

Form 13

Application for commercial public one-off event permit



Queensland
Government

Liquor Act 1992 s.105 • V4 June 2021

Office use only

Receipt no.

Amount \$.....

Date

Person ID

Please complete in BLOCK letters. Complete form in full and attach supporting documentation with prescribed fee. If you need help with this form contact the Office of Liquor and Gaming Regulation (OLGR) on 13 QGOV (13 74 68).

Before your application is determined, OLGR will undertake various investigations and enquiries into your suitability for an approval/licence. This will include your fingerprints and photograph being taken by an OLGR officer and checks with law enforcement agencies prior to

your application being determined by the Chief Executive. You will be contacted to arrange for a suitable time to be fingerprinted.

Warning

False or misleading statements may attract a financial penalty or imprisonment and may lead to immediate cancellation of licence.

Fees

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

Part A – Requirements

Note: this application **MUST** be lodged at least 28 days in advance, as provided by section 5 of the Liquor Regulation 2002. Applications not lodged 28 days in advance will not be processed.

Part B – Details

Section 1

Licensee details

Licensee name (as shown on licence document)

Phone Fax

Mobile

Email

Section 2

Premises details

Licensed premises name

Premises address

Locality/suburb State Postcode

Postal address of premises

Locality/suburb State Postcode

Section 3

Liquor licence number and type

Liquor licence number

What type of licence does the premises currently hold?

- Subsidiary on-premises licence
- Subsidiary off-premises licence (caterers only)
- Commercial hotel licence
- Nightclub licence
- Artisan producer licence

Other – **note:** this application **cannot be lodged** as you are not eligible to apply for this approval. Please contact the OLGR if you require further advice

