



Access  
Canberra.

# APPLICATION FOR A LIQUOR LICENCE

Liquor Act 2010  
Liquor Regulation 2010

## PURPOSE OF THIS FORM

This form is to be used to apply for a liquor licence under section 25 the *Liquor Act 2010* (the Act). You can access the legislation and its regulation at [www.legislation.act.gov.au](http://www.legislation.act.gov.au). You may also obtain further information and forms at [www.act.gov.au/accessCBR](http://www.act.gov.au/accessCBR).

## PRIVACY

The *Liquor Act 2010* authorises the Commissioner for Fair Trading (the Commissioner) to collect the personal information required by this form for the purposes of assessing the applicant's suitability to be issued a liquor licence under the Act. The Commissioner prevents any unreasonable intrusion into a person's privacy in accordance with the *Information Privacy Act 2014*. The Privacy Policy can be found on the Access Canberra website at <http://www.act.gov.au/privacy>. The Commissioner provides identifiable information to law enforcement organisations and authorised organisations that have legal authority to request information under prescribed circumstances.

## INSTRUCTIONS FOR COMPLETION

- A licence will not be issued if the proposed premises is not complete.
- Upon submission of this application form, a sign must be displayed prominently at the premises continuously for 30 days outlining the details of the application. Access Canberra will publish a notice on the Open Government Website in accordance with the *Liquor Act 2010* and its Regulation following submission of this application.
- Read the Further Information prior to completing the application form.
- You must complete **all relevant sections** of the form before it will be processed.
- You will be contacted for payment once your application has been received. Payment can be made via online form or alternatively, payment will be accepted in person at any Access Canberra shopfront (see below). Your application will not be processed until payment of the fee has been received. **Please be advised that there is an extra fee issued separately from the ACT Fire & Rescue when they inspect a premises to determine an occupancy.**

## TRANSLATING AND INTERPRETING SERVICE

If you require further information or require advice, a language assistance service is available by phoning the Translating and Interpreting Service (TIS) on 13 14 50.

## LODGEMENT AND CONTACT INFORMATION

Email: [ACliquor@act.gov.au](mailto:ACliquor@act.gov.au)

In Person: Please visit [www.act.gov.au/accessCBR](http://www.act.gov.au/accessCBR)

Or call **132281** to find an  
Access Canberra Shopfront

## FURTHER INFORMATION ABOUT APPLYING FOR A LIQUOR LICENCE

### Do you need a licence?

All persons who intend to sell liquor to the public, or at private events with more than 30 people present, must hold a liquor licence or permit. A licence is required if the sale is proposed for a single premises during nominated trading hours. A permit is suitable if a restricted value of alcohol is to be sold at a nominated event (application forms on Access Canberra website). There are a range of licence types depending on the place of consumption and type of premises. The maximum penalty for selling liquor without a licence or permit is *100 penalty units, 12 months imprisonment or both*.

### Types of applications

**Catering licence:** authorises the sale of liquor in the course of conducting a catering business where the predominant activity during the licensed times is the serving of food for consumption at premises where the business is being conducted.

**General licence:** authorises the sale of liquor at a single premises during the licensed times, in open containers for consumption on the premises or in sealed containers for consumption off the premises

**On licence** authorises the sale of liquor at a single premises during the licensed times, in open containers for consumption on the premises. If applying for an on licence, a subclass of *bar, nightclub, or restaurant and café* licence must be nominated on the application form.

- **Bar licence:** premises where the predominant activity is the servicing of liquor for consumption at the premises.
- **Nightclub licence:** premises where the predominant activity is dancing and entertainment.
- **Restaurant and Café licence:** premises where the predominant activity is the servicing of meals for consumption on the premises.

**Off licence** authorises the sale of liquor at a single premises during the licensed times, in closed containers for consumption off the premises.

**Off – Micro-producer licence** authorises the sale of liquor by a micro-producer at a single premises during the licensed times, in closed containers for consumption off the premises. A micro-producer is a business that sells only liquor produced on the premises and declares a gross price for the liquor sold over one year to be less than \$100,000.

**Club licence:** authorises the sale of liquor in stated parts of a single premises during the licensed times, in open containers for consumption on the premises, or closed containers for consumption off the premises, to adult members and their permitted invited guests.

