premises, and be available for inspection at any time by an OLGR compliance officer or Queensland Police.

### How long will the application take?

This application is required by law to be lodged at least 21 days before the first date on which your club wishes to commence trading. However, as comment will be sought from the local authority and the police, your application should be made well in advance of your desired commencement in trading.

If you should commence trading prior to the permit, or a renewal of the permit, being approved, you may be charged with unlicensed trading under section 169 of the *Liquor Act 1992*, and your club could face a maximum penalty of 1000 penalty units.

**Part B—Details**

<p><b>Section 1</b> <b>Club details</b></p>	Name of club ..... .....				
<p><b>Section 2</b> <b>Premises details</b></p>	Premises name ..... Premises address ..... 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"/> Postal address of premises ..... 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"/> Phone ..... Fax ..... Mobile ..... Email .....				
<p><b>Section 3</b> <b>Contact person details</b></p> <p><i>The club must have a contact person for OLGR during the application process and for the duration of the permit.</i></p>	Name ..... Phone ..... Mobile ..... Postal address ..... 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"/> Email .....				
<p><b>Section 4</b> <b>Notification of executive officers/ committee members</b></p>	OLGR requires details of all current committee members. These details must be provided after each Annual General Meeting (AGM), whether or not there are any changes to the committee. Please list all current committee members and directors (if applicable). If the applicant club is an incorporated association (for example, Queensland Bowls Club Incorporated), please complete the details of all committee members including the executive committee (eg President, Vice- President, Secretary and Treasurer). If the applicant club is company limited by guarantee (for example, Queensland Bowls Club Ltd.), please complete the details of all directors of the company and all committee members including the executive committee (eg President, Vice- President, Secretary and Treasurer), if applicable.				
Full name (including aliases if applicable)	Address	Date of birth	Place of birth (town/city & country)	Position held (e.g. secretary)	Date of appointment
If insufficient space, please attach a separate sheet.					

<p><b>Section 5</b> <b>Permitted area details</b></p>	<p>Number of bars .....</p> <p>Size of consumption area (metres × metres) .....</p> <p>.....</p> <p>.....</p> <p>How area is defined (i.e. bounds of clubhouse, ropes, barriers) .....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><b>Section 6</b> <b>Duration of permit</b></p>	<p>Permit length:</p> <p><input type="checkbox"/> 3 month</p> <p><input type="checkbox"/> 6 month</p> <p>How many hours will you be trading per week?</p> <p><input type="checkbox"/> Up to 10 hours per week</p> <p><input type="checkbox"/> 10–25 hours per week</p>
<p><b>Section 7</b> <b>Commencement date</b></p>	<p>Desired commencement 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>
<p><b>Section 8</b> <b>Previous restricted liquor permit</b></p>	<p>Has your club held a restricted liquor permit in the last 18 months?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – do not continue with this application. You must complete <b>Form 15 Application for renewal of a restricted liquor permit.</b></p>
<p><b>Section 9</b> <b>Incorporated club</b></p>	<p>Is the club incorporated?</p> <p><input type="checkbox"/> No – <b>go to Section 11</b></p> <p><input type="checkbox"/> Yes – <b>go to Section 10</b></p>
<p><b>Section 10</b> <b>Certificate of Incorporation</b></p>	<p>Is your certificate of incorporation attached?</p> <p><input type="checkbox"/> No – you cannot proceed with this application until it is attached</p> <p><input type="checkbox"/> Yes – <b>go to Section 12</b></p>
<p><b>Section 11</b> <b>Company details</b></p>	<p>Is the club a company limited by guarantee (e.g. Queensland Bowls Club Limited)?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – please attach a copy of the company extract showing the ABN and all current directors. This can be obtained from the Australian Securities and Investments Commission (ASIC)</p>

