



Application for a community liquor permit

Office of Liquor and Gaming Regulation

This application can be submitted online at www.business.qld.gov.au/liquor-gaming

Office use only

Date received

Receipt no

Amount received

Fees:

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

Information

A community liquor permit may be granted for:

- one-off events such as a trivia nights or presentations
- booths at sporting matches
- the sale of commemorative bottles of wine.

The following limitations will apply when considering an application for a community liquor permit:

- the application must be lodged at least 21 days prior to the (first) date of your event
- the applicant must be applying on behalf of a non-proprietary club/organisation/association (i.e. not-for-profit organisation)
- a person or commercial operation cannot obtain a permit to make money for themselves
- the person responsible for the permit must be aged 18 years or older
- the event must be held in Queensland.

Please visit the Community Liquor Permit page on our website at www.business.qld.gov.au/liquor-gaming

Please complete in BLOCK letters. Attach extra pages if needed. If you need help completing this form, please visit our website www.business.qld.gov.au/liquor-gaming or 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 community liquor permit. This information is authorised by section 43 of the *Liquor Act 1992*. This information will only be accessed by authorised employees within the department. A copy of your application may be given to Queensland Police Service and the relevant local council. Business information is placed on a register that may be inspected by the public, authorised by section 43 of the *Liquor Act 1992*. Your information will not be disclosed to any other parties unless authorised or required by law.

Warning

False or misleading statements may attract a maximum penalty of 100 penalty units or six months imprisonment and may lead to the immediate cancellation of a permit.

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Part A – Full requirements for lodging applications

Are you exempt ?

There have been changes to laws about when an application for a Community Liquor Permit (CLP) is required. From 1 July 2013, not-for-profit community groups running one-off events, including raffles, may not need a permit.

Your group may not need a CLP to hold an event at which alcohol is served. Check before applying by reviewing the self assessment at <https://secure.olgr.qld.gov.au/forms/clp>

OLGR requires applications to be completed in full prior to commencing processing of the application. This means that any application lodged without full documentation attached will not be accepted.

Applications will be returned to the applicant if all questions are not completed correctly. By implementing this policy OLGR is seeking to reduce the processing times for permit applications. If the application is returned, the lodgement date will be taken from the date the application is resubmitted. Applications that are not lodged with OLGR at least 21 days in advance of the event will not be considered.

You can lodge this application using one of the following methods:

- online at www.business.qld.gov.au/liquor-gaming
- by post (see **Part D** for lodgement details)
- in person (see **Part D** for lodgement details).

Your application will not be accepted unless the following requirements are completed.

(Use the checklist below)

- ☐ Payment of the prescribed fee:
 - one fee for a single-date event
 - one fee per day for each date of a multiple-date event.
- ☐ Police endorsement (prior to lodging this application) if you are applying to supply liquor between 12 midnight and 10 am See **Section 17** of this form
- ☐ Council endorsement (prior to lodging this application) if the event is to be held in a public place (e.g. a park) or a venue controlled by your local council, See **Section 18** of this form.

	<p>High risk events</p> <p>You will be required to complete an Event Management Plan and provide it to an OLGR officer or Queensland Police Officer upon request prior to, during, or after the event has taken place if any of the following criteria apply to your event:</p> <ul style="list-style-type: none"> • estimated attendance throughout any particular day exceeds 2000 people • estimated patrons consuming liquor throughout any particular day exceeds 1000 people • the application includes a request to supply liquor between 12 midnight and 10 am • the application includes a request for liquor consumption area/s totalling more than 400 square metres. <p>Note: The Event management Plan can be downloaded from www.business.qld.gov.au/liquor-gaming</p>
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Part B – Applicant and eligibility details

<p>Section 1</p> <p>Contact details (details of the person responsible for the permit)</p>	<p>Title First name</p> <p>Middle name (if applicable)..... Last name</p> <p>Date of birth <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>Daytime phone Fax.....</p> <p>Mobile</p> <p>Email (acknowledgement and permit will be sent to this email address)</p> <p>Postal address.....</p> <p>Suburb State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
<p>Section 2</p> <p>Applicant eligibility</p>	<p>A community liquor permit can only be issued to a non-proprietary club, association or not-for-profit organisation. A person or commercial operation cannot obtain a permit to profit from the sale of liquor.</p> <p>Is this application on behalf of a club or association? (Please tick one box.)</p> <p><input type="checkbox"/> Yes—go to Section 3</p> <p><input type="checkbox"/> No—go to Section 4</p>
<p>Section 3</p> <p>Details of club/ association beneficiary to the event</p>	<p>Name of club or organisation</p> <p>Postal address</p> <p>Suburb State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Organisation type (e.g. community club, school, sporting club, motorcycle club, university/college, other—please specify)</p> <p>.....</p> <p>Go to Section 6</p>
<p>Section 4</p> <p>Profit from sale of liquor</p>	<p>Will the profit from the sale of liquor be used to benefit the community for a charity or for fundraising purposes? (Please tick one box.)</p> <p><input type="checkbox"/> Yes—go to Section 5</p> <p><input type="checkbox"/> No—this application cannot proceed as a person or commercial operation cannot benefit from the sale of liquor.</p>

