

Liquor and gaming licensing applications

Liquor Licensing Act 1997 and Gaming Machines Act 1992

Submitting a plan—lodgement guide

Plans of the licensed premises must accompany most applications, including applications for:

- > the **grant of a licence**, except short term and packaged liquor sales licences which are limited to the sale of liquor by direct sales transactions only
- > the **removal of a licence**, except packaged liquor sales licences which are limited to the sale of liquor by direct sales transactions only
- > the **redefinition** of a licensed area
- > the **alteration** of a licensed area
- > the **extension of a trading area** to include an area adjacent to the licensed premises, such as, for example, outdoor dining in a laneway or pathway under the control of council
- > changes to a **gaming** area
- > **prescribed entertainment**.

Some other applications may also require a plan to be submitted—refer to www.sa.gov.au for more information.

Plan requirements

You must lodge two copies of the plan with your application:

- > one unmarked plan
- > one plan clearly outlined in the relevant colours in accordance with the table to the right (marking all areas which are relevant to your premises).

If the licensed area is an indoor area, the plans provided must include floor plans for the entire premises with the relevant areas clearly marked (see Example 1).

If the licensed area is an outdoor area, site plans may be accepted in lieu of floor plans for the licensed area (see Example 3).

If the licensed area includes both an indoor and an outdoor area, the plans provided must include floor

plans of the indoor area and may also need to include site plans showing the outdoor area (see Example 3).

If the licence held or sought is a packaged liquor sales licence, and the premises is located within a shopping complex, the plans provided must include a floor plan for the premises and site plans for the shopping complex (see Example 4). All plans must clearly show all entrances to the licensed premises.

For redefinition, alteration or extension of trading area applications, including changes to gaming areas, the plans provided must be plans of the entire premises updated to include any changes. The plans must still comply with the aforementioned requirements.

Required colours

| Area on plan | Outline colour |
|--------------------------|----------------|
| Licensed area(s) | RED LINE |
| Gaming area(s) | PURPLE LINE |
| Out of bounds to minors | ORANGE LINE |
| Prescribed entertainment | BLUE LINE |
| Collective outlet | GREEN LINE |

Examples of plans with various areas marked are set out in Example 5 (licensed area and prescribed entertainment), Example 6 (licensed area and gaming) and Example 7 (licensed area and collective outlet).

Conveyances

When applying for a licence for a conveyance, such as a bus, boat or other form of transportation, you are still required to comply with the plan requirements (see Example 2).

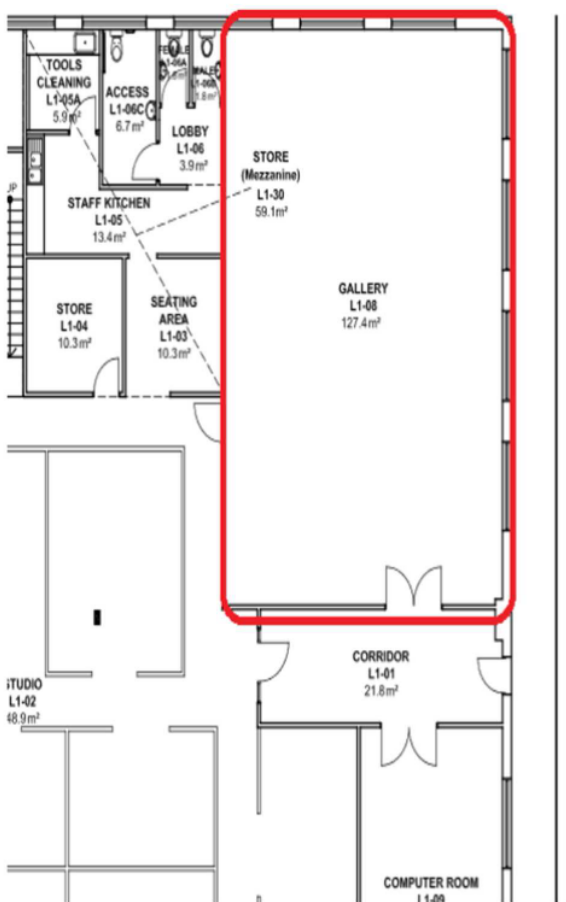
Further information

If you have any further questions about submitting a plan, visit www.sa.gov.au or email liquorandgaming@sa.gov.au.

