

Limited (Event based) licences

Existing Licensees

When do you need a Limited Licence

The *Liquor Licensing Act 1997* permits liquor to be sold and consumed subject to any conditions on your licence. Any changes for one-off special events need to be approved by the licensing authority via a limited licence applications. Such changes may include extended trading hours, additional trading areas, or to obtain entertainment consent.

A limited licence is granted subject to certain conditions, which include the requirement to display the licence in a prominent position during the whole of the event.

How do I apply?

Complete an application form available at www.cbs.sa.gov.au - Liquor Apply on Line.

When to lodge your application

Small events - no later than **14 days** before the event

Large events - no later than **60 days** before the event

What information may I need to provide with my application form?

Fees

All Fees are required at time of application. For the latest fees, refer to www.cbs.sa.gov.au.

High risk events require the payment of the High risk fee.

No fee is payable where, in the opinion of the licensing authority, the function is to be held for a charitable, or other community, purpose. To qualify for this fee, please outline the benefit of the event to your charity, community and self.

The following may be required for outdoor or large events

Approval - Local Council, SA Police, Landlord

If you will be holding an event in a public place, or on a premises not owned by you, you will need to provide evidence that the you have approval for the event.

Map of area

A sketch or onsite plan outlining where the licence is required.

Public liability insurance detail

You need to insure you are covered for any accident or injury.

Safety measure

- Risk management plan and emergency procedures.
- Provide details of any licensed security or approved crowd controllers at the function.
- Details of any safety equipment being provided
- First aid, medical or ambulance services.

Toilets and drinking water and shelter

Large events should ensure there are adequate toilets and free drinking water for the number of people expected to attend.

If you are erecting a marquee, provide details of the size and location.

Entertainment

You need to provided details of the type or entertainment being provided, including location and duration.

Other points to consider

- Liquor **cannot** be sold or supplied in glass containers for outdoor functions **unless specific approval** has been given by the licensing authority.
- If the function is to go past 1am or is in an outside area, written council consent may be required.
- As police views are often sought in respect of limited licence applications, you may wish to obtain the views of the local police before lodging your application.

Sale of Liquor

The *Liquor Licensing Act 1997* broadly defines the term 'sale' to include -

- To barter or exchange;
- To offer or expose for sale, barter or exchange;
- To supply, or offer to supply, in circumstances in which the supplier derives, or would derive, a direct or indirect pecuniary benefit;
- To supply, or offer to supply, gratuitously but with a view to gaining or maintaining custom, or otherwise with a view to commercial gain.

If the use of liquor falls into any one of these categories you will need a licence.

Examples defined as 'selling' liquor include events where:

- There is a cover charge but liquor is BYO
- The consumption of liquor is included in the cover charge, eg, food, drinks and entry included in the ticket price, even at a private home
- Entry is by donation
- Wine tasting is being offered with a view to selling wine, whether at the event or in the future
- Liquor is supplied as part of a pooled money arrangement, eg, where social club fees are used to purchase liquor
- Where liquor is offered as a 'gift' when an item is purchased.

Consumption of liquor on a regulated premises

Regulated premises are defined to include -

- Licenses premises;
- A restaurant, café or shop;
- An amusement parlour or amusement arcade;
- A public place that is being used for the purposes of an organised event, where admission to the event is gained on payment of money, presentation of a pre-paid ticket or purchase of some item;
- A public conveyance, e.g., bus, limousine, boat;
- Premises declared to be a regulated premises, e.g., Dry Area.

Whether or not you are selling liquor, you will need a limited licence if you are simply supplying liquor on a regulated premises.

Some examples of events where liquor is supplied on regulated premises, even where no sale of liquor or entry fee is involved, include:

- Using a bus for consumption of liquor, e.g., winery tour
- Hosting a private party or function in an unlicensed restaurant, café or shop;
- Consuming liquor in a limousine, train or boat
- Hosting a party in a public place which has been declared a regulated premises.

You will need a limited licence if you intend to hold a function where alcohol will be consumed in a declared dry area. Council permission is required in these circumstances.

Useful resources

SA Health has published a "*Guideline for the Management of Public Health and Safety at Public Events*" to assist event planning. To obtain a copy visit www.health.sa.gov.au.

For more information

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