Section 5 Endorsement by the beneficiary (e.g. charity organisation)	Organisation name Organisation contact person: Title First name Middle name (if applicable)..... Last name Position in organisation Daytime phone Endorsement 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"/> <div style="text-align: center;"> D D M M Y Y Y Y </div>
Section 6 Compliance history	Has the individual/club/association had any adverse compliance history with OLGR (e.g. warning, infringement notice/fine or cancelled permit)? (Please tick one box.) <input type="checkbox"/> Yes <input type="checkbox"/> No
Part C – Venue and event details	
Section 7 Venue details	Name of venue Venue address Suburb State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Is the venue a public place (e.g. park), community centre or venue controlled by your local council? (Please tick one box.) <input type="checkbox"/> Yes—council endorsement must be provided (see Section 18 of this form) <input type="checkbox"/> No—Applicant must have consent to use venue from registered land owner

<div>Section 8</div> <div>Liquor consumption area/s</div> <div>(Applicant must complete all questions. If more than one consumption area, patrons cannot move between consumption areas while in possession of liquor.)</div> <div>Inside consumption area examples: community recreation centre, auditorium foyer, conference room, school hall, multi-purpose room, assembly hall.</div> <div>Outside consumption area examples: next to clubhouse, adjoining the school hall, located on the northern side of sporting field.</div>	<p>Liquor may only be sold and consumed in defined consumption areas. Please provide the following details:</p> <p>How will the consumption area/s be defined?</p> <p>(The use of ropes and temporary fencing may be acceptable. Signage or chalk marking is not acceptable.)</p> <p>(Please tick one or more boxes.)</p> <div><input type="checkbox"/> Within the boundary of a room or building</div> <div><input type="checkbox"/> Temporary fencing at least 1 metre high</div> <div><input type="checkbox"/> Permanent fencing</div> <div><input type="checkbox"/> Other (please specify)</div> <div>Consumption area (1)</div> <div>Number of serving points:</div> <div>Consumption area size (m × m): ×</div> <div>If inside—what is the name of the building?</div> <div>.....</div> <div>If outside—what is the location of the consumption area within the property?</div> <div>.....</div> <div>Consumption area (2)</div> <div>Number of serving points:</div> <div>Consumption area size (m × m): ×</div> <div>If inside—what is the name of the building?</div> <div>.....</div> <div>If outside—what is the location of the consumption area within the property?</div> <div>.....</div> <div>Consumption area (3)</div> <div>Number of serving points:</div> <div>Consumption area size (m × m): ×</div> <div>If inside—what is the name of the building?</div> <div>.....</div> <div>If outside—what is the location of the consumption area within the property?</div> <div>.....</div>																		
<div>Section 9</div> <div>Liquor trading times</div>	<p>What are the proposed liquor trading times?</p> <table><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></tbody></table> <p>Note: Police endorsement is required if you are applying to trade between 12 midnight and 10 am (see Section 17 of this form).</p>	Day	Date	Time															
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<p>Section 10</p> <p>Event and attendees details</p>	<p>Name of the event</p> <p>Who is the event open to? (Please tick one or more boxes.)</p> <p><input type="checkbox"/> General public</p> <p><input type="checkbox"/> Members and guests</p> <p>Estimated attendance at the event (per day) <input type="text"/></p> <p>Estimated patrons to consume liquor at the event (per day) <input type="text"/></p> <p>Minors</p> <p>Will minors be attending the event? (Please tick one box.)</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Will minors be permitted in consumption area/s? (Please tick one box.)</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Will minors be accompanied by a parent/guardian in the consumption area/s? (Please tick one box.)</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Patron age details (estimate)</p> <p>0 – 12 years <input type="text"/> % of total attendance</p> <p>13 – 17 years <input type="text"/> % of total attendance</p> <p>18 – 25 years <input type="text"/> % of total attendance</p> <p>26 – 40 years <input type="text"/> % of total attendance</p> <p>41 – 55 years <input type="text"/> % of total attendance</p> <p>55+ years <input type="text"/> % of total attendance</p> <p>Total = 100%</p>
<p>Section 11</p> <p>Liquor serving container types</p>	<p>How do you intend to serve liquor at the event? (Please tick one or more boxes.)</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 12</p> <p>Food</p>	<p>Will food be available during the proposed liquor trading hours (as specified in Section 9)?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

