



CONVERTING / REPLACING A SPECIAL FACILITY LICENCE

Lodgement Guide and Checklist

Liquor Control Act 1988

Documentation to be lodged

- Form 4** - Notice of Application Form
- Application fee.** Please refer to the fee schedule, [available on our website](#) or upon request.
- Public Interest Assessment submissions.** For more details refer to the policy guideline “*Public Interest Assessment*” and Public Interest Form available upon request or on our [website](#).
- Plans and specifications** of the licensed premises drawn in accordance with Regulation 11 of the Liquor Control Regulations 1989 (refer to Bulletin no. 25 “[Plans and Specifications](#)” and policy guideline on “[Standards of Licensed Premises](#)” for more information). *Only required if the premises layout is proposed to change.*
- Section 40 Certificate** - Certificate of Local Planning Authority to be completed by the Local Government consistent with the new intended use. This certificate is not required to be lodged at the same time as the application, however, the application cannot be determined until the certificate has been provided, unless the licensing authority otherwise determines.

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

NB: Depending upon the nature of the alternative licence, the licensing authority may determine that advertisement of the application is necessary.

Department staff will be available between 8:30am and 4:30pm to assess your application to ensure that it meets the legislative requirements prior to lodgement.



Office Use Only	
Paid Date	
Receipt No.	
Amount Paid	

NOTICE OF APPLICATION FOR LICENCE - Conversion/Replacement of Special Facility
LIQUOR CONTROL ACT 1988
Section 46B(2)

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

1. DETAILS OF APPLICANT(S)

(a) Current Licence Number: _____

(b) Current Name of Licensed Premises: _____

(c) Name of Licensee: _____

(d) Address for Service of documents **after** application is determined: _____
 _____ Postcode: _____

(e) Contact Person: _____ Email: _____
 Telephone: (____) _____ Mobile: _____
 Postal Address: _____
 _____ Postcode: _____

2. LICENSEE DETAILS

In the case of a partnership or a body corporate, have any circumstances changed in respect of the partners, directors or shareholders of the licensee entity?

YES NO

If yes, please give full details of the changes that have occurred on a separate attachment.

3a. APPLICATION DETAILS

Type of Licence

Hotel Hotel (Tavern Restricted) Liquor Store Wholesaler's
 Hotel (Restricted) Hotel (Small Bar) Producer's Casino
 Hotel (Tavern) Nightclub Restaurant

Premises Details

(a) Proposed Trading Name: _____

3b. TRADING HOURS

Monday	_____	am/pm	to	_____	am/pm
Tuesday	_____	am/pm	to	_____	am/pm
Wednesday	_____	am/pm	to	_____	am/pm
Thursday	_____	am/pm	to	_____	am/pm
Friday	_____	am/pm	to	_____	am/pm
Saturday	_____	am/pm	to	_____	am/pm
Sunday	_____	am/pm	to	_____	am/pm

Christmas Day: YES NO Good Friday: YES NO Anzac Day: YES NO

Any special trading conditions being sought? _____

3c. SPECIAL CONDITIONS

(a) If Liquor Store Licence

Is approval sought for a sampling area? YES NO

If YES, part of the premises to be used as a sampling area: _____

(b) If Wholesaler's or Producer's Licence

Is approval sought for a sampling area? YES NO

If YES, part of the premises to be used as a sampling area: _____

Is approval sought to store liquor off the licensed premises? YES NO

If YES, address of storage premises: _____ Postcode: _____

4. PUBLIC INTEREST ASSESSMENT

(a) In accordance with section 68(1) of the Act, the Public Interest Assessment required to be submitted pursuant to section 38 of the Act, forms part of this Notice of Application and is provided at Attachment _____

(b) Address where the application and Public Interest Assessment submission can be viewed (if required to be advertised):
(Please note that this address must be within the same locality as the proposed premises)

_____ Postcode: _____

5. DECLARATION – must be signed by all applicants

The applicant:

(I) declares that all the information in this form, Public Interest Assessment and in any supporting documentation is true and correct and no relevant information has been omitted; and

(II) consents to the Public Interest Assessment being displayed on the licensing authority's website during the advertising period.

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

6. 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:	



PLANS AND SPECIFICATIONS

Information Bulletin No.25

Liquor Control Act 1988

INTRODUCTION

Plans of the proposed premises are required to be lodged with the application in order for the licensing authority to define the area in which the sale, supply and in some cases, the consumption of liquor will occur if the licence is granted.

If the licence is granted, the defined plans must be kept on the premises and be made available for inspection by an authorised officer upon request.

LODGING PLANS ELECTRONICALLY

Applicants are encouraged to lodge plans in an electronic format wherever possible, with PDF a preferred format.

GENERAL REQUIREMENTS AND SPECIFICATIONS

In order to be accepted by the licensing authority, the plans of the proposed premises to which the application relates must include the following –

- (a) Floor plans in duplicate, at least A3 size and to a scale of 1:100, of each level of each building forming part of the licensed premises showing the uses of each room; the location of all doors, windows, servery hatches and toilets; and fit out details for all toilets; the floor layout; the location of all bars, any areas that are not part of the building that showing how the boundary will be defined.
- (b) a site plan drawn to a suitable scale according the size of the lot showing –
 - an outline of every building on the relevant lot; and
 - the boundary of the relevant lot; and
 - features on the relevant lot such as car parks, vehicle access and adjacent streets and swimming pools; and
 - the name and location of any street forming part of the boundary of the relevant lot.
- (c) a map of the relevant district showing the locality of the relevant premises.
- (d) a plan drawn to a scale of 1:100 showing the front external elevation. If the premises is existing, photos of the external buildings will suffice.
- (e) in the case of an application to alter the licensed premises, a plan showing those premises as they would be if the proposed alteration or redefinition had taken place, distinguishing the areas of the current licensed premises from the areas of the proposed alteration or redefinition.

