

Form 1 Application for a liquor licence

Liquor Act 1992 s. 105 • V10 May 2024



Queensland
Government

Office use only

Receipt 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.

Warning

False or misleading statements could attract a maximum penalty of 100 penalty units or 6 months imprisonment and may lead to immediate cancellation of licence.

Privacy statement

OLGR is collecting the information on this form to assess your application for a Liquor Licence as authorised by s. 105 of the *Liquor Act 1992*. Some information may be given to the Queensland Police Service for the purpose of assisting with criminal history searches. Business information is placed on a register that may be inspected by the public, authorised by s. 43 of the Act. Your information will not be disclosed to any other parties unless authorised or required by law.

Part A—Requirements

continued over page

Minimum requirements for lodging applications

OLGR has clear guidelines for the minimum requirements of applications that, if not fully met, are returned to sender. These include the completion of all relevant questions on the application forms. Application requirements are authorised under the *Liquor Act 1992* s. 105 and the Liquor Regulation 2002 r. 4.

Mandatory requirements for new licences checklist: (required for all licence applications)

- Completed application form
- If the applicant is a corporation, a company extract showing all current directors will be required. This can be obtained from the Australian Securities and Investments Commission.
- Completed **Form 5 Personal details schedule** for each person involved
- Prescribed application fee (available at www.business.qld.gov.au/liquor-gaming)
- Layout plan of the entire premises (scale 1:100). Please ensure that all facilities such as toilets, kitchen fixtures, bars and seating layout are marked on the plan. Photographs may also be provided in addition to the layout plan. If the toilets are not located within the main premises, a separate plan will be required showing the location and distance of the toilets in relation to the premises. Toilet facilities must comply with **Guideline 26**, available from: www.business.qld.gov.au/liquor-gaming.
- Plan, sketch or aerial map showing the location of the premises in relation to adjacent buildings and the nearest residential premises
- Evidence (obtained from your local council) that your intended use of the site as licensed premises is permitted under the relevant town plan. Not applicable to premises not based on land, e.g. motor vessel.
- Certificate of title/current title search issued by Titles Queensland. Not applicable to premises not based on land, e.g. motor vessel.
- Registered plan of survey issued by Titles Queensland. Not applicable to premises not based on land, e.g. motor vessel.
- A Risk Assessed Management Plan (RAMP)—please refer to **Guideline 42** (www.business.qld.gov.au/liquor-gaming). Not required for low risk premises (see page 2)/gift basket operators/florists.
- A Community Impact Statement (CIS)—please refer to **Guideline 38** (www.business.qld.gov.au/liquor-gaming).

continued overleaf

The Commissioner may waive the CIS requirement in special circumstances or when the application is for a subsidiary on-premises licence (meals and cafe) if the premises is located in a commercial complex, does not trade beyond midnight, the amenity will not be affected and there will be no amplified entertainment provided. A submission to waive this requirement must be lodged with this application.

Additional minimum requirements

- A typical menu of the meals is required if applying for any of the following:
 - commercial hotel licence
 - commercial other (subsidiary on-premises) licence (restaurants and cafes) and caterers
 - commercial special facility licence.
- For a community club licence or community other licence—constitution (or memorandum and articles of association) and financial statements
- For a subsidiary on-premises licence (with a principal activity of accommodation)—a scale plan showing the typical layout of an accommodation unit
- Is the proposed premises located in a complex which includes a petrol outlet/fuel depot?
 - No
 - Yes

Do not lodge this application unless all mandatory requirements listed above are attached.

Police check

A police check will be conducted for each person named on the application form who has not held a licence within the last 6 months (e.g. company director/executive officer/shareholder).

However, a police check is not required for a low risk premises.

A low risk premises is a premises to which a commercial other - subsidiary on premises licence relates, with the principal activity of provision of meals (restaurant) or provision of prepared food (cafe), has no approved extended trading hours beyond midnight, is not covered by an adult entertainment permit and is not located in a restricted area.

Other documents that may be required

- Applications for *Registration of an interest in licensed premises* from all parties with a financial interest in the premises, i.e. freehold owner/s, lessee/s, sub-lessee/s, mortgagee/s. The application fee to register an interest is waived for the proposed licensee.
- It is mandatory for all licensee applicants, unless a corporation, to complete the Responsible Management of Licensed Venues (RMLV) and the Responsible Service of Alcohol (RSA) training courses. The RMLV course is delivered by private trainers approved by OLGR. For a list of approved trainers go to www.business.qld.gov.au/liquor-gaming. RSA may be delivered by trainers who can be found at www.training.gov.au. Evidence that the training has been successfully completed will be required before the application is finalised.
- For vessels—a copy of the certificate of registration issued by Maritime Safety Queensland.

