



APPROVAL OF A NON-LIQUOR BUSINESS ON LICENSED PREMISES

Lodgement Guide and Checklist

Liquor Control Act 1988

Documentation to be lodged

The licensing authority will generally only accept complete applications. Therefore, please ensure that all documentation is provided with your application to avoid delays.

- Form 1** - Notice of Application
- Application fee** Please refer to the fee schedule, [available on our website](#) or upon request.
- Submissions** in support of the application.



| Office Use Only | |
|-----------------|--|
| Paid Date | |
| Receipt No. | |
| Amount Paid | |

NOTICE OF APPLICATION FOR APPROVAL OF A NON-LIQUOR BUSINESS ON LICENSED PREMISES
LIQUOR CONTROL ACT 1988

Section 119A

Please print neatly in **BLOCK LETTERS** with a *black* pen only

1. DETAILS OF LICENCE

- (a) Licence number: _____
- (b) Name of Licensed Premises: _____
- (c) Address of Licensed Premises: _____
 _____ Post Code: _____
- (d) Name of Licensee: _____
- (e) Daytime contact name of licensee: _____
 Telephone Number for licensee: () _____ E-mail for licensee: _____
- (f) Daytime contact name of proprietor of non-liquor business: _____
 Telephone Number for proprietor: () _____ E-mail for proprietor: _____

2. DETAILS OF THE NON-LIQUOR BUSINESS ON LICENSED PREMISES

Approval to conduct a non-liquor business on licensed premises is sought by either:

Licensee Proprietor

- (a) Full name of the proposed business : _____
 Name of the person/company in control of the business _____
 Address: _____
 _____ Post Code _____
- (b) Date when proposed business will begin operation ____/____/____
- (c) Briefly describe the nature of the business and how it will operate within the licensed premises (further information may be requested e.g. floor plans):

(d) (i) What monetary benefits will the licensee gain from the proposed business (eg rent, commission etc):

(ii) Is there an agreement or arrangement in writing? YES NO If YES, please attach a copy.

(e) Are there currently any other non-liquor businesses operating from the licensed premises? YES NO

If YES, please provide details: _____

(f) Has there previously been an approved non-liquor business at the licensed premises?

YES NO If YES, please provide details: _____

3. DECLARATION

Notice of application is hereby made for a non liquor business within the licensed premises in accordance with, and on the basis of, the information set out above. It is declared that all information and details provided in this form and in any plan or document lodged in support of the application are true and correct and do not omit any relevant information.

Dated the _____ day of _____ / _____

WHERE THE APPLICANT IS A COMPANY THAT HAS A COMMON SEAL:-

The common seal of _____
was hereunto affixed in accordance with section 127 of the *Corporations Act 2001* and the Articles of Association in the presence of:

Signature of Director

Name of Director (Please print clearly)

Signature of Director

Name of Director (Please print clearly)

WHERE THE APPLICANT IS A COMPANY THAT DOES NOT HAVE A COMMON SEAL:-

Executed in accordance with section 127 of the *Corporations Act 2001* and the Articles of Association

Signature of Director

Name of Director (Please print clearly)

Signature of Director

Name of Director (Please print clearly)

WHERE THE APPLICANT IS ONE OR MORE INDIVIDUAL PERSONS:-

Signature of applicant

Signature of Witness

Signature of applicant

Signature of Witness

3. PAYMENT DETAILS

Entering your credit card details below, you give consent for the appropriate application fee to be deducted from your card

| | |
|--|---|
| Card Type: Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> | Copy of Receipt (<i>email only</i>): YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Card Number: | Expiry Date: |
| Cardholder's Name: | Cardholder's Signature: |
| Email Address: | |



FEE SCHEDULE FOR LIQUOR ACTIVITIES
EXTRACT FROM LIQUOR CONTROL REGULATIONS 1989
EFFECTIVE AS FROM 1 JANUARY 2017

| DESCRIPTION <i>(Please note: Fees are generally not refunded if an application is not approved)</i> | FEE |
|--|--|
| ADD, VARY OR CANCEL a condition of a licence or permit | |
| Permanent | |
| • Club restricted licence | \$43.00 |
| • Any other type of licence | \$237.00 |
| One-Off <i>(for a period of 21 days or less)</i> | |
| • Club restricted licence | \$43.00 |
| • ¹ Any other licence type if the anticipated number of patrons is: | |
| ○ Up to 500 | \$110.00 |
| ○ Between 501 and 1,000 | \$226.00 |
| ○ Between 1,001 and 5,000 | \$1137.00 |
| ○ Between 5,001 and 10,000 | \$2275.00 |
| ○ Over 10,000 | \$4560.00 |
| Alteration or redefinition of a licensed premises | \$399.00 |
| APPROVAL OF MANAGER | |
| Application for Approval of Manager lodged at Australia Post | \$168.00 |
| Upgrade from restricted licence to unrestricted licence | |
| • Lodged at Australia Post | \$56.00 |
| • Lodged online | \$15.00 |
| Renewal of Manager's Approval (Identification Card) for a period of five years | |
| • Application for renewal lodged at Australia Post | \$164.00 |
| • Lodged online | \$126.00 |
| Replacement identification Card | |
| ○ Lodged at Australia Post | \$52.00 |
| ○ Lodged online | \$10.00 |
| ⁴ Approval of person in position of authority | \$159.00 |
| Approval to conduct non-liquor business on licensed premises | \$221.00 |
| Change of name of licensed premises | \$73.00 |
| EXTENDED TRADING PERMIT | |
| Ongoing | |
| • Alfresco | \$348.00 |
| • Liquor without a meal (not restricted to 120 persons) | \$466.00 |
| • Liquor without a meal (restricted to 120 persons or less) | \$53.00 |
| • Associations | \$348.00 |
| • Hours, dining, late delivery, restaurant with accommodation | \$1168.00 |
| • Cellar Door Operation (producers only): | |
| - new cellar door operation (one licensee only) | \$345.00 |
| - new cellar door operation (two or more licensees) – applications must be lodged concurrently | \$345.00 plus \$290.00 per additional licensee |
| - existing cellar door permit where an additional licensee is seeking approval to operate under a permit | \$290 per additional licensee |
| EXTENDED TRADING PERMIT <i>continued</i> | |



