

Form 24

Application to change the licensed area

Liquor Act 1992 s.105 • V8 March 2020



Queensland
Government

Office use only

Receipt no.

Amount \$

Date

Person ID

Instructions

Please complete in BLOCK letters. Complete form in full and attach supporting documentation with prescribed fee. If you need help with this form contact the Office of Liquor and Gaming Regulation (OLGR) on 13 QGOV (13 74 68).

Before your application is determined, OLGR will undertake various investigations and enquiries into your suitability for an approval/licence. This will include your fingerprints and photograph being taken by an OLGR officer and checks with law enforcement agencies prior to

your application being determined by the Chief Executive. You will be contacted to arrange for a suitable time to be fingerprinted.

Warning

False or misleading statements may attract a financial penalty or imprisonment and may lead to immediate cancellation of licence.

Fees

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

Part A – Requirements

This form must be completed if the licensed area is increasing or decreasing, (e.g. removing a function room or adding an outdoor area such as footpath dining). Refer to Guideline 40 for clarification on what type of change requires an application.

Please note that the RAMP (risk-assessed management plan) is not applicable to **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 (café), has no approved extended trading hours beyond midnight, is not covered by an adult entertainment permit and is not located in a restricted area.

Part B – Details

Section 1

Licensee details

Licensee (as shown on licence document)
.....
Address
Locality/suburb State Postcode

Section 2

Daytime contact details

Phone Fax
Mobile Email

Section 3

Liquor licence no.

Liquor licence no. (as shown on licence document)

Section 4

Premises details

Premises name
Premises address
Locality/suburb State Postcode

Section 5

Adult entertainment

Are the premises subject to an adult entertainment permit?

☐ No – go to **Section 7**

☐ Yes – go to **Section 6**

Section 6 Adult entertainment	<p>Will the proposed changes affect the permitted area of the adult entertainment permit?</p> <p><input type="checkbox"/> No – go to Section 7</p> <p><input type="checkbox"/> Yes – You will also be required to lodge all the following documentation:</p> <p><input type="checkbox"/> Prescribed application fee for change of approved area for adult entertainment permit</p> <p><input type="checkbox"/> Layout plan (scale 1:100) showing changes to approved area for adult entertainment permit</p> <p><input type="checkbox"/> Management plan (see Form 32 ‘Application for adult entertainment permit’, Section 11 for further details regarding this plan.)</p>																		
Section 7 Licensed area changes	<p>Will the change increase or decrease the licensed area?</p> <p><input type="checkbox"/> Increase – go to Section 9</p> <p><input type="checkbox"/> Decrease – go to Section 8</p>																		
Section 8 Deleted area If applies to main premises, please include two layout plans drawn to scale 1:100 of the remaining licensed area.	<p>What area do you want deleted from your licensed area? (e.g. function room, outdoor area etc.)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....Go to Section 22</p>																		
Section 9 Type of area to add to your licensed area	<p>What type of area are you seeking to add to your licensed area?</p> <p><input type="checkbox"/> Footpath dining area – go to Section 10</p> <p><input type="checkbox"/> Sporting field (clubs) – go to Section 11</p> <p><input type="checkbox"/> Other – provide details.....</p> <p>.....Go to Section 13</p>																		
Section 10 Footpath dining details	<p>You must attach a copy of your current footpath dining permit and any associated conditions. Is it attached?</p> <p><input type="checkbox"/> No – this application cannot be finalised until the current footpath dining permit is lodged. Go to Section 13</p> <p><input type="checkbox"/> Yes – go to Section 13</p>																		
Section 11 Sporting field usage	<p>What days and hours will the field be used?</p> <table border="1" data-bbox="368 1585 1473 2101"> <thead> <tr> <th>Day/s</th><th>Hours</th></tr> </thead> <tbody> <tr> <td>Example only Saturdays Seven days</td><td>11 am – 5 pm 7 pm – 9 pm</td></tr> <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/s	Hours	Example only Saturdays Seven days	11 am – 5 pm 7 pm – 9 pm	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
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Section 12 Sporting field events	<p>What are the nature of the events that will be held at the proposed sporting field? (e.g. home games, training etc.)</p> <p>.....</p> <p>.....</p> <p>.....</p>
Section 13 Amplified entertainment	<p>Does this application relate to the addition of an area to be used for amplified entertainment?</p> <p><input type="checkbox"/> No – go to Section 14</p> <p><input type="checkbox"/> Yes – you may be required to provide an acoustic report prepared by a qualified sound engineer, and will be advised further in this regard. Go to Section 14</p>
Section 14 Risk Assessed Management Plan (RAMP)	<p>Unless you are a low risk premises (refer Part A) you must lodge a RAMP. Please refer to Guideline 42 which is available at www.business.qld.gov.au/liquor-gaming, for assistance in completing this document. If you have an approved RAMP, an updated document must be lodged 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 15</p>
Section 15 Additional inclusions on RAMP for approved sporting areas	<p>If this application relates to the inclusion of an approved sporting area, you must also include:</p> <p><input type="checkbox"/> Details of fencing and lighting at the site; and</p> <p><input type="checkbox"/> Names of the people who act as managers at the field, and their hours of duty; and</p> <p><input type="checkbox"/> Liquor service arrangements, including details of staff training in the responsible service of alcohol, and the method by which liquor will be sold (e.g. cash sales, tickets etc.)</p> <p>Is this information included in or attached to your RAMP?</p> <p><input type="checkbox"/> No – do not lodge this application until the above information is available and attached</p> <p><input type="checkbox"/> Yes – go to Section 16</p>
Section 16 Documentation to be lodged on completion of work	<p>Once the application has been approved subject to receipt of Form 26 – Statement of Completed Works, the work may commence.</p> <p>No trading may take place in any new or refurbished area until the following requirements are satisfied on completion of the work and you are advised your application is granted.</p> <p><input type="checkbox"/> completed Form 26 ‘Statement of completed works’</p> <p>A final inspection may also be required once the form is received.</p>
Section 17 Real property description	<p>Does the new area have a different real property description to that of the existing licensed area?</p> <p><input type="checkbox"/> No – go to Section 18</p> <p><input type="checkbox"/> Yes – please provide details</p> <p>.....</p>

