



In certain circumstances, the Liquor and Gambling Commissioner may instruct an applicant to advertise after the application has been lodged. For example, where the Commissioner believes that there may be public interest in the application.

### Where do the advertisements have to appear?

An application is required to be advertised in 'The Advertiser', a local paper (eg 'Messenger') and the 'Government Gazette' at the applicant's expense. The Office of the Liquor and Gambling Commissioner will provide the applicant with details of the content of the advertisement. The applicant is also required to notify in writing the local council and occupiers of land or premises adjacent to the licensed premises.

An A2 sized notice of the application must be posted in a prominent position on the premises so that it is clearly visible to a person walking by. This will be provided once the application has been given a hearing date.

Advertising and notifications are required to be undertaken after the application has been lodged with this Office and at least 28 days before the hearing date.

All applications for extended trading authorisation for trade on Good Friday and/or Christmas Day must identify any church or other place of worship situated within a one kilometre radius of the licensed premises.

All applicants for extended trading authorisation for trade on Good Friday and/or Christmas Day are required to notify, in writing, any church or other place of worship situated within a five hundred metres radius of the licensed premises, of the application and proposed extended trading hours.

The notification is to occur on or before the last day for advertising, in accordance with section 53 of the *Liquor Licensing Act 1997*.

### How to apply

A document lodgement guide is provided overleaf which details all relevant forms and other documentation needed to make an application.

Once documents have been lodged with the Office of the Liquor and Gambling Commissioner, applicants will be informed of the hearing date for the application. Please refer to 'The Application Process' for details of the application process.

### Need help with an application?

Applicants may wish to contact a solicitor or relevant industry association before making an application.

### Objections

When an application is advertised, any person can lodge an objection to the application at least seven days before the hearing date. Please refer to the 'Lodging an Objection to an Application - Information Sheet'.

### How long does an application take to be granted?

An application that is required to be advertised usually takes about six weeks to determine from the time of lodgement, but it may take longer if an objection has been lodged. For a complete guide on how applications are processed refer to 'The Application Process'.

### Please refer to the following guides provided by this Office for further assistance with the application process:

- Lodging an Objection to an Application
- The Application Process
- Fees and Charges

If further information is required, please contact this Office.

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**Please continue overleaf**



**ADDITIONAL DOCUMENTS REQUIRED FOR AN  
APPLICATION THAT REQUIRES ADVERTISING**

**Minimum documentation**

An application must include the following:

- **Government Gazette fee**
- **Notice of Advertisement - Form 1**

**A hearing date will not be set until all of these documents have been received.**

**Other documentation required**

The following documents are required to be lodged **at least seven days before the date of the hearing** or the application may be delayed.

- **Proof that the application has been advertised:**
  - Affidavit relating to advertising (will be sent to the applicant once the application has been given a hearing date)
  - A copy of the page where the advertisement appears in *'The Advertiser'*
  - A copy of the page where the advertisement appears in the local newspaper (eg *'Messenger'*)
  - A copy of the notice given to the local council
  - A copy of the notice given to the occupiers of adjacent premises

**Other documentation required only if relevant to the application**

- **Affidavit relating to responsible service and harm minimisation**  
This will be sent once the application has been given a hearing date.