Part B—All applicants to complete

<p>Section 1</p> <p>Licence type</p>	What type of liquor licence are you applying for?		
	Licence type	Please tick	Directions
	Commercial hotel licence (e.g. hotel, tavern)	<input type="checkbox"/>	You will also need to complete Part C of this application form
	Commercial special facility licence (e.g. casino, airport)	<input type="checkbox"/>	You will also need to complete Part H of this application form
	Nightclub licence	<input type="checkbox"/>	You will also need to complete Part M of this application form
	Commercial other licence: (tick applicable sub-category listed below)		
	Subsidiary on-premises licence (e.g. resort, motel, restaurant, cafe, privately run sports club, caterers)	<input type="checkbox"/>	You will also need to complete Part D or Part E of this application form
	Subsidiary off-premises licence (e.g. specialty stores)	<input type="checkbox"/>	You will also need to complete Part I of this application form
	Producer/wholesaler licence (e.g. brewery, distillery, liquor wholesaler)	<input type="checkbox"/>	You will also need to complete Part F of this application form
	Artisan producer licence	<input type="checkbox"/>	You will also need to complete Part G of this application form
	Industrial canteen licence (e.g. mining sites, remote industrial locations)	<input type="checkbox"/>	You will also need to complete Part K of this application form
	Bar licence (e.g. bar with a maximum of 60 patrons)	<input type="checkbox"/>	You will also need to complete Part L of this application form
	Community club licence (e.g. non-proprietary clubs including sports clubs, RSL clubs, golf clubs, bowls clubs)	<input type="checkbox"/>	You will also need to complete Part J of this application form
Community Other Licence (e.g. non-proprietary clubs including sporting clubs, RSL clubs, golf clubs, bowls clubs) with a maximum of 25 hours trading per week, within ordinary trading hours (10am–12 midnight)	<input type="checkbox"/>	You will also need to complete Part J of this application form	
<p>Section 2</p> <p>Applicant details</p> <p>Note: <i>Personal details schedule (Form 5)</i> to be completed by persons named in this section.</p>	<p>An application for a licence may be lodged by:</p> <ul style="list-style-type: none"> • Adult individual/s • A corporation • An adult for and on behalf of an unincorporated association <p>ABN</p> <p>Full name of applicant.....</p> <p>Postal address</p> <p>Suburb State <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Postcode <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p>Phone..... Fax.....</p> <p>Mobile Email.....</p>		

<p>Section 3 Applicant's tenure details</p>	<p>Please indicate the applicant's tenure in the premises:</p> <p><input type="checkbox"/> Owner of freehold (as shown on certificate of title)</p> <p><input type="checkbox"/> Lessee of premises</p> <p><input type="checkbox"/> Sub-lessee of premises</p> <p><input type="checkbox"/> Other—please specify</p>
<p>Section 4 Applicant status</p>	<p>Is the applicant a corporation?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No—go to Section 8</p>
<p>Section 5 Corporation name details</p>	<p>Has the corporation ever been known by any other name?</p> <p><input type="checkbox"/> Yes—give details (previous names)</p> <p>.....</p> <p>.....</p> <p><input type="checkbox"/> No</p>
<p>Section 6 Corporation details</p>	<p>Has the corporation ever been in liquidation/receivership/involved in insolvency proceedings under the <i>Corporations Act 2001</i>?</p> <p><input type="checkbox"/> No—go to Section 8</p> <p><input type="checkbox"/> Yes—give details</p> <p>Name</p> <p>Company name (if applicable)</p> <p><input type="checkbox"/> Liquidation <input type="checkbox"/> Receivership <input type="checkbox"/> Insolvency <input type="checkbox"/> Administration <input type="checkbox"/> Other</p> <p>Discharge 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"/> <input type="checkbox"/><input type="checkbox"/></p> <p style="text-align: center;">D D M M Y Y Y Y</p> <p>OLGR will require the following details in order to make a determination pursuant to s. 107 of the Act:</p> <p>Sum of the money owed</p> <p>Sum which was paid back to the creditors</p> <p>Sum which is being borrowed in relation to this application, if any</p> <p>Sum the lease/contract is being purchased at</p>
<p>Section 7</p>	<p>You must attach evidence of the discharge or winding up of each of the matters detailed in Section 6. Is this evidence attached?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No—this application cannot be finalised until evidence is lodged</p>

Section 8
Executive officers and interested persons
 Refer p.2 for executive officer definition

You must provide details of all individuals (other than the applicant) who:

1. may be classified as an executive officer in relation to the applicant and
2. any person who is in a position of influence or authority in relation to the applicant and
3. any person who is a beneficiary and in a position of influence or authority in relation to the applicant.

Attach extra pages if needed.

Full name (include any alias/ maiden/previous names)	Relationship category to licensee (1, 2 or 3 as detailed above)	Relationship to proposed licensee (spouse, business partner/associate, financier)	Current residential address	Date of birth DD/MM/YYYY	Town & country of birth

Section 9
Previous liquor licence details

Has the applicant held a liquor licence within Queensland in the last 3 years (including currently)?

No—go to **Section 10**

Yes—give details

Licensee name

Premises name

Premises address

Suburb State Postcode

Liquor licence no.

Type of involvement (e.g. manager)

Release date

D D M M Y Y Y Y

Section 10
Premises details

Premises trading name
 (as stated on your certificate of registered business name)

Name of building/centre (if applicable)

Shop/tenancy no. (if applicable) Floor/level/s

Street address

Suburb State Postcode

Premises phone no.