Section 13 Entertainment	<p>What type of entertainment will be provided, if applicable? (Please tick one or more boxes.)</p> <p><input type="checkbox"/> Boxing/martial arts</p> <p><input type="checkbox"/> DJ</p> <p><input type="checkbox"/> Live music</p> <p><input type="checkbox"/> Rodeo</p> <p><input type="checkbox"/> Horse racing</p> <p><input type="checkbox"/> Adult entertainment (if selected, please contact OLGR to discuss your application)</p> <p><input type="checkbox"/> Other (please specify)</p>
Section 14 Noise management	<p>Describe the steps you will take to minimise noise levels at your event</p> <p>(e.g. person of authority in charge of volume control, regular walks around the venue assessing whether noise is excessive, letter box drop to nearby residents providing a telephone number if there are noise issues, etc).</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
Section 15 Toilets	<p>Will toilet facilities be available at the event?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If yes, how many?</p> <p><input type="text"/> Male toilets</p> <p><input type="text"/> Female toilets</p> <p><input type="text"/> Unisex toilets</p> <p><input type="text"/> Disabled toilets</p>
Section 16 Security	<p>What type of security will be provided, if applicable? (Please tick one or more boxes.)</p> <p><input type="checkbox"/> Licensed security providers</p> <p><input type="checkbox"/> Volunteer-based security providers</p> <p>How many security providers will there be? (Please complete each box.)</p> <p><input type="text"/> Roaming permit area</p> <p><input type="text"/> Stationed at entrance</p> <p><input type="text"/> Stationed at liquor servery area</p>

<p>Section 17</p> <p>Police endorsement</p>	<p>Police endorsement is only required if you are applying to trade between 12 midnight and 10 am. Police will require full details of your application. They may provide endorsement by telephone or may require you to print and submit your application in person for endorsement. Visit the Police website (www.police.qld.gov.au) to find contact details of the police station responsible for the location in which the event will be held.</p> <p>Please provide details of the Officer-in-Charge you obtained endorsement from:</p> <p>First name Last name</p> <p>Rank Station</p> <p>Phone</p> <p>Do police object to your application? (Please tick one box.)</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Endorsement 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 18</p> <p>Council endorsement</p>	<p>Council endorsement is only required if the event is to be held in a public place or venue controlled by your local council (e.g. local park, community centre). Council will require full details of your application. They may provide endorsement by telephone or may require you to print and submit your application in person for endorsement. Visit the State Development, Infrastructure, Local Government and Planning (www.statedevelopment.qld.gov.au) to find contact details of your local council.</p> <p>Please provide details of the Council representative you obtained endorsement from. This person must be authorised to provide comment on behalf of Council:</p> <p>First name Last name</p> <p>Position/title Council name</p> <p>Phone</p> <p>Does council object to your application? (Please tick one box.)</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Endorsement 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 19</p> <p>Declaration and signature of applicant</p> <p>(signature must be same person as noted in Section 1 of this form)</p>	<p>I declare/certify that:</p> <ul style="list-style-type: none"> the information in this application and any attachments are true and correct the applicant has the right to occupy the venue listed in this application during the event I am aged 18 years or over I am authorised to sign this application on behalf of the non-proprietary club, organisation or association. I acknowledge that I will complete an Event Management Plan and provide it to an OLGR or Queensland Police Officer upon request prior to, during or after the event has taken place if any of the following criteria apply to my event: <ul style="list-style-type: none"> estimated attendance throughout any particular day exceeds 2000 people estimated patrons consuming liquor throughout any particular day exceeds 1000 people the application includes a request to supply liquor between 12 midnight and 10 am the application includes a request for liquor consumption area(s) totalling more than 400 square metres. <p>Printed 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>

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Part D – Lodgement and fee payment

Lodgement and payment details

Please lodge the completed application and any supporting documentation 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.justice.qld.gov.au/about-us/services/liquor-gaming/contact-us/regional

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

The fee can be paid by cheque, money order or credit card. Cash and eftpos will only be accepted if payment is made in person.

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

*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.