Section 18 Tenure or right to occupy	What tenure or right to occupy does the licensee have over the new area? <input type="checkbox"/> Owner of freehold <input type="checkbox"/> Lessee of premises <input type="checkbox"/> Department of Natural Resources, Mines and Energy lease <input type="checkbox"/> Other – please specify.....
Section 19 Building work	Will any building work be carried out to the new/existing area? <input type="checkbox"/> No – go to Section 20 <input type="checkbox"/> Yes – was it necessary to obtain council approval for the work? <input type="checkbox"/> No – go to Section 20 <input type="checkbox"/> Yes – please attach a copy of the development decision notice and conditions
Section 20 Owner of new area	Is the owner of freehold of the new area the same as the landlord of the existing licensed area? <input type="checkbox"/> No – go to Section 21 <input type="checkbox"/> Yes – go to Section 22
Section 21 Consent of owner of freehold of new area	As landlord of freehold of the new area described in this form, I consent to this application. 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
Section 22 Consent of owner of freehold of existing area (Freehold owner's consent is not required if removing a detached bottleshop)	As landlord of freehold of the existing licensed area, I consent to this application. 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

<p>Section 23</p> <p>Documentation to be lodged with application</p> <p>(a), (b) and (c) are not required if removing a detached bottleshop.</p> <p>Only (a) is required if applying for foot path dining.</p> <p>Only (a) and (b) are required if applying for an approved sporting area.</p>	<p>You must include the following documents:</p> <ul style="list-style-type: none"> (a) Two 1:100 scale layout plans showing the proposed changes (b) Site plan, showing the location of the existing and new licensed areas on the site, and the neighbouring premises relative to the licensed area (c) Proof that the use of the new area is permitted under the local authority town plan (e.g. that council has no objection to surrendered subsidiary on-premises licence becoming part of a commercial hotel licence) <p>Are these documents attached?</p> <p><input type="checkbox"/> No – do not lodge this application until they are available and attached</p> <p><input type="checkbox"/> Yes</p>
<p>Section 24</p> <p>Signature of licensee</p>	<p>I acknowledge that:</p> <ul style="list-style-type: none"> • This application cannot be formally approved until the work described in this form is complete and I have lodged Form 26 Statement of completed works; • Trading in the area of the licensed premises to which this application relates must not commence until final approval is granted; and • 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>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>

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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.justice.qld.gov.au

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