Premises postal address

Suburb State Postcode

Premises email address

<p>Section 11 Solicitor/agent details</p> <p>Note: OLGR will only contact your solicitor/agent if those details are provided.</p>	<p>Do you have a solicitor or agent acting on your behalf in this application?</p> <p><input type="checkbox"/> Yes—provide details of your solicitor/agent below</p> <p><input type="checkbox"/> No—advise your contact details during the course of this application below</p> <p>Name.....</p> <p>Postal address.....</p> <p>Suburb State <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Postcode <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p>Phone..... Fax.....</p> <p>Mobile Email.....</p>
<p>Section 12 Licensed area details</p>	<p>Describe the areas of the premises you wish to have licensed (include any internal areas, relevant floors or buildings, verandahs, courtyards, footpaths. Provide measurements for any outdoor areas)</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Section 13 Premises completed</p>	<p>Are the premises completed?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No—when will the premises be complete?</p>
<p>Section 14 Entertainment</p>	<p>Is any entertainment to be provided (e.g. solos, duos, bands, jukebox, pianist, piped music, karaoke)?</p> <p><input type="checkbox"/> No—go to Section 16</p> <p><input type="checkbox"/> Yes—give details of the type/s and location of entertainment</p> <p>.....</p> <p>.....</p>
<p>Section 15 Acoustic details</p>	<p>Does the licensed premises fall within a special entertainment precinct? (currently Fortitude Valley)</p> <p><input type="checkbox"/> Yes—contact your local council and go to Section 16</p> <p><input type="checkbox"/> No—you must attach an acoustic report by a qualified sound engineer. Is this report attached?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No—this application cannot be finalised until an acoustic report is lodged</p>
<p>Section 16 Land details</p>	<p>Is the premises to be situated on land vested in the Crown? (i.e. Crown Reserve, vacant Crown land or land owned by government-controlled authorities)</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p>
<p>Section 17 Real property description</p>	<p>Real property description (as recorded on your title search, contract or lease)</p> <p>.....</p>

<p>Section 18 Current liquor licence or permits</p>	<p>Are the premises, or any part of the premises, currently subject to a liquor licence or permit?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes—give details (including licence/permit no.)</p> <p>.....</p>
<p>Section 19 Management/sub-letting/franchise arrangement details</p>	<p>Will you have any management, sub-letting or franchise arrangement for any part of the premises?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes—give details and provide a copy of the proposed agreement</p> <p>Name of manager/sub-lessee/franchisee</p> <p>Area/s of the premises to be covered by any arrangements</p> <p>.....</p> <p>Note: <i>Personal details schedule (Form 5)</i> to be completed by persons named in this section.</p>
<p>Section 20 Mortgagee or secured creditor details</p>	<p>Will there be any mortgagee or secured creditor in respect of the premises on grant of this application?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes—give details</p> <p>Name of mortgagee or creditor.....</p> <p>Address</p> <p>Suburb State <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Postcode <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p>
<p>Section 21 Advertising</p>	<p>This application must be advertised unless you have written approval under section 118(4) of the Liquor Act. If you are seeking an approval to waive advertising requirements, you must attach a written submission with this application.</p> <p>Further information on request to waive advertising requirements may be accessed at www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/liquor/licensing/apply/advertising.</p>

Section 22

Signature of applicant

(as named in **Section 2**)

If the applicant is a company, at least one director must sign. If the applicant is a partnership, all partners must sign.

I acknowledge:

1. All questions have been answered
2. All attachments have been included
3. Details of all executive officers and interested persons in relation to this application have been provided in **Section 8**
4. The lodgement of this application is not a guarantee the application will be successful
5. Should this application be approved, trading must not commence prior to all Local, State and Commonwealth approvals necessary for the conduct of the business being obtained. This includes but is not limited to approvals under the *Sustainable Planning Act 2009*, *Food Act 2006*, *Fire and Rescue Service Act 1990* and the Building Fire Safety Regulations 2008.

Name

Signature

Date
D D M M Y Y Y Y

Name

Signature

Date
D D M M Y Y Y Y

Name

Signature

Date
D D M M Y Y Y Y

Name

Signature

Date
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Part C—Commercial hotel licences Only complete this section if you are applying for a commercial hotel licence.

<p>Section 23 Services provided</p>	<p>Does the premises have a full commercial kitchen? <input type="checkbox"/> Yes <input type="checkbox"/> No (refer to Guideline 61)</p> <p>Which of the following services will you provide:</p> <p>Function room <input type="checkbox"/> Yes <input type="checkbox"/> No (refer to Guideline 62)</p> <p>Restaurant/bistro <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Self-contained accommodation of at least three rooms for letting to travellers <input type="checkbox"/> Yes <input type="checkbox"/> No (If you do not provide this facility it is not necessary for you to answer Sections 29, 30, 31 and 32)</p>																
<p>Section 24 Footpath dining</p>	<p>Do you intend to have footpath dining?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes—you must lodge a copy of your footpath dining permit and conditions before this application is finalised</p>																
<p>Section 25 Trading hours</p> <p>Standard trading hours for a commercial hotel licence are 10am–12 midnight, Monday–Sunday</p> <p>Note: conditions apply to certain licences for trading after 1am. Refer to www.business.qld.gov.au/liquor-gaming</p>	<p>Do you intend to trade the standard hours?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No—wish to trade longer hours—you must also lodge Form 9 Application for approved extended trading hours</p> <p><input type="checkbox"/> No—wish to trade shorter hours—please specify</p> <table border="1" data-bbox="341 1010 1519 1435"> <thead> <tr> <th data-bbox="341 1010 932 1070">Day</th> <th data-bbox="932 1010 1519 1070">Intended trading hours</th> </tr> </thead> <tbody> <tr> <td data-bbox="341 1070 932 1122">Monday</td> <td data-bbox="932 1070 1519 1122"></td> </tr> <tr> <td data-bbox="341 1122 932 1173">Tuesday</td> <td data-bbox="932 1122 1519 1173"></td> </tr> <tr> <td data-bbox="341 1173 932 1225">Wednesday</td> <td data-bbox="932 1173 1519 1225"></td> </tr> <tr> <td data-bbox="341 1225 932 1276">Thursday</td> <td data-bbox="932 1225 1519 1276"></td> </tr> <tr> <td data-bbox="341 1276 932 1328">Friday</td> <td data-bbox="932 1276 1519 1328"></td> </tr> <tr> <td data-bbox="341 1328 932 1379">Saturday</td> <td data-bbox="932 1328 1519 1379"></td> </tr> <tr> <td data-bbox="341 1379 932 1435">Sunday</td> <td data-bbox="932 1379 1519 1435"></td> </tr> </tbody> </table>	Day	Intended trading hours	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
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<p>Section 26 Seating capacity</p>	<p>Please state the proposed seating capacity of the licensed premises</p> <p>.....</p> <p>.....</p>																
<p>Section 27 Toilet facilities</p>	<p>Are patrons toilets provided within the proposed licensed premises?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No—you cannot proceed with this application as patron toilets must be provided within the proposed licensed premises for commercial hotel licences</p>																

