

# Form 10

## Application for one-off extended trading hours



Queensland  
Government

Gaming Machine Act 1991 s. 85A • Liquor Act 1992 s. 103G • V3 March 2017

This application can be submitted online at [www.business.qld.gov.au/liquor-gaming](http://www.business.qld.gov.au/liquor-gaming)

<p><b>Office use only</b></p> <p>Rec no. ....</p> <p>Amount \$.....</p> <p>Date .....</p>	<p><b>Instructions</b></p> <p>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 our website <a href="http://www.business.qld.gov.au/liquor-gaming">www.business.qld.gov.au/liquor-gaming</a></p>	<p><b>Warning</b></p> <p>False or misleading statements will attract a financial penalty or imprisonment and may lead to immediate cancellation of licence.</p> <p><b>Fees</b></p> <p>To find out the current application fee go to <a href="http://www.business.qld.gov.au/liquor-gaming">www.business.qld.gov.au/liquor-gaming</a></p>
<b>Part A—Requirements</b>		
	<p>The Liquor Regulation 2002 s. 5 states this application must be lodged <b>21 days before the first event</b> date stated in this application. Applications not lodged 21 days in advance will not be processed.</p> <p>To apply for an one-off extended hours permit to trade between midnight and 5:00am the Commissioner must be satisfied it is for a special occasion.</p> <p>Please note that the Commissioner must also be satisfied that the one-off extended hours permit is for:</p> <ol style="list-style-type: none"> <li>1. Persons, independent of the licensee, owner or occupier of the licensed premises wishing to celebrate the special occasion on the licensed premises.</li> <li>2. The time that the special occasion is happening and a reasonable time before and after the special occasion.</li> </ol> <p><b>Definition of special occasion and special public event:</b></p> <p><b>special occasion</b> means—</p> <ol style="list-style-type: none"> <li>(a) the occasion of a special public event; or</li> <li>(b) a wedding, birthday or other private occasion being celebrated at a function that is not open to the public.</li> </ol> <p><b>special public event—</b></p> <ol style="list-style-type: none"> <li>(a) means a unique or infrequent event of local, State or national significance; and Examples— a local music festival happening over a weekend a televised international sporting match involving an Australian team</li> <li>(b) includes an event prescribed by regulation, or of a class of events prescribed by regulation, to be a special public event; and</li> <li>(c) does not include an event prescribed by regulation, or of a class of events prescribed by regulation, not to be a special public event.</li> </ol>	
<b>Part B—Application details</b>		
<p><b>Section 1</b></p> <p><b>Licensee details</b> as shown on licence</p>	<p>Liquor licence no. ....</p> <p>Licensee name .....</p>	

<p><b>Section 2</b> <b>Premises details</b></p>	<p>Premises name .....</p> <p>Premises address .....</p> <p>Locality/suburb .....State <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Postcode <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p>Premises postal address .....</p> <p>Locality/suburb .....State <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Postcode <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p>Phone ..... Mobile .....</p> <p style="text-align: center;">(daytime)</p> <p>Fax ..... Email .....</p>
<p><b>Section 3</b> <b>Application type/s</b></p>	<p>Do you wish to apply for temporary liquor or temporary gaming extended trading hours, or both?</p> <p><input type="checkbox"/> Temporary liquor extended trading hours</p> <p><input type="checkbox"/> Temporary gaming extended trading hours—a separate fee is applicable and approval cannot be given to trade prior to 10 am. Gaming licence no. ....</p>
<p><b>Section 4</b> <b>Extension for trading prior to 10am</b></p>	<p>Is the requested extension of trading hours for the period before 10 am?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – licensed premises are only eligible to have approval for four dates per calendar year before 10am. This application will not be processed if approval for four dates has already been issued.</p>
<p><b>Section 5</b> <b>Extension for trading beyond 12midnight</b></p>	<p>Is the requested extension of trading hours for the period beyond 12 midnight?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes– licensed premises are only eligible to have approval for six dates per calendar year beyond 12midnight. This application will not be processed if approval for six dates has already been issued.</p> <p><b>Note:</b> Applications for trading beyond 12midnight must be in relation to a special occasion. Please refer to page 1 for details.</p> <p>Is this application for a special occasion?</p> <p><input type="checkbox"/> No – the application will not be processed.</p> <p><input type="checkbox"/> Yes</p> <p>Are persons, independent of the licensee, owner or occupier of the licensed premises wishing to celebrate the special occasion on the licensed premises.</p> <p><input type="checkbox"/> No – The application will not be processed</p> <p><input type="checkbox"/> Yes – Please provide written evidence that persons independent of the licensee, owner or occupier wish to celebrate the special occasion. However, documentary evidence will not be required for applications made in respect of certain high profile public events of national or state significance if it is self-evident persons independent of the licensee would wish to celebrate such events.</p> <p>Is this the first application in the calendar month applied for?</p> <p><input type="checkbox"/> No – Please answer the next question.</p> <p><input type="checkbox"/> Yes – Please go to section 6</p> <p>If this is not the first application in the calendar month applied for, are all dates for the same special occasion?</p> <p><input type="checkbox"/> No – the application will not be processed as more than one date in a calendar month cannot be considered unless it is for the same special occasion.</p> <p><input type="checkbox"/> Yes</p>