**Special licence:** authorises the sale of liquor at a single premises at the licensed times.



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### LIQUOR LICENCE TYPE (select **one** of the following):

ON – select one of the following sub-classes:

- |  |   |
|--|---|
| <input type="checkbox"/> Bar                 | <input type="checkbox"/> OFF                  |
| <input type="checkbox"/> Nightclub           | <input type="checkbox"/> OFF – Micro-producer |
| <input type="checkbox"/> Café and Restaurant | <input type="checkbox"/> GENERAL              |
| <input type="checkbox"/> CLUB                | <input type="checkbox"/> CATERING             |
|  | <input type="checkbox"/> SPECIAL              |

### PROPOSED LICENCE TRADING HOURS (select **one** of the following):

- |   |   |                                     |                                    |
|---|---|-------------------------------------|------------------------------------|
| <input type="checkbox"/> 7am – 11pm (OFF only*) | <input type="checkbox"/> 7am – Midnight | <input type="checkbox"/> 7am – 1 am | <input type="checkbox"/> 7am – 2am |
| <b>(standard)</b>                               |   |                                     |                                    |
| <input type="checkbox"/> 7am – 3am              | <input type="checkbox"/> 7am – 4am      | <input type="checkbox"/> 7am – 5am  |                                    |

\* Note – Premises that sell liquor for consumption off the premises are permitted to trade until 11pm only.

Note - The licensee may apply (in writing) to the commissioner to extend trading hours for special events on 6 occasions within a 12 month period. (A special event is defined under Section 214A Liquor Act 2010). On 25 April, 24 December and 31 December, standard licensed times are 7am – 1am the following day.

### APPLICATION CHECKLIST

You must provide the following as part of your application, for the organisation (if applicable):

<input type="checkbox"/>	Organisation particulars (Part B)
<input type="checkbox"/>	Police certificate for the corporation issued within the previous three (3) months (consent form can be obtained from the AFP)
<input type="checkbox"/>	Evidence of business registration / creation of the organisation (e.g. company or incorporation extract, club constitution and evidence of financial member numbers, enabling legislation, or certificate of registration)
<input type="checkbox"/>	If the proposed licensee is a corporation, a current company extract issued by the Australian Securities and Investment Commission (ASIC) issued in the last 30 days

You must provide the following as part of your application, for **each** of the following persons:

- **Proposed licensee/s**
- **Close associates**
- **Influential persons** (if applicable)
- **Person/s with day-to-day control** of the premises (if not the proposed licensee)

<input type="checkbox"/>	Personal particulars (Part C)
<input type="checkbox"/>	Evidence of Citizenship or Resident status (if born outside Australia)
<input type="checkbox"/>	Police certificate issued within the previous three (3) months (use the consent form available from <a href="http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx">http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx</a> - fees apply)
<input type="checkbox"/>	Two forms of identification (at least one form to be current photo identification)
<input type="checkbox"/>	Declaration regarding their suitability and any required attachments

For the proposed premises you must provide:

<input type="checkbox"/>	Proposed premises details (Part D)
<input type="checkbox"/>	Declaration regarding suitability of premises (Part E) and any required attachments (catering exempt)
<input type="checkbox"/>	Certificate of occupancy (for building and fit-out – this may not be available at time of application, but is required prior to licence being issued) (catering exempt)
<input type="checkbox"/>	A copy of the approved final floor plans issued by the Environment Protection Directorate (EPD) in the development approval for the premises, include any outdoor areas (catering exempt)
<input type="checkbox"/>	EPD certificate issued within the previous three (3) months for the proposed premises (A Provision of Lease Advice – Liquor Licensing form can be obtained from <a href="https://form.act.gov.au/smartforms/landing.htm?formCode=1190">https://form.act.gov.au/smartforms/landing.htm?formCode=1190</a> ) (catering exempt)
<input type="checkbox"/>	Risk Assessment Management Plan (RAMP) (Low risk ON licences exempt, applicant will be advised of this requirement). <a href="https://form.act.gov.au/smartforms/landing.htm?formCode=1223">https://form.act.gov.au/smartforms/landing.htm?formCode=1223</a>