<p>Section 28 Strata titled</p>	<p>Are the units strata titled?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <ul style="list-style-type: none"> • Written consent to this application will be required from each individual owner • Body corporate consent is acceptable in lieu of the above provided there is a clause in the body corporate agreement specifically relating to the liquor licence. A copy of the body corporate agreement containing the clause should be provided with body corporate consent
<p>Section 29 Number of units</p>	<p>How many accommodation units/rooms are there?.....</p>
<p>Section 30 Units excluded from licence</p>	<p>Are there any units to be excluded from the licence?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes—give details of the units to be excluded</p> <p>.....</p>
<p>Section 31 Premises control</p>	<p>Will the proposed licensee have control over the entire premises?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No—control over the entire premises is required for a commercial hotel licence to be granted. Where there is separation of control over areas of the premises, separate liquor licences will be required. A licensee cannot enter into a franchise agreement/management arrangement for another party to have tenure over part of the premises unless the licensee retains the control of the sale and/supply of liquor in that area.</p>
<p>Additional privileges for commercial hotel licences</p>	<p>The commissioner may also approve the following privilege for a commercial hotel licence. A separate application is required for approval to cater for functions away from the premises, where the licensee is supplying catering services.</p> <p>Note: catering for public functions will require a separate permit.</p>

Part D—Subsidiary on-premises licences (with a principal activity of accommodation)

Only complete this section if you are applying for a subsidiary on-premises licence.

<p>Section 32 Dining</p>	<p>Do you intend to offer dining facilities?</p> <p><input type="checkbox"/> No—go to Section 37</p> <p><input type="checkbox"/> Yes</p>																	
<p>Section 33 Dining facilities</p>	<p>Will the dining facilities be open to the general public or residents and guests only?</p> <p><input type="checkbox"/> Residents and guests only</p> <p><input type="checkbox"/> Open to the general public</p>																	
<p>Section 34 Seating capacity</p>	<p>Please state the proposed seating capacity of your dining area/s</p> <p>.....</p> <p>.....</p>																	
<p>Section 35 Toilet facilities</p>	<p>Are patron toilets provided within the proposed dining area?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No—a plan is required showing the location and distance of patron toilets from the proposed licensed premises. OLGR guidelines require that if toilets are not provided within the premises, they must be accessible without leaving the property, and within 80 metres of travel from the entrance to the dining or bar area. Where access is gained external to the building, the route must provide covered overhead protection and adequate lighting for the safety of patrons. Each case will be considered on its own merit.</p>																	
<p>Section 36 Footpath dining</p>	<p>Do you intend to have footpath dining?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes—you must lodge a copy of your footpath dining permit and conditions before this application is finalised</p>																	
<p>Section 37 Trading hours</p> <p>Standard trading hours for a subsidiary on-premises licence are 10am–12 midnight, Monday–Sunday. Liquor may also be supplied to residents and their guests 24 hours per day, in rooms/units only.</p> <p>Note: conditions apply to certain licences for trading after 1am. Refer to www.business.qld.gov.au/liquor-gaming</p>	<p>Do you intend to trade the standard hours?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No—wish to trade longer hours—you must also lodge Form 9 Application for approved extended trading hours</p> <p><input type="checkbox"/> No—wish to trade shorter hours—please specify</p> <table border="1" data-bbox="341 1680 1522 2096"> <thead> <tr> <th data-bbox="341 1680 932 1742">Day</th> <th data-bbox="932 1680 1522 1742">Intended trading hours</th> </tr> </thead> <tbody> <tr> <td data-bbox="341 1742 932 1794">Monday</td> <td data-bbox="932 1742 1522 1794"></td> </tr> <tr> <td data-bbox="341 1794 932 1845">Tuesday</td> <td data-bbox="932 1794 1522 1845"></td> </tr> <tr> <td data-bbox="341 1845 932 1897">Wednesday</td> <td data-bbox="932 1845 1522 1897"></td> </tr> <tr> <td data-bbox="341 1897 932 1948">Thursday</td> <td data-bbox="932 1897 1522 1948"></td> </tr> <tr> <td data-bbox="341 1948 932 2000">Friday</td> <td data-bbox="932 1948 1522 2000"></td> </tr> <tr> <td data-bbox="341 2000 932 2051">Saturday</td> <td data-bbox="932 2000 1522 2051"></td> </tr> <tr> <td data-bbox="341 2051 932 2096">Sunday</td> <td data-bbox="932 2051 1522 2096"></td> </tr> </tbody> </table>		Day	Intended trading hours	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
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<p>Section 38 Strata titled</p>	<p>Are the units strata titled?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes—written consent to this application will be required from each individual owner or alternatively, written consent from the body corporate to this application together with a copy of the agreement specifically showing that the body corporate can provide consent on behalf of each unit owner concerning the consumption of liquor on the subject unit</p>
<p>Section 39 Number of units</p>	<p>How many accommodation units/rooms are there?.....</p>
<p>Section 40 Units excluded from licence</p>	<p>Are there any units to be excluded from the licence?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes—give details of the units to be excluded</p> <p>.....</p>
<p>Section 41 Premises control</p>	<p>Will the proposed licensee have control over the entire premises?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No—control over the entire premises is required for a subsidiary on-premises licence to be granted. Where there is separation of control over dining and accommodation facilities, separate liquor licences will be required. A licensee cannot enter into a franchise agreement/management arrangement for another party to have tenure over part of the premises unless the licensee retains the control of the sale and/supply of liquor in that area.</p>
<p>Additional privileges for subsidiary on-premises licences</p>	<p>The commissioner may also approve the following privilege for a subsidiary on-premises licence. A separate application is required for approval to cater for functions away from the premises, where the licensee is supplying catering services, including food. (Note: catering for public functions will require a separate permit)</p>

