



Application for a satellite cellar door

Office of Liquor and Gaming Regulation

Office use only

Date received:

Receipt no.:

Amount received:

Instructions for completion

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).

Privacy statement — please read

OLGR is collecting the information on this form to assess your application for a satellite cellar door. This information is authorised by section 7 of the *Wine Industry Act 1994*. This information will only be accessed by authorised employees within the department. The business information is placed on a register that may be inspected by the public which is authorised by section 59 of the *Wine Industry Act 1994*. Your personal information will not be disclosed to any other parties unless authorised or required by law. The business information which is placed on the public register will include trading hours, trading conditions, licensee, nominees, and trading name information.

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 licence.

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Criminal history check

A criminal history check will be conducted for each new person named on the application form (eg. licensee, nominee or company director). A fee applies for each criminal history check required. Fees should be included in the "amount authorised" at payment details.

Fees:

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

Part A

Licensee and nominee details

Licensee name (as shown on licence document)

.....

Nominee (if applicable)

Part B

Details of main wine producer premises

Name of premises

Address of premises

.....

Locality/suburb State Postcode

Postal address of premises

.....

Locality/suburb State Postcode

Day time telephone Facsimile

Mobile Email

Part C

Wine licence number

Wine licence number (as shown on licence document)

Part D

Proposed satellite cellar door details

Address of proposed satellite cellar door

.....

.....

Location in relation to main premises

.....

.....

Part E

What arrangements do you have between the current owner or occupier of the premises that will enable you to operate your satellite cellar door?

- ☐ Formal lease or sub-lease
- ☐ Other tenancy agreement
- ☐ Other – please give details
-

Part F

Financial arrangements

How will the proceeds from the sale of wine be accounted for, bearing in mind that the licensee is the only entity authorised to benefit from such sales?

.....

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.....

Part G

Authorised nominees

You as licensee will be responsible for the operation of this satellite cellar door. Therefore, if you will not oversee the day to day running of the premises, you must have one or more authorised nominees at the premises.

Will you need to apply for an additional nominee for the satellite cellar door?

- ☐ No – go to Part I
- ☐ Yes – go to Part H

Part H

The following items must be lodged with this application:

- a) an application for additional nominee/s (Wine Industry Form 4, Application for acceptance of new nominee);
- b) the prescribed application fee; and
- c) a completed Personal details schedule (**Form 5**) for each additional nominee.

Have you attached these items?

- ☐ No – **do not lodge this application until these documents are attached**
- ☐ Yes – **go to Part I**

A criminal history check will be conducted for each new person named on the application form (eg. Licensee, nominee or company director).

A fee applies for each criminal history check required. Fees should be included in the 'amount authorised' at payment details.

Part I

Trading hours

What hours do you intend to trade daily?

(Standard trading hours for a satellite cellar door are 8:00am to 12 midnight daily. If you wish to trade longer hours, you must also lodge a **Form 6** Application for extended hours permit [on a regular or permanent basis])

Day	Intended trading hours

Part J

Real property description

Real property description of proposed satellite cellar door (as recorded on the Certificate of Title, contract or lease)

.....

.....

Part K

Satellite cellar door location

In which local authority/council area is the proposed satellite cellar door located?

.....

.....

.....

Part L	
Supply of food at the premises	<p>Are you intending to supply food at the premises?</p> <p><input type="checkbox"/> No – go to Part M</p> <p><input type="checkbox"/> Yes – you must provide a copy of a current Food and Hygiene Licence as well as a sample menu</p> <p>Are you applying for the right to supply wine for consumption on the premises (other than as a sample)?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p>
Part M	
	<p>The following items must be lodged with this application:</p> <p>a) a 1:100 scale plan of the premises, showing the general layout;</p> <p>b) a plan showing the location of the premises in relation to adjacent premises; and</p> <p>c) Certificate of Title and Registered Plan of Survey issued by Titles Queensland.</p> <p>Have you attached these items?</p> <p><input type="checkbox"/> No – do not lodge this application until these documents are attached</p> <p><input type="checkbox"/> Yes – go to Part N</p>
Part N	
Advertising details	<p>You may be required to advertise this application in the local newspaper and by displaying a sign at the premises. Has similar advertising already been carried out? (e.g. for local authority zoning)</p> <p><input type="checkbox"/> No – go to Section 15</p> <p><input type="checkbox"/> Yes – give details</p> <p>.....</p> <p>If it is your intention to have advertising waived, a written request is required to be submitted detailing why special circumstances exist that don't require advertising in relation to amenity or disturbance to residents or businesses in the locality.</p>
Part O	
Other satellite cellar doors at this premises	<p>Are there currently other satellite cellar doors operating at this premises?</p> <p><input type="checkbox"/> No – go to Part O</p> <p><input type="checkbox"/> Yes</p>
Part P	
Additional satellite cellar doors	<p>Are there any plans to have other satellite cellar doors operating at this premises?</p> <p><input type="checkbox"/> No – go to Part R</p> <p><input type="checkbox"/> Yes – go to Part Q</p>

Part Q

How is it proposed to differentiate the sales of your wine with sales under the other satellite cellar doors?

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.....

.....

.....

Part R

Location of the proposed satellite cellar door

Is the proposed cellar door located in a complex which includes a petrol/service station?

☐ No

☐ Yes – you must also lodge Form 31 – Site assessment, which you can download from www.business.qld.gov.au/liquor-gaming

Part S

Consent of owner of freehold where satellite cellar door is located

I / we
of.....
.....
as owner of the premises for the proposed satellite cellar door, consent to this application, and agree to hold no claim or entitlement to the benefit of the applicant's wine producer licence.

Owner of the premises for the proposed satellite cellar door

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"/>
D	D		M	M		Y	Y	Y	Y

Part T

Signature of licensee

- ☐ All questions have been answered.
- ☐ All attachments are included.
- ☐ This use of the site as a cellar door is a permitted use under the local authority town plan.
- ☐ The cellar door is to be operated by me and no other party.

Name

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"/>
D	D		M	M		Y	Y	Y	Y

Lodgement details

Please lodge the completed application, any supporting documentation and fees at the **Office of Liquor and Gaming Regulation** at the address below:

By mail: Locked Bag 180, City East Qld 4002

In person: Upper Plaza, 33 Charlotte Street, Brisbane Qld 4000

For further information phone 13 QGOV (13 74 68) or visit www.business.qld.gov.au/liquor-gaming

Payment details

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: /
month year

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.