<p><b>Section 6</b> <b>Time period requested</b></p> <p>Fee applicable per date requested</p>	<p>When do you need the extension for? Include your current trading hours. Select the date your trading hours start even if your extension is on the following morning. For example, select Friday when your extension is from 2 am–5 am on Saturday morning.</p> <table border="1" data-bbox="352 197 1517 562"> <thead> <tr> <th data-bbox="352 197 938 255">Day</th> <th data-bbox="938 197 1377 255">Date</th> <th data-bbox="1377 197 1517 255">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><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• An application for a one-off extended hours permit can only be considered for the time that the special occasion is happening and a reasonable time, before or after the special occasion.</li> <li>• Premises in the Brisbane City Council area requesting to trade beyond 1 am must also submit <b>Form 45 Certification of compliance with division 6</b>, with this application</li> <li>• ANZAC Day trading—refer to <i>ANZAC Day trading hours</i></li> <li>• Good Friday—refer to <i>Easter trading hours</i></li> <li>• Christmas and New Year—refer to <i>Christmas and New Year trading hours</i>.</li> </ul>	Day	Date	Time															
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<p><b>Section 7</b> <b>Function/event details</b></p>	<p>What is the name and type of function or event (e.g. 21st birthday party, national sports grand final)</p> <p>.....</p> <p>.....</p>																		
<p><b>Section 8</b> <b>Entertainment details</b></p>	<p>Will the function/event involve entertainment?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes—please give details of the type/s of entertainment.....</p> <p>.....</p> <p><b>Note:</b> a separate <b>Form 17 Application for temporary variation of licence</b> will need to be lodged if you require any conditions to be temporarily amended (e.g. increase amplified noise levels)</p>																		
<p><b>Section 9</b> <b>Estimated attendance</b></p>	<p>Estimated attendance at the function or event?</p> <p>.....</p>																		
<p><b>Section 10</b> <b>Security</b></p>	<p>How many licensed security providers will be employed at the function or event?</p> <p>.....</p>																		

<p><b>Section 11</b> <b>Licence area applicable</b></p>	<p>Does this application apply to part of the licensed premises or the whole of the licensed premises?</p> <p><input type="checkbox"/> Whole</p> <p><input type="checkbox"/> Part—provide further details (e.g. function room, main bar) .....</p> <p>.....</p>
<p><b>Section 12</b> <b>Adult entertainment permit details</b></p>	<p>Is the premises subject to an Adult Entertainment Permit?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes—if you also want to extend trading hours in the adult entertainment area, please contact OLGR to discuss your application.</p>
<p><b>Section 13</b> <b>Contact person for application</b></p>	<p>First name ..... Surname .....</p> <p>Phone (daytime) ..... Fax .....</p> <p>Mobile ..... Email .....</p>
<p><b>Section 14</b> <b>Licensee declaration and signature</b></p>	<p>I am authorised to make this application and declare that the information in this application is true and correct. <b>Note:</b> it is an offence to supply incorrect or misleading information.</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><b>Section 15</b> <b>Police endorsement</b></p> <p>You must take a copy of this completed application to the local police station prior to lodgement with OLGR. (Not required for online lodgement)</p>	<p>I, ..... of ..... station, received this application on <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><input type="checkbox"/> I object — please send a written report outlining your reasons</p> <p><input type="checkbox"/> I do not object to this application for a one-off extended trading hours</p> <p>Name ..... 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>

Part C—Lodgement and fee payment

**Section 16**  
**Lodgement and payment**

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

The application fee must be paid at the time of application. There is no GST payable on any fee. Fee amounts are listed under Fees and Charges online at [www.business.qld.gov.au/liquor-gaming](http://www.business.qld.gov.au/liquor-gaming) or phone 13 QGOV (13 74 68). 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
- 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 .....

\*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