Part E—Subsidiary on-premises licence (other than for providing accommodation)

Only complete this section if you are applying for a subsidiary on-premises licence.

<p>Section 42 Principal activity of your business</p>	<p>What is the principal activity of your business? Please tick one box only.</p> <p><input type="checkbox"/> Provision of meals prepared and served to be eaten on the premises (restaurant)</p> <p><input type="checkbox"/> Provision of prepared food to be eaten on the premises (cafe)</p> <p><input type="checkbox"/> Functions</p> <p><input type="checkbox"/> Carrying passengers commercially</p> <p><input type="checkbox"/> Sporting, cultural, theatrical or cinematographic presentations</p> <p><input type="checkbox"/> Tourist attraction</p> <p><input type="checkbox"/> Training or educational programs relating to preparation and service of food and beverage</p> <p><input type="checkbox"/> Caterer</p> <p><input type="checkbox"/> Other activity, please specify:</p>
<p>Section 43 Footpath dining</p>	<p>Do you intend to have footpath dining?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes—you must lodge a copy of your footpath dining permit and conditions before this application is finalised</p>
<p>Section 44 Patron toilet facilities</p>	<p>Are patron toilets provided within the proposed dining area?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No—a plan is required showing the location and distance of patron toilets from the proposed licensed premises. OLGR guidelines require that if toilets are not provided within the premises, they must be accessible without leaving the property, and within 80 metres of travel from the entrance to the dining or bar area. Where access is gained external to the building, the route must provide covered overhead protection and adequate lighting for the safety of patrons. Each case will be considered on its own merit.</p>
<p>Additional privileges for subsidiary on-premises licences</p>	<p>The commissioner may also approve the following privilege for a subsidiary on-premises licence. A separate application is required for approval to cater for functions away from the premises, where the licensee is supplying catering services, including food. (Note: catering for public functions will require a separate permit)</p>
<p>Section 45 Subsidiary On premises (meals) Restaurants only</p>	<p>Are you seeking an endorsement to sell wine (max 1.5L) with a takeaway meal order (whether delivered or collected in store.)</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

<p>Section 46</p> <p>Trading hours</p> <p>Standard trading hours for subsidiary on-premises licences are 10am–12 midnight, Monday–Sunday</p> <p>Note: conditions apply to certain licences for trading after 1am. Refer to www.business.qld.gov.au/liquor-gaming</p>	<p>Do you intend to trade the standard hours?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No—wish to trade longer hours—you must also lodge Form 9 Application for approved extended trading hours</p> <p><input type="checkbox"/> No—wish to trade shorter hours—please specify</p> <table border="1" data-bbox="344 353 1514 795"> <thead> <tr> <th data-bbox="344 353 932 432">Day</th> <th data-bbox="932 353 1514 432">Intended trading hours</th> </tr> </thead> <tbody> <tr> <td data-bbox="344 432 932 483">Monday</td> <td data-bbox="932 432 1514 483"></td> </tr> <tr> <td data-bbox="344 483 932 535">Tuesday</td> <td data-bbox="932 483 1514 535"></td> </tr> <tr> <td data-bbox="344 535 932 586">Wednesday</td> <td data-bbox="932 535 1514 586"></td> </tr> <tr> <td data-bbox="344 586 932 638">Thursday</td> <td data-bbox="932 586 1514 638"></td> </tr> <tr> <td data-bbox="344 638 932 689">Friday</td> <td data-bbox="932 638 1514 689"></td> </tr> <tr> <td data-bbox="344 689 932 741">Saturday</td> <td data-bbox="932 689 1514 741"></td> </tr> <tr> <td data-bbox="344 741 932 792">Sunday</td> <td data-bbox="932 741 1514 792"></td> </tr> </tbody> </table>	Day	Intended trading hours	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
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<p>Section 47</p> <p>Subsidiary on-premises licence details</p> <p>(with a principal activity of providing meals or prepared food)</p>	<p>Are you applying for a subsidiary on-premises licence that will provide meals or prepared food?</p> <p><input type="checkbox"/> No—go to Section 48</p> <p><input type="checkbox"/> Yes—you must provide details of:</p> <p>Number of staff employed at the premises</p> <p>Which of these staff are kitchen staff</p> <p>Duties and approximate hours worked per week for each member of the kitchen staff.....</p> <p>.....</p> <p>.....</p> <p>.....</p>																
<p>Section 48</p> <p>Proposed seating capacity</p>	<p>Please state the proposed seating capacity of your dining area/s:</p> <p><input type="checkbox"/> Indoors</p> <p><input type="checkbox"/> Outdoors</p>																
<p>Section 49</p> <p>Vehicle, boat or aircraft details</p>	<p>Is the application in respect of a vehicle, boat or aircraft?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes—you must provide evidence of the registration of the vehicle, boat or aircraft before this application is finalised</p>																