<p>Section 4 Artisan producer licence</p>	<p>Do you hold a commercial other artisan producer licence?</p> <p><input type="checkbox"/> Yes – go to Section 6</p> <p><input type="checkbox"/> No – go to Section 5</p>																								
<p>Section 5 Permanent catering away condition</p>	<p>You must have a permanent catering away condition endorsed on your licence before a commercial public one-off event permit can be approved.</p> <p>Do you have a permanent catering away condition?</p> <p><input type="checkbox"/> Yes – go to Section 6</p> <p><input type="checkbox"/> No – you must lodge an application for this endorsement at the same time. Please complete Form 18 ‘Application for catering endorsement on licence’. Note: you can not cater to your own event</p>																								
<p>Section 6 Event details</p>	<p>Name of the public event you will be providing catering services to</p> <p>.....</p> <p>Focus or purpose of the event (e.g. family fun, musical entertainment, rodeo etc..)</p> <p>.....</p> <p>Location and address where the event will be held (e.g. RNA Showgrounds, Davies Park)</p> <p>.....</p> <p>.....</p> <p>Is amplified entertainment to be provided?</p> <p><input type="checkbox"/> Yes – please provide details (Note: an acoustic report may be required).....</p> <p>.....</p> <p><input type="checkbox"/> No</p>																								
<p>Section 7 Event promoter details</p>	<p>Name of the event promoter running the event</p> <p>.....</p> <p>Phone..... Fax.....</p> <p>Mobile Email.....</p>																								
<p>Section 8 Trading times</p>	<p>What are the proposed bar trading times?</p> <table border="1" data-bbox="368 1599 1485 2085"> <thead> <tr> <th>Day</th> <th>Date</th> <th>Time</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Day	Date	Time																					
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<p>Section 9 Attendance details</p>	<p>What is the estimated attendance at the event?</p> <p>What is the estimated number of patrons expected to be in the bar/consumption area over the duration of the event?</p> <p>How will tickets for entry to the event be sold?</p> <p><input type="checkbox"/> Presold tickets – please provide the number of tickets that have currently been sold</p> <p>.....</p> <p><input type="checkbox"/> Purchased on entry</p> <p><input type="checkbox"/> Other – please provide details.....</p> <p>How will the event be promoted/publicised? (e.g. TV, radio, newspaper, posters etc.)</p> <p>.....</p>																								
<p>Section 10 Consumption area details</p> <p>This question must be completed in order for application to be processed.</p>	<p>Liquor must be sold and consumed in a defined area. Please provide the following details:</p> <p>(a) Number of bars/booths</p> <p>(b) Size of bar/booths (m × m)</p> <p>Size of adjoining consumption area/s (m × m)</p> <p>Size of bar/booths (m × m)</p> <p>Size of adjoining consumption area/s (m × m)</p> <p>Size of bar/booths (m × m)</p> <p>Size of adjoining consumption area/s (m × m)</p> <p>Size of bar/booths (m × m)</p> <p>Size of adjoining consumption area/s (m × m)</p> <p>(c) Location of bar/booths</p> <p>.....</p> <p>(d) How is the consumption area defined? (e.g. ropes, temporary fencing)</p> <p>.....</p> <p>.....</p>																								
<p>Section 11 Site plan</p>	<p>You must lodge a 1:100 scale plan incorporating the following details if applicable:</p> <table border="0"> <tr> <td><input type="checkbox"/> The surrounding area</td> <td><input type="checkbox"/> Lost kids/property</td> </tr> <tr> <td><input type="checkbox"/> All entrances and exits</td> <td><input type="checkbox"/> Drinking water sites</td> </tr> <tr> <td><input type="checkbox"/> Emergency access routes</td> <td><input type="checkbox"/> Food/vendors/stalls</td> </tr> <tr> <td><input type="checkbox"/> Paths used by vehicles</td> <td><input type="checkbox"/> Liquor outlets</td> </tr> <tr> <td><input type="checkbox"/> Paths for pedestrians only</td> <td><input type="checkbox"/> Approved liquor consumption areas</td> </tr> <tr> <td><input type="checkbox"/> Parking</td> <td><input type="checkbox"/> Non-alcohol (dry) areas</td> </tr> <tr> <td><input type="checkbox"/> Stage locations</td> <td><input type="checkbox"/> Toilet facilities</td> </tr> <tr> <td><input type="checkbox"/> Seating arrangements</td> <td><input type="checkbox"/> Communication centre/command post</td> </tr> <tr> <td><input type="checkbox"/> Entertainment sites</td> <td><input type="checkbox"/> Fire extinguishers</td> </tr> <tr> <td><input type="checkbox"/> Security and police locations</td> <td><input type="checkbox"/> Refuse containers</td> </tr> <tr> <td><input type="checkbox"/> First aid posts</td> <td><input type="checkbox"/> Public telephones</td> </tr> <tr> <td><input type="checkbox"/> ‘Chill-out’ areas (safe, quiet rest areas)</td> <td><input type="checkbox"/> Media points (TV and radio)</td> </tr> </table>	<input type="checkbox"/> The surrounding area	<input type="checkbox"/> Lost kids/property	<input type="checkbox"/> All entrances and exits	<input type="checkbox"/> Drinking water sites	<input type="checkbox"/> Emergency access routes	<input type="checkbox"/> Food/vendors/stalls	<input type="checkbox"/> Paths used by vehicles	<input type="checkbox"/> Liquor outlets	<input type="checkbox"/> Paths for pedestrians only	<input type="checkbox"/> Approved liquor consumption areas	<input type="checkbox"/> Parking	<input type="checkbox"/> Non-alcohol (dry) areas	<input type="checkbox"/> Stage locations	<input type="checkbox"/> Toilet facilities	<input type="checkbox"/> Seating arrangements	<input type="checkbox"/> Communication centre/command post	<input type="checkbox"/> Entertainment sites	<input type="checkbox"/> Fire extinguishers	<input type="checkbox"/> Security and police locations	<input type="checkbox"/> Refuse containers	<input type="checkbox"/> First aid posts	<input type="checkbox"/> Public telephones	<input type="checkbox"/> ‘Chill-out’ areas (safe, quiet rest areas)	<input type="checkbox"/> Media points (TV and radio)
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<p>Section 12 Bar area manager details Attach extra pages if necessary.</p>	<p>You must provide the name/s and proposed hours of duty of manager/s responsible for the bar area/s for the duration of the event.</p> <p>Name.....</p> <p>Phone..... Mobile.....</p> <p>Hours of duty.....</p> <p>Name.....</p> <p>Phone..... Mobile.....</p> <p>Hours of duty.....</p>																								
<p>Section 13 Liquor service staff details</p>	<p>How many staff will be employed for the service of liquor? Managers Bar staff Wait staff.....</p> <p>How many staff listed have been trained in Responsible Service of Alcohol?</p>																								
<p>Section 14 Beverage details</p>	<p>What types of alcoholic and non-alcoholic drinks will be available at the event and what will be the pricing structures?</p> <table border="1" data-bbox="370 808 888 1081"> <thead> <tr> <th>Drink</th> <th>Price \$</th> </tr> </thead> <tbody> <tr> <td>e.g. light beer</td> <td>\$x.xx</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table> <table border="1" data-bbox="927 808 1445 1081"> <thead> <tr> <th>Drink</th> <th>Price \$</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Drink	Price \$	e.g. light beer	\$x.xx									Drink	Price \$										
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<p>Section 15 Liquor service details This question must be completed in order for the application to be processed.</p>	<p>How is it intended that liquor be served?</p> <p><input type="checkbox"/> Cans</p> <p><input type="checkbox"/> Bottles</p> <p><input type="checkbox"/> Disposable cups</p> <p><input type="checkbox"/> Glasses</p>																								
<p>Section 16 Liquor purchase details</p>	<p>How will liquor be purchased by patrons at the event?</p> <p><input type="checkbox"/> Cash sales</p> <p><input type="checkbox"/> Ticketing system</p> <p><input type="checkbox"/> Other – please provide further details</p>																								
<p>Section 17 Under age access</p>	<p>Will persons under the age of 18 be permitted entry to the consumption area?</p> <p><input type="checkbox"/> No – go to Section 18</p> <p><input type="checkbox"/> Yes – please provide details as to how the minors will be identified</p> <p>.....</p>																								
<p>Section 18 Security company details</p>	<p>What is the name of the security company where the licensed security providers will be hired from?</p> <p>.....</p> <p>.....</p> <p>Phone..... Mobile.....</p>																								