<p><b>Section 12</b></p> <p><b>Club constitution</b></p> <p><i>See Part C – Explanatory notes for more information</i></p>	<p>Is your club constitution attached?</p> <p><input type="checkbox"/> No – you cannot proceed with this application until it is attached</p> <p><input type="checkbox"/> Yes – the <i>Liquor Act 1992</i> requires that the rules of a club:</p> <table border="1" data-bbox="371 235 1465 1041"> <thead> <tr> <th data-bbox="371 235 1195 356"><b>All below must be provided</b></th> <th data-bbox="1195 235 1465 356"><b>Where in the constitution are these clauses (clause or page no.)</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="371 356 1195 459">a) Must provide that a person cannot be admitted as a member unless the person makes written application for membership and the application is approved at a meeting of the club’s management committee; and</td> <td data-bbox="1195 356 1465 459"></td> </tr> <tr> <td data-bbox="371 459 1195 533">b) Must provide that the members of the club entitled to vote at any meeting of the club do not include temporary or honorary members or minors; and</td> <td data-bbox="1195 459 1465 533"></td> </tr> <tr> <td data-bbox="371 533 1195 636">c) Must provide that the club’s management committee must be elected by the voting members of the club at a general meeting of the club for a period of at least one year; and</td> <td data-bbox="1195 533 1465 636"></td> </tr> <tr> <td data-bbox="371 636 1195 763">d) Must provide that the management committee of the club must present to each annual general meeting of the club: <ul style="list-style-type: none"> <li>• a written report of the club’s operation throughout the year</li> <li>• an audited statement of the club’s financial position; and</li> </ul> </td> <td data-bbox="1195 636 1465 763"></td> </tr> <tr> <td data-bbox="371 763 1195 810">e) Must be consistent with the club being a non-proprietary club.</td> <td data-bbox="1195 763 1465 810"></td> </tr> <tr> <td data-bbox="371 810 1195 884">f) must provide that the club’s secretary must keep on the club premises a list of reciprocal clubs; and</td> <td data-bbox="1195 810 1465 884"></td> </tr> <tr> <td data-bbox="371 884 1195 1041">g) if the club is an RSL or Services Club—must provide that RSL honorary members and defence members are not entitled to any rights or privileges of members other than those rights or privileges expressly granted to RSL honorary members or defence members under sections 77, 79, 81, 83, 103JA and 103M.</td> <td data-bbox="1195 884 1465 1041"></td> </tr> </tbody> </table>	<b>All below must be provided</b>	<b>Where in the constitution are these clauses (clause or page no.)</b>	a) Must provide that a person cannot be admitted as a member unless the person makes written application for membership and the application is approved at a meeting of the club’s management committee; and		b) Must provide that the members of the club entitled to vote at any meeting of the club do not include temporary or honorary members or minors; and		c) Must provide that the club’s management committee must be elected by the voting members of the club at a general meeting of the club for a period of at least one year; and		d) Must provide that the management committee of the club must present to each annual general meeting of the club: <ul style="list-style-type: none"> <li>• a written report of the club’s operation throughout the year</li> <li>• an audited statement of the club’s financial position; and</li> </ul>		e) Must be consistent with the club being a non-proprietary club.		f) must provide that the club’s secretary must keep on the club premises a list of reciprocal clubs; and		g) if the club is an RSL or Services Club—must provide that RSL honorary members and defence members are not entitled to any rights or privileges of members other than those rights or privileges expressly granted to RSL honorary members or defence members under sections 77, 79, 81, 83, 103JA and 103M.	
<b>All below must be provided</b>	<b>Where in the constitution are these clauses (clause or page no.)</b>																
a) Must provide that a person cannot be admitted as a member unless the person makes written application for membership and the application is approved at a meeting of the club’s management committee; and																	
b) Must provide that the members of the club entitled to vote at any meeting of the club do not include temporary or honorary members or minors; and																	
c) Must provide that the club’s management committee must be elected by the voting members of the club at a general meeting of the club for a period of at least one year; and																	
d) Must provide that the management committee of the club must present to each annual general meeting of the club: <ul style="list-style-type: none"> <li>• a written report of the club’s operation throughout the year</li> <li>• an audited statement of the club’s financial position; and</li> </ul>																	
e) Must be consistent with the club being a non-proprietary club.																	
f) must provide that the club’s secretary must keep on the club premises a list of reciprocal clubs; and																	
g) if the club is an RSL or Services Club—must provide that RSL honorary members and defence members are not entitled to any rights or privileges of members other than those rights or privileges expressly granted to RSL honorary members or defence members under sections 77, 79, 81, 83, 103JA and 103M.																	
<p><b>Section 13</b></p> <p><b>Risk Assessed Management Plan (RAMP)</b></p>	<p>You must lodge a RAMP. Please refer to Guideline 42 which is available on <a href="http://www.business.qld.gov.au/liquor-gaming">www.business.qld.gov.au/liquor-gaming</a>, for assistance in completing this document.</p> <p>Is your RAMP attached?</p> <p><input type="checkbox"/> No – do not lodge this application until the RAMP is available and attached.</p> <p><input type="checkbox"/> Yes – <b>go to Section 14</b></p>																
<p><b>Section 14</b></p> <p><b>Trading days and hours</b></p> <p>Either maximum of:</p> <ul style="list-style-type: none"> <li>• 10 hrs/wk; or</li> <li>• 25 hrs/wk</li> </ul> <p><i>You may apply for a maximum of either 10 or 25 hours per week (different application fees will apply).</i></p>	<p>Proposed trading days and hours:</p> <table border="1" data-bbox="371 1388 1361 1870"> <thead> <tr> <th data-bbox="371 1388 868 1451"><b>Days</b></th> <th data-bbox="868 1388 1361 1451"><b>Hours</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="371 1451 868 1512">e.g. Monday</td> <td data-bbox="868 1451 1361 1512">6 pm – 8 pm</td> </tr> <tr> <td data-bbox="371 1512 868 1572"></td> <td data-bbox="868 1512 1361 1572"></td> </tr> <tr> <td data-bbox="371 1572 868 1632"></td> <td data-bbox="868 1572 1361 1632"></td> </tr> <tr> <td data-bbox="371 1632 868 1693"></td> <td data-bbox="868 1632 1361 1693"></td> </tr> <tr> <td data-bbox="371 1693 868 1753"></td> <td data-bbox="868 1693 1361 1753"></td> </tr> <tr> <td data-bbox="371 1753 868 1814"></td> <td data-bbox="868 1753 1361 1814"></td> </tr> <tr> <td data-bbox="371 1814 868 1870"></td> <td data-bbox="868 1814 1361 1870"></td> </tr> </tbody> </table>	<b>Days</b>	<b>Hours</b>	e.g. Monday	6 pm – 8 pm												
<b>Days</b>	<b>Hours</b>																
e.g. Monday	6 pm – 8 pm																

