

Liquor Licensing Act 1997

Limited Licence Information Sheet

A GUIDE FOR PEOPLE INTERESTED IN HOSTING A PARTY OR ORGANISING AN EVENT
WHERE LIQUOR WILL BE SOLD

WHO NEEDS A LIMITED LICENCE?

If you are intending to host a party or organise an event (or a series of events) where liquor will be sold, you are required to obtain a liquor licence known as a limited licence.

This requirement applies even if your party or function will be held at a private venue. It includes parties/events where guests pay a cover charge and alcohol is provided.

It is an offence to sell liquor without holding a licence.

A limited licence may also be granted to a existing licensee seeking a temporary extension to trading rights under his or her current liquor licence. The licensee may be seeking an extension to a trading area, trading hours or to permit entertainment on premises not subject to an entertainment consent.

REGULATED PREMISES

It is an offence to allow consumption of liquor without a licence on regulated premises even if there is no sale of liquor. In these circumstances a limited licence is required.

Regulated premises include—

- restaurant, café or shop;
- bus, limousine, train or tram;
- boat; or
- a public place that is being used for the purpose of an organised event, where guests pay an admission.

For the sale or supply of liquor in a business context please contact Consumer and Business Services for advice.

HOW TO APPLY FOR A LIMITED LICENCE

Applications for limited licences can be lodged online on the Consumer and Business Service's website (www.cbs.sa.gov.au).

Application forms are available from the CBS website.

LODGEMENT OF A LIMITED LICENCE APPLICATION

An application for a limited licence must be lodged with CBS at least 14 days prior to the event.

Applications for large events such as festivals, street closures, Christmas and New Year's Eve functions should be lodged at least 60 days prior to the event.

It is recommended that applications for large events be lodged as early as possible.

IS THERE A FEE FOR A LIMITED LICENCE?

An application for a limited licence must be accompanied by the correct fee. Details of the fee can be obtained on CBS website (www.cbs.sa.gov.au) or by contacting CBS on 131 882.

An application fee is payable for each day of the event to which the licence applies. **However, no fee is payable for an application for a limited licence if the licence is granted for a function or functions that, in the opinion of the licensing authority, are to be held for charitable or other community purposes.**

A licence fee (in addition to the application fee) is payable on the grant of the licence for large commercial or high risk events which meet the following criteria—

- authorises the sale or supply of liquor past 1am, the licensed premises are outdoors and the licence states the maximum capacity of the licensed premises is more than 300 people; or
- contemplates boxing, wrestling or other entertainment that, in the opinion of the licensing authority, should be regarded as adult entertainment being provided on the licensed premises during the whole or part of the hours that the licence authorises the sale or supply of liquor; or
- authorises the sale or supply of liquor is past 1am and the maximum capacity of the licensed premises multiplied by the number of days for the event is more than 1 000 people; or
- the maximum capacity of the licensed premises multiplied by the number of days for the event is more than 5 000 people; or
- as determined by the Commissioner based on the nature of the event or the resources required for the administration or enforcement of the *Liquor Licensing Act 1997*.

An invoice will be issued to the licensee after the grant of the limited licence advising the amount due, date payable and the available payment methods (including the [online facility](#)).

The fee must be paid before the commencement of the event, or the licence will be cancelled.

A licence fee is not required if —

- **no fee was payable for the application of the licence; or**
- **the licence was granted to the holder of an existing liquor licence.**

LIMITED LICENCE CONDITIONS

A limited licence authorises the sale and/or consumption of liquor in specific circumstances.

It is granted subject to the provisions of the *Liquor Licensing Act 1997* including the Liquor Licensing General Code of Practice and any conditions attached to the licence.

ADDITIONAL INFORMATION REQUIRED FOR OUTDOOR OR LARGE EVENTS

The following are to be provided to CBS at the time of making the application—

- a plan clearly defining the area ;
- views of the local council; and
- views of local police.

MORE INFORMATION —

Further information is available from—

- CBS website - www.cbs.sa.gov.au
- telephone - 131 882
- email - limitedlicences@agd.sa.gov.au