

Form 19

Application for a permanent variation of licence

Liquor Act 1992 s. 105 • V5 December 2021



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.

Part A—Requirements

This form should be completed by licensees seeking a permanent variation of existing licence conditions. If you are seeking a catering away endorsement on your licence, you need to complete **Form 18** 'Application for catering endorsement on licence'.

Part B – Details

Section 1

Licensee details

Licensee (as shown on licence document)

Section 2

Premises details

Premises name

Premises address

Locality/suburb State Postcode

Postal address of premises

Locality/suburb State Postcode

Phone Fax

Mobile Email

Section 3

Liquor licence no.

Liquor licence no. (as shown on licence document)

Section 4

Daytime contact details

Name

Phone Fax

Mobile Email

<p>Section 5</p> <p>Producer/ wholesaler licences – change of address</p>	<p>Does this application relate to a change of address for a commercial other (producer/wholesaler) licence?</p> <p><input type="checkbox"/> No – go to Section 6</p> <p><input type="checkbox"/> Yes – please provide details below:</p> <ul style="list-style-type: none"> • New office address • New warehouse address • New postal address • New telephone no. <p>The following documents will be required in respect of the new address/es:</p> <p><input type="checkbox"/> Layout plan of the entire premises (scale 1:100)</p> <p><input type="checkbox"/> A plan or sketch showing the location of the premises in relation to adjacent buildings and the nearest residential premises</p> <p><input type="checkbox"/> Evidence (obtained from your local council) that your intended use of the site as licensed premises is permitted under the relevant town plan</p> <p><input type="checkbox"/> Certificate of title (or current title search) issued by Titles Queensland</p> <p><input type="checkbox"/> Registered plan of survey issued by Titles Queensland</p> <p><input type="checkbox"/> Written consent from the freehold owner/s of the new address/es to this application</p> <p>Go to Section 11</p>
<p>Section 6</p> <p>Existing condition to vary</p>	<p>What is the existing condition you wish to vary?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Section 7</p> <p>Proposed variation</p>	<p>What is your proposed variation?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Section 8</p> <p>Reason for variation</p>	<p>Please state your reasons for wanting this variation:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

Section 9 Subsidiary On premises (meals) Restaurants only	<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>
Section 10 Variation to whole or part of premises	<p>Do you want the new condition to relate to the whole premises, or only part/s of the licensed premises?</p> <p><input type="checkbox"/> Whole – go to Section 11</p> <p><input type="checkbox"/> Parts – which areas do you want the condition to apply to</p> <p>.....</p> <p>.....</p>
Section 11 Acoustic report	<p>Does the licensed premises fall within a special entertainment precinct?</p> <p><input type="checkbox"/> Yes – please contact your local council – go to Section 12</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>
Section 12 Community Impact Statement (CIS) details	<p>The Commissioner may waive the requirement for a CIS 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.</p> <p>If you are not applying to waive this requirement, this application cannot be considered unless it is accompanied by a submission which demonstrates that the application will not adversely impact on the surrounding community. Assistance in preparation of the CIS can be located in Guideline 38, available from the OLGR or from the website (www.business.qld.gov.au/liquor-gaming).</p> <p>There are two types of CIS, standard or full. To determine which is applicable to your application, see Guideline 38. However, as a guide, a full CIS is required if the application is for:</p> <ul style="list-style-type: none"> Any application where entertainment over 90dB(A) is provided after 8 pm; or Any application determined by the Commissioner to be high risk A standard CIS is required in every other instance. <p>Generally, the CIS submission must contain the following information:</p> <ol style="list-style-type: none"> The existing and projected population and demographic trends in the locality The number of persons residing in, resorting to or passing through the locality, and their respective expectations The likely health and social impacts that granting the application would have on the population of the locality An assessment of the magnitude, duration and probability of the occurrence of the health and social impacts The proximity of the proposed licensed premises or proposed premises to which the permit is to relate to identified sub-communities within the locality, including, for example, schools and places of worship, and the likely impact on those sub-communities <p>Full details on requirements are outlined in Guideline 38 or contact OLGR.</p> <p>Is your detailed submission attached?</p> <p><input type="checkbox"/> Yes – go to Section 13</p> <p><input type="checkbox"/> No – do not lodge this application until the CIS submission is available and attached unless you intend to apply for a waiver of this requirement.</p>

<p>Section 13</p> <p>Risk Assessed Management Plan (RAMP)</p>	<p>You must lodge a RAMP. Please refer to Guidelines 42 which is available on our website www.business.qld.gov.au/liquor-gaming, for assistance in completing this document. If you have an approved RAMP, an updated document must be lodge including changes relating to this application.</p> <p>Is your RAMP attached?</p> <p><input type="checkbox"/> No – do not lodge this application until the RAMP is available and attached.</p> <p><input type="checkbox"/> Yes – go to Section 14</p>
<p>Section 14</p> <p>Advertising</p>	<p>This application must be advertised. Details will be supplied by OLGR. You may wish to apply to have this advertising waived if you can prove that special circumstances exist.</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> <p>Do you wish to have advertising waived?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – you must attach a submission in this regard</p>
<p>Section 15</p> <p>Signature of licensee</p>	<p>I acknowledge that: (please tick)</p> <p><input type="checkbox"/> All questions have been answered; and</p> <p><input type="checkbox"/> I have attached a risk-assessed management plan (RAMP); and</p> <p><input type="checkbox"/> a standard community impact statement (CIS) is attached (note: during the course of the application a full CIS may be required); and</p> <p><input type="checkbox"/> An acoustic report is attached (if applicable); and</p> <p><input type="checkbox"/> The submission to have advertising waived is attached (if applicable); and</p> <p><input type="checkbox"/> My lodgement of this application is not a guarantee that the application will be successful</p> <p><input type="checkbox"/> Should this application be approved, trading in the area of the licensed premises to which this application relates must not commence prior to all Local, State and Commonwealth approvals necessary for the conduct of the business being obtained, maintained and renewed as may be required. This includes but is not limited to approvals under the <i>Sustainable Planning Act 2009</i>, the <i>Food Act 2006</i>, the <i>Fire and Rescue Service Act 1990</i> and the <i>Building Fire Safety Regulations 2008</i>.</p> <p>Name</p> <p>Signature.....</p> <p>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;">D D M M Y Y Y Y</p>

This page left intentionally blank

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.