OTHER REQUIREMENTS

In addition to the above requirements, the plan must be drawn –

- by any person capable of preparing plans on good quality paper of at least A3 size.
- so as to comply with Australian Standard 1100, Technical Drawing Part 101-1984 General Principles and Part 301-1985 Architectural Drawing of the Standards Australia, and shall show the date of preparation, the scale, the direction of north and the name of the person who prepared the plan.

The specifications to be submitted must include the wall and ceiling finishes and the fit equipment in any bar, toilet or kitchen.

**Disclaimer**

This Bulletin is designed to provide authoritative information in regard to the subject matter covered, and with the understanding that the Director is not passing legal opinion or interpretation or other professional advice.

The information is provided on the understanding that all persons undertake responsibility for assessing the relevance and accuracy of its contents.

LIQUOR CONTROL ACT 1988 CERTIFICATE OF LOCAL PLANNING AUTHORITY – SECTION 40

Reverse side to be completed by applicant BEFORE SUBMISSION TO THE LOCAL AUTHORITY

THIS SECTION TO BE COMPLETED BY THE LOCAL AUTHORITY

I, (full name)

being the

(Title)

for the.....

(Name of Local Planning Authority)

with respect to an application by

(Name of applicant)

hereby certify that the premises known as.....

and situated at.....

.....Post Code.....

will comply with all relevant planning laws, namely;

OR

would comply with the relevant planning laws if consent were to be given by the following authority;

(i) It is not known whether the authority will give their consent; or

(ii) It is known that the authority will give that consent subject to the following probable condition/restrictions;

.....
.....

OR

will not comply with the relevant planning laws for the following reasons:-

.....
.....

Dated the day of

Signature of Authorised Officer

**THIS SECTION MUST BE COMPLETED BY THE APPLICANT
BEFORE SUBMISSION TO THE LOCAL AUTHORITY**

APPLICATION DETAILS

Category and Type of Licence:.....

Nature of application and an outline of proposed use of the premises:

.....

.....

.....

.....

In the case of a *SPECIAL FACILITY LICENCE* application:-

(a) For what purpose is the licence sought? (Refer to Regulation 9A of the *Liquor Control Regulations 1989*)

.....

.....

(b) What trading hours are sought?

Monday: am/pm to am/pm

Tuesday: am/pm to am/pm

Wednesday: am/pm to am/pm

Thursday am/pm to am/pm

Friday am/pm to am/pm

Saturday am/pm to am/pm

Sunday am/pm to am/pm

(c) Is approval sought to sell and supply liquor on:-

Christmas Day YES NO Good Friday YES NO Anzac Day YES NO

(d) Is approval sought to sell liquor for consumption off the licensed premises? YES NO

(e) Please detail the trading conditions sought and provide an outline on how it is proposed the premises will operate (attach separate submission if necessary):

.....

.....

.....



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 <ul style="list-style-type: none"> • Club restricted licence \$43.00 • Any other type of licence \$237.00 One-Off <i>(for a period of 21 days or less)</i> <ul style="list-style-type: none"> • Club restricted licence \$43.00 • ¹Any other licence type if the anticipated number of patrons is: <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> • Lodged at Australia Post \$56.00 • Lodged online \$15.00 Renewal of Manager’s Approval (Identification Card) for a period of five years <ul style="list-style-type: none"> • Application for renewal lodged at Australia Post \$164.00 • Lodged online \$126.00 Replacement identification Card <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> • 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): <ul style="list-style-type: none"> - 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>	



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

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
	\$264.00
^{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	



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

<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



Attach copy
of certificate
of title

EVIDENCE OF EXCLUSIVE RIGHT OF OCCUPANCY AND PROFIT SHARING
SECTIONS 37(5) AND 104 OF THE LIQUOR CONTROL ACT 1988

1. Exclusive Right of Occupancy

I/We _____ being the registered proprietor/director of the company _____ identified as the registered proprietor on certificate of title volume no _____ folio no _____ hereby confirm that **(name of applicant)** _____

_____ will have the exclusive right to occupy the premises and operate a business at **(proposed address where liquor will be sold and supplied)** _____

_____ under a **(specify type of liquor)** _____ licence, upon the grant issue/transfer/removal of the liquor licence (please circle relevant application).

DATED: _____

**Signature of registered proprietor
(Director/Individual/Partner)**

**Signature of applicant
(Director/Individual/Partner)**

2. Profit Sharing

I/We _____ **(name of applicant)** certify that no other person or party is involved in any arrangement or agreement with me/us which will allow them to participate in the proceeds of the business (including percentage rent payment) under the **(specify type of liquor)** _____ licence, upon the grant/issue/transfer/removal of the liquor licence. (If a profit sharing arrangement is proposed under the liquor licence, an application for approval of arrangement or agreement will need to be lodged. Refer to the [application kit](#) in respect of profit sharing and management agreements for further information.

**Signature of Applicant
(Director/Individual/Partner)**