

Limited Licences

Late lodgement of applications and processing times - Advice to Applicants

Liquor licensing regulations clearly specify the time frame requirements for lodging an application for a Limited Licence. *Liquor Licensing Regulation 11 states that an application for a limited licence must be made—*

- a) *if the special occasion or series of special occasions in respect of which the licence is sought will extend over more than 3 days — at least 60 days before the commencement of the occasion or the first occasion in the series;*
- b) *in any other case — at least 14 days before the commencement of the special occasion or the first special occasion in the series of special occasions in respect of which the licence is sought.*

These time lines have been set to allow the Liquor and Gambling Commissioner to properly enquire into the merits of each application. This includes consideration of whether:

- the applicant is a fit and proper person to hold a licence;
- the venue is suitable;
- appropriate arrangements have been made to promote responsible drinking and behaviour.

Processing Times

Processing times for Limited Licences vary depending on the circumstances of each application. There is no set time period for processing due to the varying complexity of applications. Generally, applications are processed in the order in which they are received. For example: a minor event such as a private function for family and friends requires less scrutiny than a major event like a music festival.

The shorter the time between the lodging of a licence application and the date of an event or special occasion, the more difficult it becomes to appropriately consider matters.

The Liquor Licensing Act specifically provides for procedures that allow the parties, including objectors and interveners, to be heard in exercise of their rights under the Act. Accepting a late application could deprive the parties of their rights under the Act.

Under certain circumstances the Liquor and Gambling Commissioner may accept an application within the 60/14 day time limitation. However, late applications **will not** be accepted in cases where:

- **Acceptance would result in more than a minor prejudice to anyone who has an interest in an application** (including the Commissioner of Police, Local Council or Landlord);
- There would be **insufficient time to properly enquire into the merits of the application.**

Applications accepted within the 60/14 day time limitation will be assessed on their own merits. If your application is accepted this does not mean the application is automatically granted.

Consumer and Business Services endeavours to complete all licence applications in a timely manner.