Part F—Producer/wholesaler licence Only complete this section if you are applying for a producer/wholesaler licence.

<p>Section 50 Office and warehouse location</p>	<p>Are your office and warehouse facilities situated at the same address/location?</p> <p><input type="checkbox"/> Yes—go to Section 52</p> <p><input type="checkbox"/> No—please note that zoning evidence, certificate of title (or current title search), registered plan of survey, layout plan and location plan must be lodged for both sites</p>
<p>Section 51 Address of office and warehouse sites</p>	<p>Please give full address details for both sites:</p> <p>Office address.....</p> <p>Suburb State <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Postcode <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p>Warehouse address</p> <p>Suburb State <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Postcode <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p>
<p>Section 52 Producer of liquor details</p>	<p>Are you a producer of liquor on the proposed licensed premises?</p> <p><input type="checkbox"/> No—wholesaler only—it is not necessary for you to answer Sections 53 and 54</p> <p><input type="checkbox"/> Yes</p>
<p>Section 53 Dining room facilities</p>	<p>Will you have a dining room where meals will be available?</p> <p><input type="checkbox"/> No—you do not need to answer Section 54</p> <p><input type="checkbox"/> Yes—a layout plan and a menu must be provided</p>
<p>Section 54 Patron toilet facilities</p>	<p>Are patron toilets provided within the proposed licensed premises?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No—a plan is required showing the location and distance of patron toilets from the proposed licensed premises. OLGR guidelines require that if toilets are not provided within the premises, they must be accessible without leaving the property, and within 80 metres of travel from the entrance to the dining or bar area. Where access is gained external to the building, the route must provide covered overhead protection and adequate lighting for the safety of patrons. Each case will be considered on its own merit.</p>
<p>Additional privileges for producer/wholesaler licences</p>	<p>The commissioner may also approve the following privilege for a producer/wholesaler licence. A separate application is required for approval to sell/supply craft beer at a promotional event.</p>

Part G—Artisan producer licence. Only complete this section if you are applying for artisan producer licence.

<p>Section 55 Requirements of artisanal producer</p>	<p>Does the licensee produce craft beer and/or artisan liquor on the licensed premises?</p> <p><input type="checkbox"/> No – you are not eligible for this licence type.</p> <p><input type="checkbox"/> Yes, Which liquor do you produce?</p> <p><input type="checkbox"/> Artisan spirits - please answer a)</p> <p><input type="checkbox"/> Craft beer - please answer b)</p> <p><input type="checkbox"/> Both - please answer a) and b)</p> <p>a) Does the licensee and/or any related organisation produce more than 400 litres and less than 450,000 litres of artisan spirits in a financial year?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No – you are not eligible for this licence type.</p> <p>b) Does the licensee and/or any related organisation produce more than 2500 litres and less than five million litres of craft beer in a financial year?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No – you are not eligible for this licence type.</p>
<p>Section 56 Excise licence</p>	<p>Do you have a brewery and/or manufacturer licence under the <i>Excise Act 1901</i> (Commonwealth)?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No – you are not eligible for this licence type.</p>
<p>Section 57 Patron toilet facilities</p>	<p>Are patron toilets provided within the proposed licensed premises?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No—a plan is required showing the location and distance of patron toilets from the proposed licensed premises. OLGR guidelines require that if toilets are not provided within the premises, they must be accessible without leaving the property, and within 80 metres of travel from the entrance to the dining or bar area. Where access is gained external to the building, the route must provide covered overhead protection and adequate lighting for the safety of patrons. Each case will be considered on its own merit.</p>
<p>Additional privileges</p>	<p>Are you seeking an endorsement to sell craft beer/artisanal spirits, produced on the licensee's premises at promotional events?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>The Commissioner may also give approval to cater for functions away from the licensed premises, where the licensee is supplying catering services and is restricted to the sale of craft beer/artisanal spirits produced on the licensee's premises.</p> <p><i>Note: catering for public functions will require a separate permit. A separate application is required.</i></p>

Part H—Commercial special facility licence Only complete this section if you are applying for a commercial special facility licence