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**PART B - ORGANISATION PARTICULARS** *(If you are applying as a sole trader, skip this section)*  
*If the proposed licensee is to be a corporation, partnership, association, not-for-profit organisation or statutory authority this part must be completed. The personal particulars form (Part C) must still be completed for each influential person or person with day-to-day control.*

**Please obtain a Company police check prior to submitting this application.** Police check processing times may vary.

Registered entity name		
Australian business number (ABN)    -    -    -		
Australian corporation number (ACN)    -    -		
Incorporated association number or cooperative number		
Registered business address <i>(Property name, unit, floor/level number, street number and street name)</i>		
City/ suburb/ town	State / territory	Postcode
Postal address – (if different to the one shown above)		
City/ suburb/ town		
State / territory		
Postcode		
Business telephone number (    )		
Contact mobile number		
Business or contact email address		

Application contact person:

Name
Position

Ongoing Contact person: *(Correspondence for when the liquor licence has been issued)*

Name
Position
Phone number (    )
Contact email address



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### PART C - PERSONAL PARTICULARS

A copy of this part must be completed and signed by every: influential person, person with day-to-day control or proposed licensee

Person completing this part:		
<input type="checkbox"/> Influential person	<input type="checkbox"/> Day-to-day control	<input type="checkbox"/> Proposed licensee (sole trader)
Title ( <i>Ms, Mr, Dr</i> )		
Given name/s		
Family name / Surname		
Other name/s (e.g. aliases, maiden name)		
Date of birth     /     /		
City / town of birth		
Country of birth		
Australian business number (ABN)     -     -     -		
Home address (Property Name, Unit, Flat No, Street Number, Street Name)		
City / suburb / town	State	Postcode
Country		
Home phone number (     )		
Mobile number		
Work phone number (     )		
Email address		

### ACCEPTABLE FORMS OF IDENTIFICATION

You must provide at least one form of **current** photo identification, and one other document from the following list:

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/2917/kw/proof#!tabs-2](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/2917/kw/proof#!tabs-2)

### DECLARATION

- I,
- declare that I have read and understood the information provided in this form, that the details shown are true and correct;
  - agree to abide by any conditions that form part of the licence issued by the Commissioner;
  - consent to Access Canberra having access to the records relating to my history, only for the purposes of this application; or in relation to a liquor licence subsequently granted by the Commissioner; and
  - understand that it is an offence to provide false or misleading information in an application for a liquor licence.
- Micro-producer applicant only:
- declare that I have not previously held an OFF liquor licence; and
  - agree to conduct a business on the licensed premises in which the only liquor sold is liquor produced on the premises; and
  - declare that the estimated gross price paid or payable for sales of liquor to be produced by the business for the period of 12 months from the date of issue, does not exceed \$100,000.

*Signature of person making the declaration*

Full Name (Print)

Date:     /     /



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### SUITABILITY INFORMATION – PERSON

*This part must be completed for the proposed licensee/s, each influential person for a corporation, and the person/s who are to have day-to-day control of the business (if not the licensee)*

### DECLARATION

I, Name in full  
of Full residential address  
whose current position/occupation is  
make the following declaration,

- That I will give true answers to all questions in this declaration by selecting the corresponding YES or NO box beside the questions; and
- That for each question I answer YES, I will provide full and accurate details of the facts or matters specified or associated with the question, attaching additional details on an annexure form.

1.	Have you ever been convicted or found guilty of an offence under any of the laws in any State or Territory in Australia listed below? You may refer to your attached police certificate in the attached additional details.		
	- ACT <i>Liquor Act 2010</i> or any corresponding liquor laws	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	- ACT <i>Crimes Act 1900</i> or the <i>Crimes Act 1914</i> (Cwlth)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	- ACT <i>Criminal Code 2002</i> or the <i>Criminal Code Act 1995</i> (Cwlth)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	- ACT <i>Unlawful Gambling Act 2009</i>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	- <i>Trade Practices Act 1974</i> (Cwlth)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	- ACT <i>Fair Trading Act 1992</i> or corresponding fair trading laws	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	- A law of the ACT or elsewhere with a maximum penalty of imprisonment for 1 year or more	<input type="checkbox"/> No	<input type="checkbox"/> Yes
2.	Have you ever been convicted or found guilty of an offence against a law in Australia or anywhere else relating to the supply or consumption of liquor?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
3.	Have you ever been the subject of a cancellation order relating to a liquor licence or permit?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
4.	Have you ever been proven to be non-compliant with any legal obligation in relation to the supply of liquor?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
5.	Have you ever been refused a licence, permit or other authority (however described) in relation to the supply of liquor?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
6.	In the last five (5) years have you been declared bankrupt, personally insolvent, or been involved in the management of a corporation when the corporation was insolvent?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
7.	If the proposed licensee is a corporation, in the last five (5) years has the corporation been insolvent?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
8.	If the proposed licensee is a club, is the club an <b>eligible club</b> ? (see page 2 for definition of an eligible club)	<input type="checkbox"/> No	<input type="checkbox"/> Yes