<p><b>Section 15</b></p> <p><b>Entertainment details</b></p> <p><i>See Part C – Explanatory notes for more information</i></p>	<p>Is any entertainment to be provided (e.g. solos, duos, bands, jukebox, pianist, piped music, karaoke etc.?)</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – give details of the type/s and location of entertainment..... .....</p>
<p><b>Section 16</b></p> <p><b>Council endorsement</b></p>	<p>I, ..... of .....</p> <p>received this application on <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><input type="checkbox"/> I object – please send a written report outlining your reasons</p> <p><input type="checkbox"/> I do not object to this application for a restricted liquor permit</p> <p>Name ..... Position .....</p> <p>Signature..... 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><b>Section 17</b></p> <p><b>Police endorsement</b></p>	<p>I, ..... of ..... station</p> <p>received this application on <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><input type="checkbox"/> I object – please send a written report outlining your reasons</p> <p><input type="checkbox"/> I do not object to this application for a restricted liquor permit</p> <p>Name ..... Position .....</p> <p>Signature..... 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><b>Section 18</b></p> <p><b>Club president/ secretary signature</b></p>	<p>I declare/certify that:</p> <ul style="list-style-type: none"> <li>• the information in this application is true and correct.</li> <li>• I am authorised to make this application for the Club detailed in Section 1.</li> </ul> <p>Name.....</p> <p>Signature..... 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>

## Part C—Explanatory notes

<p><b>Section 12</b> <b>Club constitution</b></p>	<p><b>Have you attached a copy of your club's constitution?</b></p> <p>This application cannot be considered unless a copy of the constitution is attached. Do not proceed past this question unless you are able to attach it. The <i>Liquor Act 1992</i> contains specific requirements that must be provided for in a club's rules. Your club's constitution must contain the following rules, and you must highlight the place where these rules occur in the copy of your constitution which you are attaching, (by highlighter, underlining, tagging etc.):</p> <ol style="list-style-type: none"><li>1. A person cannot be admitted as a member of the club unless the person makes written application for membership, and the application is approved at a meeting of the club's management committee. (Please highlight the rule that deals with this provision)</li><li>2. Temporary or honorary members and members who are minors are not entitled to vote at any meeting of the club. (Please highlight the rule that deals with this provision)</li><li>3. The club's management committee must be elected by the voting members of the club at a general meeting of the club for a period of not less than one year. (Please highlight the rule that deals with this provision)</li><li>4. The management committee must present to each annual general meeting of the club:<ul style="list-style-type: none"><li>• (i) a written report of the club's operation throughout the year; and</li><li>• (ii) an audited statement of the club's financial position; and</li></ul>(Please highlight the rule that deals with this provision)</li><li>5. The club's secretary must keep on the club premises a list of reciprocal clubs</li><li>6. An RSL or Services Club must not allow RSL honorary members and defence members are not entitled to any rights or privileges of members other than ones specifically granted under sections 77, 79, 81,83, 103JA and 103 M of the Act.</li></ol> <p>As noted on Page 1 of this guide, the club is required to be non-proprietary, and the rules of the club must be consistent with this requirement. The simplest way to ensure this is to include the following rules in the constitution:</p> <ol style="list-style-type: none"><li>1. The income, profits and assets of the club are to be applied only in the promotion of the club's objects</li><li>2. The payment of dividends to, or the distribution of income, profits or assets of the club among, the club's members is prohibited If your club's constitution already contains the above rules, or rules having the same effect, there is no need to add these rules.</li></ol> <p><b>Directions</b></p> <ul style="list-style-type: none"><li>• If your club's constitution already complies with the above rules, attach it with the appropriate clauses duly highlighted, tick the "Yes" box at Section 11, and go straight to Section 12.</li><li>• If your club's constitution does not comply with the above rules, it must be amended before this application can be considered. Do not proceed with this application until the constitution has been amended and duly adopted by the club.</li><li>• If your club does not have a constitution, do not proceed with this application until a constitution complying with the above rules has been duly adopted by the club.</li></ul>
<p><b>Section 15</b> <b>Entertainment details</b></p>	<p><b>Is entertainment to be provided?</b></p> <p>If it is intended that amplified entertainment or music (including disc jockey style) be provided, the commissioner may, if the application is granted, impose conditions on the permit, in lieu of requiring an acoustic report, to minimise the impact of noise from the premises on the local amenity. Proposed conditions will be advised during the application process.</p>

**Part D—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, 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**

By email: OLGRlicensing@justice.qld.gov.au

Please note that if submitting by email, OLGR will contact you by phone for payment.

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  /   
M M Y Y Y Y

Signature .....

A receipt will not be issued unless specifically requested.

\*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.