

*Liquor Licensing Act 1997*

# Application for Club Licence

Office use only	
Received Date	
Transaction No	
Paid	\$
Initials	

## Information

This application form can be used to apply for a club licence under the *Liquor Licensing Act 1997*, but does not include gaming licence approval.

## Fees

Application fees are payable for:

- Application for a club licence
- Each person listed as Persons Requiring Approval
- Application for extended trading authorisation (if applied for)
- Application for entertainment consent (if applied for)

**Application fees** and **Person Approval fees** are available from our website.

**Persons requiring approval** in the following categories are required to be listed on the Persons Requiring Approval page:

- Committee Member
- Any other person in a position of authority
- Responsible Person - If they do not have a current approval (granted within the last 6 months), they will require a PID with this application.
- Adult Trust Beneficiary

## Where to lodge this Form

<b>In person</b> Customer Service Centre 91 Grenfell Street ADELAIDE SA 5000	<b>Post</b> Licensing Branch GPO Box 2169 ADELAIDE SA 5001	<b>Electronically</b> Email to: <a href="mailto:CBSEApplications@sa.gov.au">CBSEApplications@sa.gov.au</a>	<b>More information</b> <a href="http://www.cbs.sa.gov.au">www.cbs.sa.gov.au</a> Ph: 08 8226 8655
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## Applicant

### Applicant Details

Person authorised to complete and file this application form on behalf of a corporate entity or association

Contact Name \_\_\_\_\_  
 Daytime phone \_\_\_\_\_ Email \_\_\_\_\_

### Licensee Details

Name of Club \_\_\_\_\_  
 Address \_\_\_\_\_  
 Postal Address \_\_\_\_\_  
 Daytime phone \_\_\_\_\_ Email \_\_\_\_\_

## Licence Details

### My licence will require:

- Two plans of the premises attached to this application (refer "Submitting a Plan - Lodgement Guide"):  
 a black and white plan  
 a plan with the relevant colour code outlining designated areas
- Designated Dining Area; outlined on the attached plan
- Designated Reception Area ; outlined on the attached plan
- Extended Trading Authorisation; refer page 4 for application form
- Entertainment Consent; refer page 5 for application form
- Exemption from Responsible Person Requirements; refer page 6 for application form
- Extension of Trading Area; Council approval attached
- Sale of packaged liquor to members (carry off); explanation justifying need for carry off required

## Signature of applicant

- I have attached the required plans for the proposed licensed premises
- I have completed the relevant pages (as listed above) and submitted the required fee/s with this application

### Authorised Signatory

\_\_\_\_\_  
 (full name of applicant/authorised person) (office held)  
**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Persons requiring approval**

Please photocopy if there is not enough space. Fee payable for each person seeking approval

**Responsible Persons - If they do not have a current approval (granted within the last 6 months), they will require a PID to be attached to this application.**

Family name \_\_\_\_\_ Other names \_\_\_\_\_

Residential Address \_\_\_\_\_

Date of birth \_\_\_\_\_ Male  Female

Daytime phone \_\_\_\_\_ Email \_\_\_\_\_

Current approval number \_\_\_\_\_

Category of approval: (Tick one or more boxes)  
 Committee Member     Responsible Person     Other \_\_\_\_\_

Family name \_\_\_\_\_ Other names \_\_\_\_\_

Residential Address \_\_\_\_\_

Date of birth \_\_\_\_\_ Male  Female

Daytime phone \_\_\_\_\_ Email \_\_\_\_\_

Current approval number \_\_\_\_\_

Category of approval: (Tick one or more boxes)  
 Committee Member     Responsible Person     Other \_\_\_\_\_

Family name \_\_\_\_\_ Other names \_\_\_\_\_

Residential Address \_\_\_\_\_

Date of birth \_\_\_\_\_ Male  Female

Daytime phone \_\_\_\_\_ Email \_\_\_\_\_

Current approval number \_\_\_\_\_

Category of approval: (Tick one or more boxes)  
 Committee Member     Responsible Person     Other \_\_\_\_\_