Example marked plans

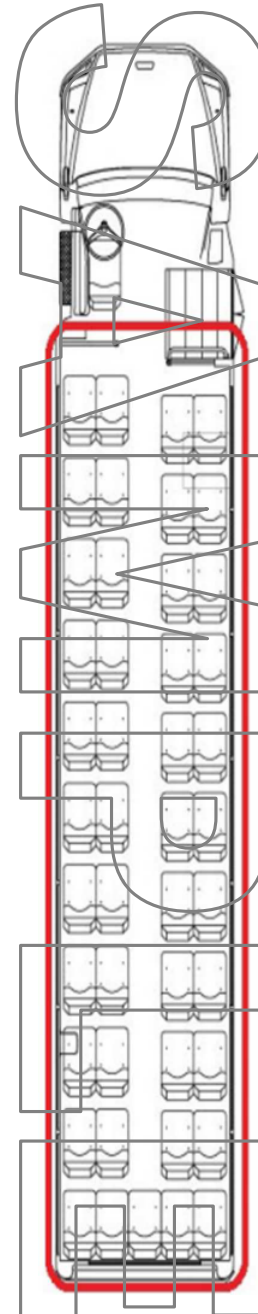
Example 1

An example of a marked floor plan where only a section of the premises is to be licensed. Red line is around licensed area, but floor plan shows entire premises.



Example 2

An example of a marked floor plan for a conveyance (bus).



Example plans continued

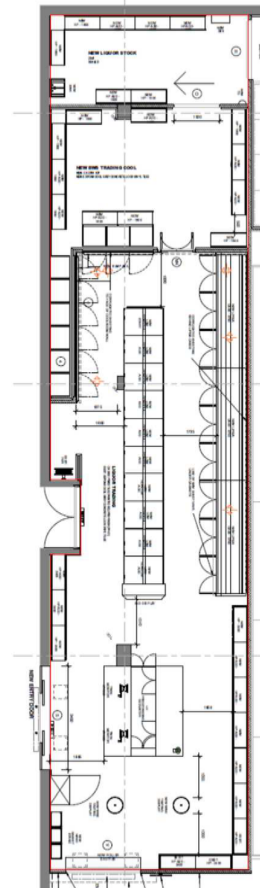
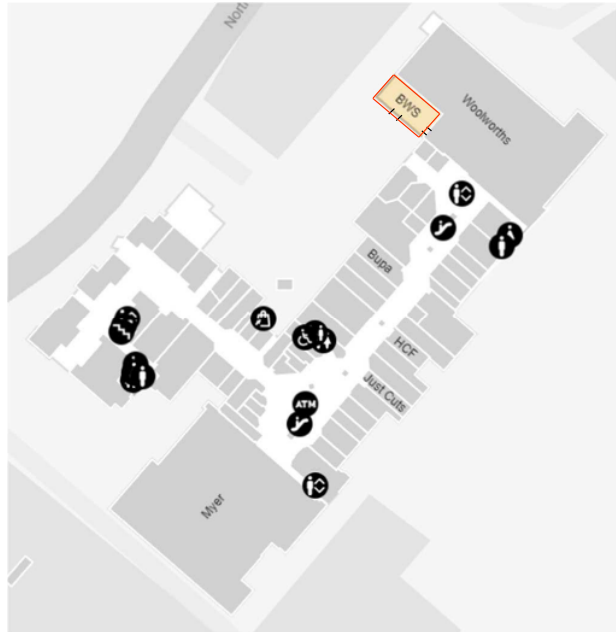
Example 3

An example of a marked site plan where outdoor and indoor areas are to be licensed. The applicant, in the example, would also be required to provide plans of the indoor areas, but they are not required to be marked. If only an outdoor area is to be licensed, only a marked site plan would be required.



