

Payment plan request for liquor licence fee

Liquor Act 1992 s. 209 • V2 July 2021



Queensland Government

<div style="border: 1px solid black; border-radius: 10px; padding: 5px; text-align: center; margin-bottom: 5px;">Office use only</div> <p>Date</p>	<p>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 visit www.business.qld.gov.au/liquor-gaming</p>	<p>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 application.</p>
Requirements	<p>The annual fee for a licence is payable by 31 July each year. If 31 July is not a business day, then the next business day will be the due date. However, the Commissioner may accept a fee payment by instalments if satisfied a licensee is unable to pay in full by the due date because:</p> <ul style="list-style-type: none"> • the business conducted under authority of the licence has been adversely affected by a natural disaster such as floods, cyclones or fires and/or • the licensee has suffered a personal/financial hardship. <p>An application for an instalment plan is to be submitted 21 days prior to the due date of the annual fee payment. OLGR may request further information before the submission can be considered.</p> <p>If a payment plan is approved, the licence fee is to be paid in 4 quarterly instalments. The first instalment must be made by BPAY, credit or cheque by 31 July. The subsequent three instalments must be paid by direct debit from your nominated bank account on the following dates: 15 October, 15 January and 15 April (or next business day) of that financial year.</p>	
Part A—Details		
Section 1	<p>Premises name</p> <p>Premises address</p> <p>Licensee name Licence no.....</p> <p>Contact name</p> <p>Email address</p>	
Part B—Complete Section 2 and/or 3, whichever is applicable		
Section 2 Details of how business has been adversely affected by natural disaster?	<p>What was the natural disaster that affected your licensed business?</p> <p>.....</p> <p>.....</p> <p>When did this occur? What date did trading cease or was trade significantly restricted (if applicable)?</p> <p>.....</p> <p>.....</p> <p>How long do you estimate being unable to trade or trade being significantly restricted (if applicable)?</p> <p>.....</p> <p>.....</p> <p>Was there any physical damage to the premises? If so, how much are the repair costs?.....</p> <p>.....</p> <p>.....</p> <p>If no physical damage, what other effects have been experienced?.....</p> <p>.....</p> <p>.....</p>	

<p>Section 3</p> <p>Details of personal/ financial hardship and impact on licensed business</p> <p>Note: financial hardship cannot be attributed to normal market forces which have resulted in a decrease in patronage at a licensed premises</p>	<p>What was the personal/financial hardship (e.g. illness) that affected you as the licensee?.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>How has the personal/financial hardship affected you as the licensee?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>When did this occur? What date did trading cease or was trade significantly restricted (if applicable)?.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>How long do you estimate the effect of the personal/financial hardship on you as a licensee will be (e.g. how long do you estimate being unable to trade or trade being significantly restricted)?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>What is the cost to your business?.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		
<p>Section 4</p> <p>Signature</p>	<p>To ensure the Commissioner has a full understanding of your circumstances, please attach any further evidence/notes supporting your submission e.g. photos, insurance quotes/claims and medical certificates.</p> <p>This information will be treated with confidentiality and you will be formally notified of a decision.</p> <p>By signing this request you are agreeing that:</p> <ul style="list-style-type: none"> any minimum quarterly payments determined by the Commissioner will be paid by the due dates advised if a minimum payment is not received by the due date the licence is immediately suspended the submission of this request is not confirmation of approval <p>Name.....</p> <p>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>Phone..... Fax.....</p> <p>Mobile..... Email.....</p>		
<p>Section 5</p> <p>Lodgement details</p>	<table border="0"> <tr> <td style="vertical-align: top;"> <p>By mail: Office of Liquor and Gaming Regulation Locked Bag 180 CITY EAST QLD 4002</p> </td> <td style="vertical-align: top;"> <p>In person: Office of Liquor and Gaming Regulation Upper Plaza, 33 Charlotte Street BRISBANE QLD 4000</p> </td> </tr> </table>	<p>By mail: Office of Liquor and Gaming Regulation Locked Bag 180 CITY EAST QLD 4002</p>	<p>In person: Office of Liquor and Gaming Regulation Upper Plaza, 33 Charlotte Street BRISBANE QLD 4000</p>
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OLGR is collecting this information to assess your payment plan request for fees as authorised by s. 209 of the *Liquor Act 1992* and will only be accessed by authorised OLGR employees. Your information will not be disclosed to any other parties unless authorised or required by law.