

# Form 18

## Application for catering endorsement on licence



Queensland  
Government

Liquor Act 1992 s.105 • V4 June 2021

<p><b>Office use only</b></p> <p>Rec no. ....</p> <p>Amount \$.....</p> <p>Date .....</p>	<p><b>Instructions</b></p> <p>Please complete in BLOCK letters. Attach extra pages if needed.</p> <p>If you need help completing this form contact the Office of Liquor and Gaming Regulation (OLGR) on 13 QGOV (13 74 68) or <a href="http://www.business.qld.gov.au/liquor-gaming">www.business.qld.gov.au/liquor-gaming</a></p>	<p><b>Warning</b></p> <p>False or misleading statements will attract a financial penalty or imprisonment and may lead to immediate cancellation of licence.</p> <p><b>Fees</b></p> <p>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>
<b>Part A—Requirements</b>		
<p>This form should be completed by licensees seeking a catering away endorsement on their licence.</p> <p>If you are seeking a variation of your existing licence condition on a permanent basis you need to complete <b>Form 19</b> 'Application for permanent variation of licence'.</p>		
<b>Part B—Details</b>		
<p><b>Section 1</b></p> <p><b>Licensee details</b></p>	<p>Licensee (as shown on licence document) .....</p> <p>.....</p>	
<p><b>Section 2</b></p> <p><b>Premises details</b></p>	<p>Premises name .....</p> <p>Postal address .....</p> <p>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"/></p> <p>Postal address of premises .....</p> <p>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"/></p> <p>Phone ..... Fax.....</p> <p>Mobile ..... Email .....</p>	
<p><b>Section 3</b></p> <p><b>Liquor licence number and type</b></p>	<p>Liquor licence number .....</p> <p>What type of licence does the premises currently hold?</p> <p><input type="checkbox"/> Subsidiary on-premises licence</p> <p><input type="checkbox"/> Subsidiary off-premises licence (caterers only)</p> <p><input type="checkbox"/> Commercial hotel licence</p> <p><input type="checkbox"/> Nightclub licence</p> <p><input type="checkbox"/> Other – <b>note:</b> this application <b>cannot be lodged</b> as you are not eligible to apply for this approval. Please contact the OLGR if you require further advice</p>	

<p><b>Section 4</b> <b>Daytime contact details</b></p>	<p>Name .....</p> <p>Phone ..... Fax.....</p> <p>Mobile ..... Email .....</p>
<p><b>Section 5</b> <b>Catering away endorsement details</b></p> <p>Note: if you hold a commercial special facility licence or a community licence you are not eligible to apply for this authority. Please contact the OLGR if you wish to discuss further.</p>	<p>A catering away endorsement allows you to cater away from the licensed premises at private functions and public events organised by people other than the licensee. If you wish to cater for public events, you will require a further commercial public event permit.</p> <p>What types of functions do you intend to cater for? (e.g. weddings, 21st birthdays, corporate luncheons etc.)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p><b>Section 6</b> <b>Commercial hotel licence</b></p>	<p>Does this application relate to a commercial hotel licence or an artisan producer licence?</p> <p><input type="checkbox"/> No – go to <b>Section 7</b></p> <p><input type="checkbox"/> Yes – go to <b>Section 8</b></p>
<p><b>Section 7</b> <b>Sample menu</b></p>	<p>Catering for functions away from the licensed premises must involve the provision of food prepared by the licensee when liquor is supplied. Please attach a sample menu showing the types of foods you intend to supply at these functions.</p> <p>Is this sample menu attached?</p> <p><input type="checkbox"/> No – this application <b>cannot be finalised</b> until a sample menu is lodged</p> <p><input type="checkbox"/> Yes – go to <b>Section 8</b></p>
<p><b>Section 8</b> <b>Signature of licensee</b></p>	<p>I acknowledge that:</p> <ol style="list-style-type: none"> <li>1. All questions have been answered</li> <li>2. A sample menu is attached (if applicable)</li> <li>3. My lodgement of this application is not a guarantee that the application will be successful</li> </ol> <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> <p style="text-align: center; font-size: small;">D D / M M / Y Y Y Y</p>

**Part C—Lodgement and fee payment**

**Section 9  
Lodgement and  
payment**

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

Please lodge the completed application, any supporting documentation and fees at OLGR at the addresses above 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](http://www.justice.qld.gov.au)

The application fee must be paid at the time of application. There is no GST payable on any fee. Fee amounts are listed under Fees and Charges online at [www.business.qld.gov.au/liquor-gaming](http://www.business.qld.gov.au/liquor-gaming) or phone 13 QGOV (13 74 68). The fee can be paid by cheque, money order or credit card. Cash and eftpos will only be accepted if payment is made in person.

**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  /  /   
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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

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