Family name \_\_\_\_\_ Other names \_\_\_\_\_

Residential Address \_\_\_\_\_

Date of birth \_\_\_\_\_ Male  Female

Daytime phone \_\_\_\_\_ Email \_\_\_\_\_

Current approval number \_\_\_\_\_

Category of approval: (Tick one or more boxes)  
 Committee Member     Responsible Person     Other \_\_\_\_\_

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# Application for Extended Trading Authorisation

In conjunction with Application for Club licence

Additional fee required for this application

## Proposed Hours - Liquor Licence - Consumption on Premises

An extended trading authorisation cannot authorise the sale of liquor on the day after Good Friday and the day after Christmas day or between 5am and 8am on a Sunday

Day	From (start time)	To (end time)
Monday	Midnight to	
Tuesday	Midnight to	
Wednesday	Midnight to	
Thursday	Midnight to	
Friday	Midnight to	
Saturday	Midnight to	
Sunday (except Sunday as a day after Christmas Day)	Midnight to	
Good Friday	Midnight to	(no later than 2am)
Christmas Day	Midnight to	(no later than 2am)
Sunday AM (being day after Christmas Day)	(not earlier than 8 am)	(no later than 11 am)
Sunday PM (being day after Christmas Day)	8 pm to	(no later than midnight)
Other:		

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# Application For Entertainment Consent

In conjunction with Application for Club Licence

Additional fee required for this application

## Proposed Entertainment (Optional)

By specifying the type of entertainment, you may be restricted to only this type of entertainment by a condition imposed on the licence.

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## Proposed Hours

You do not require consent for entertainment between 11 am and Midnight

Day	After 12 Midnight	Prior to 11 am
Monday	Start time Midnight    End time	Start time    End time 11 am
Tuesday	Start time Midnight    End time	Start time    End time 11 am
Wednesday	Start time Midnight    End time	Start time    End time 11 am
Thursday	Start time Midnight    End time	Start time    End time 11 am
Friday	Start time Midnight    End time	Start time    End time 11 am
Saturday	Start time Midnight    End time	Start time    End time 11 am
Sunday (no earlier than 8am)	Start time Midnight    End time	Start time    End time 11 am
Good Friday (no later than 2 am)	Start time Midnight    End time	Start time    End time 11 am
Christmas Day (no later than 2 am)	Start time Midnight    End time	Start time    End time 11 am
New Year's Day	Start time Midnight    End time	Start time    End time 11 am
Other: (please specify)		

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# Application for exemption From Responsible Person Requirements

In conjunction with Application for Club Licence

**Attach reasons for seeking an exemption. Include details of the scope of your business and liquor sales for the past 6-12 months**

Form area with 15 horizontal dashed lines for text entry.

# Notification of Electronic Communication Consent

## Licensee details

Trading Name	.....							
Licence number	5							(existing liquor licence number)
Premises Address	.....							
Postal Address	.....							
Mobile phone	.....			Email	.....			

## Contact Details

Person authorised to complete and file this application form on behalf of a corporate entity or association

Contact Name	.....							
Postal Address	.....							
Daytime phone	.....			Email	.....			

## Electronic Details to be registered

Email for all contact	.....							
Mobile phone for SMS	.....							

## Electronic Contact Consent

- I agree to receive** licensing information including all licence renewals, reminders and penalties by email
- I also agree to receive** reminders by SMS (only available when choosing to receive information by email)

## Statutory declaration

I hereby give permission to Consumer and Business Services to

- change my addresses as detailed above
- change my phone and email contact details
- Update my details to reflect my Electronic Contact Consent options.

Signature ..... Date: .....

## Where to lodge this Form

<b>In person</b> Customer Service Centre 91 Grenfell Street ADELAIDE SA 5000	<b>Post</b> Licensing and Registration GPO Box 1719 ADELAIDE SA 5001	<b>Electronically</b> Scan and email all documents to: <a href="mailto:CBSApplications@sa.gov.au">CBSApplications@sa.gov.au</a>	<b>More information</b> <a href="http://www.cbs.sa.gov.au">www.cbs.sa.gov.au</a> Ph: 08 8226 8655
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