

*Liquor Licensing Act 1997*

# Limited club liquor licence - application

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## Information

This application form can be used to apply for a limited club licence under the *Liquor Licensing Act 1997*.

A limited club licence is a licence that is, by agreement between the club and the licensing authority, granted on the following conditions:

- The club will not, during the currency of the licence, hold a gaming machine licence
- The club will not sell or supply liquor under the licence except for consumption on the club premises by—
  - A member of the club; or
  - A guest of a member who is also present on the club premises.
- A member of the club will not be permitted by the club to have more than 5 guests on the club premises at any one time (or a lesser number determined by the licensing authority).
- The club will keep the Commissioner informed of any changes to the composition of the committee of management of the club and will provide the information required by the Commissioner (in the form required by the Commissioner) about the members of the committee of management.

## Fees

Application fees are payable for:

Application for a club licence

Application for extended trading authorisation (if applied for)

Application for prescribed entertainment consent (if applied for).

## Where to lodge this form

<b>Email</b> Scan and email to <a href="mailto:liquorandgaming@sa.gov.au">liquorandgaming@sa.gov.au</a>	<b>Post</b> Licensing GPO Box 2169 ADELAIDE SA 5001	<b>In person</b> Customer Service Centre 91 Grenfell Street ADELAIDE SA 5000
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Please note that your responses will be checked by law enforcement agencies. If it is found that you have failed to disclose information required, or have provided false or misleading information in your application, you may be subject to criminal prosecution, disciplinary action and/or licence cancellation.

## Supporting documents to be attached

### Documents detailing changes to area/redefinition/alteration

Original of

- Plans: one A3 colour plan showing the layout of the premises\* and one A3 black and white plan. This should NOT be a photocopy of the colour plan  
(Refer to [Submitting a Plan - Lodgement Guide](#) for more information)
- List of all persons requiring approval

## Applicant details

Person authorised to complete and file this application form on behalf of the applicant

Contact Name \_\_\_\_\_  
Postal Address \_\_\_\_\_  
Daytime phone \_\_\_\_\_ Email \_\_\_\_\_

## Licensee details

Person authorised to complete and file this application form on behalf of the applicant

Name of Club \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Postal Address\* \_\_\_\_\_  
Daytime phone \_\_\_\_\_ Email \_\_\_\_\_  
Number of guests per member (up to 5) \_\_\_\_\_

## Electronic details to be registered for future communications regarding this licence

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)
- I agree to update** CBS of any change to my email address and mobile phone number

## Licensed premises details

Provide details of the proposed premises (where future correspondence and invoices will be sent)

Proposed premises name (trading name) \_\_\_\_\_  
Postal address \_\_\_\_\_  
Suburb/town \_\_\_\_\_  
Postcode \_\_\_\_\_ Email \_\_\_\_\_

## Proposed premises details

Street no \_\_\_\_\_ Street \_\_\_\_\_  
Suburb/town \_\_\_\_\_ Postcode \_\_\_\_\_  
Daytime phone \_\_\_\_\_  
Mobile \_\_\_\_\_  
Email \_\_\_\_\_

## Licence details

### Provide additional information related to your application

Extended trading authorisation required? (trade between midnight and 5am)	<input type="checkbox"/>	No	Yes	(complete application for extended trading authorisation consent)
Prescribed entertainment consent required?	<input type="checkbox"/>	No	Yes	(complete application for prescribed entertainment consent)
Extension of trading area required? (Has an outdoor dining permit been approved by the relevant Local Council?)	<input type="checkbox"/>	No	Yes	(submit copy of local council permit)



Remember to attach your plans, any additional documentation in support of your application

## Authorised signatory

- 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

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(full name of applicant/authorised person)

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Relationship to licensee (e.g. licensee, director, legal representative)

**Signature** -----

**Date** -----

## Committee details

### Committee members

Please list the names of each new committee member

	Name	Position held	Residential address (include postcode)	Telephone number	M / F	Date of birth DD / MM / YY
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

**Please note:** The names of these committee members will be forwarded to SAPOL to conduct police criminal history checks. Approval is subject to the Commissioner not receiving information from SAPOL indicating that a committee member is not fit and proper.