Example 4

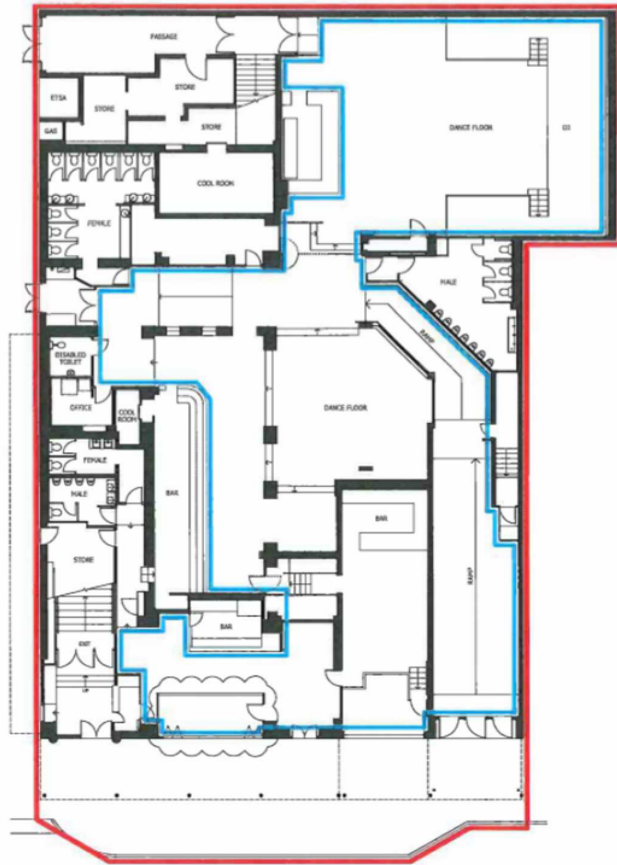
An example of a marked site plan and floor plan for a packaged liquor sales premises. Plans must show all entrances/exits to the licensed premises.



Example plans continued

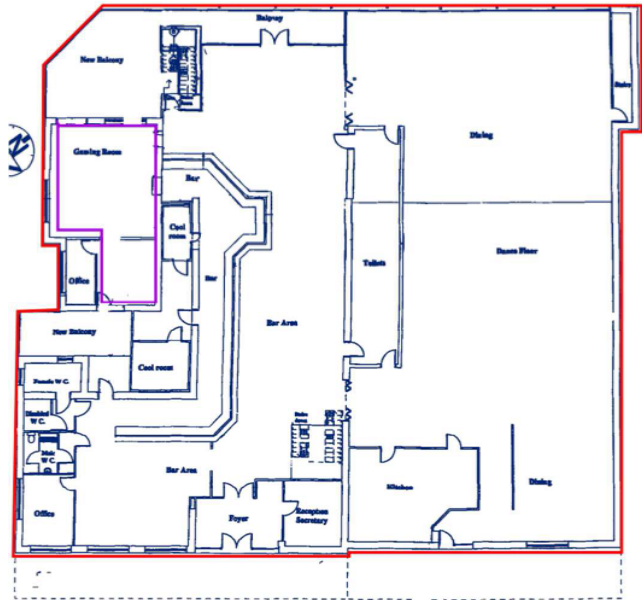
Example 5

An example of a marked floor plan where the premises has a licensed area (red line) and prescribed entertainment (blue line).



Example 6

An example of a marked floor plan where the premises has a licensed area (red line) and gaming (purple line).



Example plans continued

Example 7

An example of a liquor production and sales licence with a collective outlet. A collective outlet is the part of a premises that is shared by two or more licensees as a retain or wholesale outlet for each of the licensees or, as a production outlet for one licensee and a retail outlet or wholesale outlet for the other licensee.