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| | |
|---|--|
| One-Off | |
| Increase hours, extend the licensed area and/or sell liquor to non-members | |
| <ul style="list-style-type: none"> Club restricted licence | \$43.00 |
| <ul style="list-style-type: none"> ^{1 & 3}For all other licence types <ul style="list-style-type: none"> Up to 500 Between 501 and 1,000 Between 1,001 and 5,000 Between 5,001 and 10,000 Over 10,000 | \$110.00 \$226.00 \$1137.00 \$2275.00 \$4560.00 |
| ² Grant or removal of a club, club restricted, restaurant, producer's or wholesaler's licence | \$886.00 |
| ² Grant or removal of a hotel, hotel restricted, tavern, tavern restricted, small bar, casino liquor licence, nightclub, special facility or liquor store licence | \$3454.00 |
| Juvenile function (under section 126A) | \$64.00 |
| Application for Liquor Restricted Premises Declaration: | |
| <ul style="list-style-type: none"> Where the applicant is the occupier of the premises Where the applicant is the owner of the restricted premises; or a prescribed class of persons as defined in the <i>Liquor Control Regulations 1989</i> | No charge |
| ^{1 & 3} OCCASIONAL LICENCE | |
| <ul style="list-style-type: none"> Up to 250 Between 251 and 500 Between 501 and 1,000 Between 1,001 and 5,000 Between 5,001 and 10,000 Over 10,000 | \$53.00 \$110.00 \$226.00 \$1137.00 \$2275.00 \$4560.00 |
| ³ Profit Sharing | \$231.00 |
| ² Protection order under section 87(1) | \$231.00 |
| ² Transfer of liquor licence | \$849.00 |
| Vary or substitute plans approved under a conditionally granted licence | \$277.00 |
| ANNUAL LICENCE FEE | |
| ⁵ Club Restricted | \$288.00 |
| ⁵ For all other licence types | \$584.00 |
| Extended Trading Permit – Ongoing: | |
| <ul style="list-style-type: none"> No more than 2 3 or more | \$277.00 \$556.00 |
| SEARCH AND SUPPLY FEES | |
| Address labels for licensed premises | \$142.00 |
| Advertising Banner "Liquor Control Act – Notice of Application" | \$25.00 |
| Copy of a decision of the Commission or Director | |



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| | |
|---|---|
| <ul style="list-style-type: none"> For each Additional fee for certification | <p>\$25.00</p> <p>\$25.00</p> |
| Copy of documentation, other than already prescribed, per page | \$4.00 |
| Copy of plan (requires licensee's consent) <ul style="list-style-type: none"> For each sheet (up to a maximum of \$200) Certified (for each sheet) | <p>\$25.00</p> <p>\$35.00</p> |
| Database printout of record of general licence details | \$35.00 |
| Duplicate licence (requires licensee's consent) | \$35.00 |
| Full search of a licence record (requires licensee's consent and will incur additional fees for copies of documents as listed above) | \$52.00 |
| Issue of a summons to a witness | \$20.00 |
| List of licensed premises or owners of licensed premises <ul style="list-style-type: none"> Hardcopy Electronic format | <p>\$89.00</p> <p>\$58.00</p> |
| Search of postcodes <ul style="list-style-type: none"> 1 to 10 postcodes More than 10 postcodes | <p>\$35.00</p> <p>\$77.00</p> |

FOOTNOTES

¹ Where an application is for a function or event that takes place over a number of consecutive dates, the fee will be based upon the total maximum number of persons expected to be present in the licensed/permit area at any one time over the consecutive dates. For example: if a function or event runs for 2 days and the maximum number of persons expected to be present in the licensed/permit area at any one time is 300, then the fee will be calculated on an attendance of 600 people in total and will be \$224.

² In addition to the application fee, new applicants in respect of protection orders and permanent liquor licences (i.e. grant or transfer applications, with the exception of a club or club restricted licence) will pay an additional \$148.00 fee for each individual in a position of authority (including each director and shareholder of a company and adult trust beneficiary or unit holder).

³ In addition to the application fee, new applicants in respect of profit sharing agreements or arrangements will pay an additional \$148.00 fee for each individual who is party to the agreement or arrangement and in relation to whom a background check is sought from the Police Service.

⁴ In addition to the application fee, in respect of a body corporate seeking to be approved as a shareholder in the licensee company after the licence is granted, an additional \$148.00 fee applies for each individual to whom a background check is sought from the Police Service (including each director and shareholder and adult trust beneficiary or unit holder related to that body corporate) other than for the first individual, which will be captured by the application fee.

⁵ Annual licence fees for newly granted licences are charged on a quarterly pro-rata basis as follows:

| Licence Effective | Fee: Club Restricted | Fee – All Other Licences |
|-------------------------------|-----------------------------|---------------------------------|
| 1 January - 31 March (100%) | \$288.00 | \$584.00 |
| 1 April – 30 June (75%) | \$216.00 | \$438.00 |
| 1 July – 30 September (50%) | \$144.00 | \$292.00 |
| 1 October – 31 December (25%) | \$72.00 | \$146.00 |