<p>Section 58 Principal activity of business</p>	<p>What is the principal activity of the business? (e.g. casino, airport, convention centre)</p> <p>.....</p> <p>.....</p>																	
<p>Section 59 Trading hours</p> <p>Refer to attachment for additional information for this section</p> <p>Standard trading hours are 10am–12 midnight, Monday–Sunday</p> <p>Standard trading hours for casinos and airports are 5am–12 midnight, Monday–Sunday</p> <p>Note: conditions apply to certain licences for trading after 1am. Refer to www.business.qld.gov.au/liquor-gaming</p>	<p>What trading hours do you intend to trade?</p> <table border="1" data-bbox="341 427 1519 896"> <thead> <tr> <th data-bbox="341 427 932 488">Day</th> <th data-bbox="932 427 1519 488">Intended trading hours</th> </tr> </thead> <tbody> <tr> <td data-bbox="341 488 932 539">Monday</td> <td data-bbox="932 488 1519 539"></td> </tr> <tr> <td data-bbox="341 539 932 591">Tuesday</td> <td data-bbox="932 539 1519 591"></td> </tr> <tr> <td data-bbox="341 591 932 642">Wednesday</td> <td data-bbox="932 591 1519 642"></td> </tr> <tr> <td data-bbox="341 642 932 694">Thursday</td> <td data-bbox="932 642 1519 694"></td> </tr> <tr> <td data-bbox="341 694 932 745">Friday</td> <td data-bbox="932 694 1519 745"></td> </tr> <tr> <td data-bbox="341 745 932 797">Saturday</td> <td data-bbox="932 745 1519 797"></td> </tr> <tr> <td data-bbox="341 797 932 891">Sunday</td> <td data-bbox="932 797 1519 891"></td> </tr> </tbody> </table>		Day	Intended trading hours	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
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<p>Section 60 Proposed liquor service points</p>	<p>Please advise the number and location of the proposed liquor service points throughout the premises</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>																	
<p>Section 61 Footpath dining</p>	<p>Do you intend to have footpath dining?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes—you must lodge a copy of your footpath dining permit and conditions before this application is finalised</p>																	
<p>Section 62 Patron toilet facilities</p>	<p>Are patron toilets provided within the proposed licensed premises?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No—a plan is required showing the location and distance of patron toilets from the proposed licensed premises. OLGR guidelines require that if toilets are not provided within the premises, they must be accessible without leaving the property, and within 80 metres of travel from the entrance to the dining or bar area. Where access is gained external to the building, the route must provide covered overhead protection and adequate lighting for the safety of patrons. Each case will be considered on its own merit.</p>																	
<p>Section 63 Accommodation facilities</p>	<p>Will the proposed licensed premises include accommodation facilities?</p> <p><input type="checkbox"/> No—it is not necessary for you to answer Sections 66 and 67</p> <p><input type="checkbox"/> Yes</p>																	

<p>Section 64 Strata titled</p>	<p>Are the units strata titled?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes—written consent to this application will be required from each individual owner or alternatively, written consent from the body corporate to this application</p>
<p>Section 65 Number of units</p>	<p>How many accommodation units/rooms are there?.....</p>
<p>Section 66 Units excluded from licence</p>	<p>Are there any units to be excluded from the licence?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes—give details of the units to be excluded</p> <p>.....</p>
<p>Section 67 Franchise or management agreement</p>	<p>Will the licensee let/sub-let/enter into a franchise or management agreement for any part of the premises?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes—approval must be obtained prior letting or sub-letting or entering into a franchise or management agreement for any part of the licensed premises. The following documentation will be required in this regard:</p> <ul style="list-style-type: none"> • Prescribed application fee • A copy of the lease/sublease/franchise or management agreement document. This document must include the following clauses: <ul style="list-style-type: none"> ◦ The lessees/sub-lessees/manager will at all times during the term of the agreement strictly observe and comply with all requirements of the Liquor Act 1992 and ensure that all staff under its control comply with such requirements. ◦ Notwithstanding any other provisions of this agreement, the licensee acknowledges its continuing obligations under the Liquor Act 1992 as the licensee of the premises. • Form 5 Personal details schedule for each person involved. • A copy of a current company extract (if applicable) in respect of the proposed sub-lessee or manager.

Part I—Subsidiary off-premises licence Only complete this section if you are applying for a subsidiary off-premises licence.

Section 68
Principal activity of business

A subsidiary off-premises licence may only be granted for a business where the sale of liquor for consumption off the premises is not the principal activity of the business, but rather an ancillary feature which, in the commissioner’s opinion, complements the nature of the business.

What is the principal activity of the business? (e.g. specialty store)

.....
.....

Section 69
Trading hours

Standard trading hours for a subsidiary off-premises licence are 10am–12 midnight, Monday–Sunday

Note: conditions apply to certain licences for trading after 1am. Refer to www.business.qld.gov.au/liquor-gaming

Do you intend to trade the standard hours?

Yes

No—wish to trade **longer** hours—you must also lodge **Form 9 Application for approved extended trading hours**

No—wish to trade **shorter** hours—please specify

Day	Intended trading hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Section 70
Gift basket operators only

Gift baskets must contain a selection of products aside from liquor. The sale of liquor is limited to not more than 2 litres per gift basket.

Please advise what types of products (aside from liquor) will be included in gift baskets:

.....
.....

Part J—Community club licences and community other licences

Only complete this section if you are applying for a community club/community other licence.