<p>Section 19 Security provider details</p>	<p>You must provide licensed security providers to monitor the bar/consumption area for the event.</p> <p>How many licensed security providers have been arranged to monitor the bar/consumption area for the event?</p> <p>.....</p> <p>Please provide the following details.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 15%;">Number</th> <th style="width: 35%;">Proposed location</th> <th style="width: 35%;">Role/duty</th> <th style="width: 15%;">Hours of duty</th> </tr> </thead> <tbody> <tr> <td>e.g. 1</td> <td>Entry to consumption area</td> <td>ID checking</td> <td>6 pm to 12 midnight</td> </tr> <tr> <td>e.g. 2</td> <td>Bar area/consumption area</td> <td>Crowd control</td> <td>6.30 pm to 12.30 am</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Number	Proposed location	Role/duty	Hours of duty	e.g. 1	Entry to consumption area	ID checking	6 pm to 12 midnight	e.g. 2	Bar area/consumption area	Crowd control	6.30 pm to 12.30 am																
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<p>Section 20 Event management guide</p>	<p>You must lodge a completed event management guide with this application. This guide must be completed by the event promoter and lodged with this application. The guide can be downloaded from www.business.qld.gov.au/liquor-gaming</p> <p>Is your event management guide attached?</p> <p><input type="checkbox"/> No – do not lodge this application</p> <p><input type="checkbox"/> Yes – go to Section 21</p>																												
<p>Section 21 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 – you must obtain the endorsement of the freehold owner of the proposed area at Section 22</p> <p><input type="checkbox"/> Yes – you must obtain the endorsement of the local authority at Section 23</p>																												
<p>Section 22 Owner's consent</p> <p>To be completed by the current freehold owner of the land the event is to be held on. Not required if Council has signed Section 23.</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 commercial public one-off event 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>Section 23 Council endorsement</p> <p>Council consent is only required if you ticked 'Yes' at Section 21</p>	<p>I, of council</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 commercial public one-off event 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>Section 24</p> <p>Police endorsement</p> <p>You must take this application to the local police station.</p>	<p>I, of station</p> <p>received this application on <input type="text"/>_D<input type="text"/>_D / <input type="text"/>_M<input type="text"/>_M / <input type="text"/>_Y<input type="text"/>_Y<input type="text"/>_Y<input type="text"/>_Y</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 commercial public one-off event permit</p> <p>Name Position</p> <p>Signature..... Date <input type="text"/>_D<input type="text"/>_D / <input type="text"/>_M<input type="text"/>_M / <input type="text"/>_Y<input type="text"/>_Y<input type="text"/>_Y<input type="text"/>_Y</p>
<p>Section 25</p> <p>Licensee signature</p>	<p>Name.....</p> <p>Signature.....</p> <p>Date <input type="text"/>_D<input type="text"/>_D / <input type="text"/>_M<input type="text"/>_M / <input type="text"/>_Y<input type="text"/>_Y<input type="text"/>_Y<input type="text"/>_Y</p>

Part C – 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.business.qld.gov.au/liquor-gaming

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

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.

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