

Form 15

Application for renewal of a restricted liquor permit

Liquor Act 1992 s. 105 • V7 July 2024



Queensland
Government

Office use only

Rec no.

Amount \$.....

Date

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

Fees

To find out the current application fee go to www.business.qld.gov.au/liquor-gaming

Warning

False or misleading statements may attract a maximum penalty of 100 penalty units or six months imprisonment and may lead to immediate cancellation of permit.

Privacy statement

OLGR is collecting the information on this form to assess your renewal of 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.

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?

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. This 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					
Section 1 Club details	Name of club				
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 details <i>The club must have a contact person for OLGR during the application process and for the duration of the permit.</i>	Name.....				
	Phone..... Mobile.....				
	Postal 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"/>				
	Email				
Section 4 Notification of executive officers/ committee members	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)	Position held (e.g. secretary)	Date of appointment

<p>Section 5</p> <p>Previous restricted liquor permit no.</p>	<p>Previous restricted liquor permit no.</p> <p>Expiry 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>Section 6</p> <p>Change to permitted area</p>	<p>Has there been a change to the permitted area?</p> <p><input type="checkbox"/> No – go to Section 8</p> <p><input type="checkbox"/> Yes – go to Section 7</p>																
<p>Section 7</p> <p>Permitted area details</p>	<p>Number of bars</p> <p>Size of consumption area (metres × metres)</p> <p>.....</p> <p>How area is defined (i.e. bounds of clubhouse, ropes, barriers)</p> <p>.....</p> <p>.....</p>																
<p>Section 8</p> <p>Duration of permit</p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <p>Permit length:</p> <p><input type="checkbox"/> 3 month</p> <p><input type="checkbox"/> 6 month</p> </td> <td style="width: 50%; border: none;"> <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> </td> </tr> </table>	<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>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>Section 9</p> <p>Commencement date</p>	<p>Desired commencement 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>Section 10</p> <p>Change to trading hours</p> <p><i>See Part C – Explanatory notes for more information</i></p>	<p>Will your trading days and hours remain the same as the existing permit?</p> <p><input type="checkbox"/> No – go to Section 11</p> <p><input type="checkbox"/> Yes – go to Section 12</p>																
<p>Section 11</p> <p>Trading days and hours</p> <p>Either maximum of:</p> <ul style="list-style-type: none"> • 10 hrs/wk; or • 25 hrs/wk <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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; padding: 5px;">Days</th> <th style="width: 50%; padding: 5px;">Hours</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">e.g. Monday</td> <td style="padding: 5px;">6 pm – 8 pm</td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="padding: 5px;"> </td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="padding: 5px;"> </td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="padding: 5px;"> </td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="padding: 5px;"> </td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="padding: 5px;"> </td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="padding: 5px;"> </td> </tr> </tbody> </table>	Days	Hours	e.g. Monday	6 pm – 8 pm												
Days	Hours																
e.g. Monday	6 pm – 8 pm																

<p>Section 12</p> <p>Entertainment details</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>Section 13</p> <p>Company details</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 – if any directors have changed since you last applied for a Restricted Liquor Permit, please attach a copy of the company extract showing all current directors. This can be obtained from the Australian Securities and Investments Commission (ASIC)</p>
<p>Section 14</p> <p>Club constitution changes</p>	<p>Has there been any changes to the club's constitution since the last permit was granted?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – please attach a copy of the new constitution</p>
<p>Section 15</p> <p>Police endorsement</p> <p>You must take this application to the local police station for comment.</p>	<p>I, of station received this application on <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><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="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p>
<p>Section 16</p> <p>Club president/ secretary signature</p>	<p>I declare/certify that:</p> <ul style="list-style-type: none"> the information in this application is true and correct. I am authorised to make this application for the club detailed in Section 1. <p>Name.....</p> <p>Signature.....</p> <p>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>

Part C—Explanatory notes

Section 10 Change to trading hours

Do you want the same trading days and hours shown on your most recent previous permit?

Check the permit that you have. You may keep the same trading hours shown there or you may nominate different trading hours more suitable to your club's needs.

Directions:

- If you wish to change the trading hours shown on your previous permit, tick 'No' and go straight to **Section 11**
- If you wish to keep the same hours shown on your previous permit, tick 'Yes' and go straight to **Section 12**

Section 12 Entertainment details

Is entertainment to be provided?

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.

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 our website 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

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.