<p>Section 71 Club details</p>	<p>1. Is the club an incorporated association or a company:</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Incorporated association—please attach a copy of the certificate of incorporation</p> <p><input type="checkbox"/> Company—please attach a current company extract</p> <p>2. How many members does the club have?</p>																
<p>Section 72 Trading hours</p> <p>Standard trading hours for a community club licence are 10am–12 midnight, Monday–Sunday</p> <p>Note: conditions apply to certain licences for trading after 1am. Refer to www.business.qld.gov.au/liquor-gaming</p>	<p>Do you intend to trade the standard hours?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, wish to trade longer hours—you must lodge a Form 9 Application for extended trading hours approval</p> <p><input type="checkbox"/> No, wish to trade 25 hours or less/week (community other licence only)—please specify</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 30%;">Day</th> <th>Intended trading hours</th> </tr> </thead> <tbody> <tr><td>Monday</td><td></td></tr> <tr><td>Tuesday</td><td></td></tr> <tr><td>Wednesday</td><td></td></tr> <tr><td>Thursday</td><td></td></tr> <tr><td>Friday</td><td></td></tr> <tr><td>Saturday</td><td></td></tr> <tr><td>Sunday</td><td></td></tr> </tbody> </table>	Day	Intended trading hours	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
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<p>Section 73 Patron toilet facilities</p>	<p>Are patron toilets provided within the proposed licensed premises?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No—a plan is required showing the location and distance of patron toilets from the proposed licensed premises. OLGR guidelines require that if toilets are not provided within the premises, they must be accessible without leaving the property, and within 80 metres of travel from the entrance to the dining or bar area. Where access is gained external to the building, the route must provide covered overhead protection and adequate lighting for the safety of patrons. Each case will be considered on its own merit.</p>																

Section 74 Rules of clubs	The <i>Liquor Act 1992</i> requires that the rules of a club:	
	All below must be provided	Where in the constitution are these clauses found (clause or page no.)?
	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 1 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"> i. a written report of the club's operation throughout the year; and ii. an audited statement of the club's financial position; and 	
	e) Must be consistent with the club being a non-proprietary club; and	
	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 ss. 77, 79, 81, 83, 103JA and 103M.	

Part K—Industrial canteen licence Only complete this section if you are applying for a industrial canteen licence.

Section 75

Trading hours

There are no standard trading hours for this licence type. Refer to www.business.qld.gov.au/liquor-gaming for more information.

What trading hours do you intend to trade?

Day	Intended trading hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Section 76

Location

Provide details of and distance of the premises from the following:

Nearest residential premises.....
 (this does not include accommodation associated with the industrial canteen)

.....

Nearest township

Part L—Bar licence Only complete this section if you are applying for a bar licence.

Section 77

Trading hours

Standard trading hours for a bar licence are 10am–12 midnight, Monday–Sunday.

Note: conditions apply to certain licences for trading after 1am. Refer to www.business.qld.gov.au/liquor-gaming

Do you intend to trade the standard hours?

- Yes—intend to trade the standard hours
- No—wish to trade longer hours—you must lodge a **Form 9 Application for extended trading hours approval**
- No—wish to trade shorter hours—please specify

Day	Intended trading hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Section 78

Seating capacity and footpath dining

Is your seating capacity greater than 60?

- Yes—you are not eligible for this licence type
- No

Do you intend to have footpath dining?

- No
- Yes—you must lodge a copy of your footpath dining permit and conditions before this application is finalised

Section 79

Patron toilet facilities

Are patron toilets provided **within** the bar area?

- Yes
- No—a plan is required showing the location and distance of patron toilets from the proposed licensed premises. OLGR will consider the availability of and access to toilet facilities in relation to patron numbers. If the licensee proposes to have a patronage of more than 60 persons at any one time, separate male and female toilets must be located within the premises or a short distance of the premises. If the patronage is to be 60 persons or less at any one time, the commissioner may consider one unisex toilet located within the premises or a short distance of the premises. Refer to **Guideline 26** for further information regarding toilet requirements.

Part M—Nightclub licence Only complete this section if you are applying for a nightclub licence.

Section 80

Trading hours

Standard trading hours for a nightclub licence are 10am–12 midnight, Monday–Sunday.

Note: conditions apply to certain licences for trading after 1am. Refer to www.business.qld.gov.au/liquor-gaming

Do you intend to trade the standard hours?

- Yes
- No, wish to trade longer hours—you must also lodge **Form 9 Application for approved extended trading hours**
- No, wish to trade shorter hours—please specify

Day	Intended trading hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Section 81

Toilet facilities

Are patrons toilets provided within the proposed licensed premises?

- Yes
- No—you cannot proceed with this application as patron toilets must be provided within the proposed licensed premises for nightclub licences

Section 82

Footpath dining

Do you intend to have footpath dining?

- No
- Yes – you must lodge a copy of your footpath dining permit and conditions before this application is finalised

Additional privileges for nightclub licences

The Commissioner may also give approval to cater for functions away from the premises, where the licensee is supplying catering services.

Note: catering for public functions will require a separate permit. A separate application is required.

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Part N—Lodgement and fee payment

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

At the time of lodgement, all relevant application fee(s) must be paid for each type of approval or licence sought. All fees are non-refundable. Applications will not proceed until accompanied by the correct fee/s. Current fees are listed at www.business.qld.gov.au/liquor-gaming or phone 13 QGOV (13 74 68). Payments can be made by cheque, money order or credit card. Cash and EFTPOS will only be accepted if payment is made in person. There is no GST payable on any fee.

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

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.

For a full list of current fees, go to www.business.qld.gov.au/liquor-gaming

<i>Personal details schedule</i> (being one for each police check required)	Form 5		=	\$
<i>Application for registration of financial interest</i>	Form 6		=	\$
<i>Application for extended trading hours approval</i>	Form 9		=	\$
<i>Application for catering endorsement on licence</i>	Form 18		=	\$
Total amount				\$
If paying by cheque, make payable to Office of Liquor and Gaming Regulation/OLGR				