

Liquor Licensing Act 1997

Liquor Licensing Submitting a Plan - Lodgement Guide

In South Australia, the majority of liquor licensing applications require the submission of a Premises Plan.

The *Liquor Licensing Act 1997* requires that plans are drawn to drafting standards so applications can be processed as quickly and accurately as possible.

To make sure you get it right first time, ask a draftsman or an architect to draw the plan for you. You can submit your own drawing however it must:

- be legible
- clearly show all details to scale with outlines in the required colours (see below)
- drawn on A3 sized paper – a sketch or a fax is not acceptable.

Partial floor plans will not be accepted.

A **full floor plan** of the premises is required for approval.

Plans must accompany all applications for:

New licence applications (except certain limited licences)
Removal of a licence
Redefinition of a licence area
A proposed alteration to the licensed area
Changes to the gaming area
Designation of areas, eg extended trading authorisation, dining, reception, entertainment, tasting etc
Out of bounds to minors
Minors permitted after midnight.

Plan requirements

You must lodge **TWO COPIES** of the plan with your application:

- one unmarked plan in black and white
- one plan outlined in coloured pencil

Specific information required

Specific colours must be used on the plan to define the different areas of the licensed premises – see Required colours.

A detailed layout of the kitchen, toilet facilities and bar area **must** be shown on the plan. This means every sink, hand basin, toilet, urinal, dishwasher, glass washer, and any other permanent fixtures **must** be shown. Electrical and plumbing layouts are not required.

If you prefer to keep the original of your plan, you can submit a copy of each plan. The copy needs to be reproduced in the full A3 size. You will also need to outline the various areas in the required colours if your photocopy is a black and white reproduction.

Draftsmen and architects may email plans to this office in AutoCAD drawing format. One hard copy of the plan, outlined in colours must also be submitted for viewing.

Required colours

<i>Area on plan</i>	<i>Outline colour</i>
Licensed area(s)	RED
Designated dining area(s)	GREEN
Designated reception area(s)	BROWN
Gaming area(s)	PURPLE
Sampling area(s)	YELLOW
Entertainment area(s)	BLUE
Extended trading authorisations	PINK
Out of bounds to minors	ORANGE
Minors permitted after	BROKEN ORANGE line (- - - -)
Consumption on premises (producers licence only)	BROKEN YELLOW line (- - - - -)
Collective outlet (producers licence only)	BROKEN RED line (- - - -)

Submitting your Plans

Both plans must be:

- drawn to a scale of 1:100 except for gaming machine layout plans which must be 1:50
- drawn on paper no larger than international A3 size and no smaller than international A4 size
- neat and legible
- indicate the scale
- **signed by the applicant and if required, by a registered architect or surveyor (please check with CBS if in doubt)**

After your licence application has been approved, CBS will send you the final copy of your plan. This must be signed by you (the licensee) and kept on the premises at all times. Failure to do so is a breach of your licence conditions.

Further questions?

If you have further questions about submitting visit www.cbs.sa.gov.au or email olgcassessments@agd.sa.gov.au.

You can also call the Customer Service Centre on 131 882.

Example of a Plan

Below is an example of a plan showing coloured designated areas.

Two plans must be lodged with your application:

- one unmarked plan in black and white
- one outlined in colour.