#### Understanding of Obligations under the Act:

9.	I understand that I may not serve liquor without a current Responsible Service of Alcohol (RSA) Certificate or equivalent interstate qualification	<input type="checkbox"/> No	<input type="checkbox"/> Yes
10.	I understand that I may not serve liquor to persons under the age of 18	<input type="checkbox"/> No	<input type="checkbox"/> Yes
11.	I understand that I may not serve liquor to intoxicated persons	<input type="checkbox"/> No	<input type="checkbox"/> Yes
12.	I understand that I must supply water free of charge and ensure food is available to patrons	<input type="checkbox"/> No	<input type="checkbox"/> Yes
13.	I understand that I am required to report incidents directly to Access Canberra within 24 hours of an incident occurring	<input type="checkbox"/> No	<input type="checkbox"/> Yes

I understand that a person who intentionally makes a false statement may be guilty of an offence. I believe that the statements in this declaration are true and correct.

*Signature of person making the declaration*

Full Name (Print)

Date:        /        /



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### PART D - PROPOSED PREMISES DETAILS

Registered Trading name		
Premises address ( <i>NOT a PO Box</i> )		
Suburb	State <i>ACT</i>	Postcode
District / division		
Block	Section	
Postal address for premises		
Suburb	State	Postcode

Contact details for the premises:

Premises phone (    )
Premises mobile

#### Toilets – how many toilets will be available for patrons

(not required for OFF or CATERERS Licence)

Female Cubicles	Male Cubicles	Males Urinals	Males Trough, length
Ambulant Females	Ambulant Males	Ambulant Unisex	Unisex

Where are the toilets located? (Please tick one box)

Within the premises <input type="checkbox"/>	Outside the premises <input type="checkbox"/>
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#### OUTDOOR DINING – PUBLIC UNLEASED LAND *Please select from the following:*

- I intend to apply for an Outdoor Dining permit to use public unleased land at the premises.
- I currently have an approved Outdoor Dining permit at the premises. Permit #:
- I do not intend to use public unleased land at the premises.

#### PREMISES - PUBLIC CONSULTATION NOTICE

I approve Access Canberra to post the Public Consultation Notice on the Open Government Website.

#### Declaration

I agree that,

- A public sign of the size and format required by the Commissioner and containing all the relevant details of the application will be displayed on the premises or site to which the application relates.
- The Public Sign will be continuously and conspicuously displayed for 30 days.

I understand that a person who intentionally makes a false statement may be guilty of an offence. I believe that the statements in this declaration are true and correct.

*Signature of person making the declaration*

Full Name (Print)

Date:     /     /



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### SUITABILITY INFORMATION – PREMISES (Catering exempt from this requirement)

(to be completed by the proposed licensee, with regards to the proposed premises)

#### DECLARATION

I, Name in full

of Full residential address

whose current position/occupation is

make the following declaration,

- That I will give true answers to all questions in this declaration by selecting the corresponding YES or NO box beside the questions; and
- That for each question I answer YES, I will provide full and accurate details of the facts or matters specified or associated with the question, attaching additional details on an annexure form.

1.	To the best of your knowledge, are you aware of any conviction, or finding of guilt, against any of the following people for an offence against this Act involving the premises? <ul style="list-style-type: none"> <li>• the responsible person for the premises;</li> <li>• a close associate of the responsible person; or</li> <li>• an influential person (if the responsible person is a corporation)</li> </ul>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
2.	To the best of your knowledge, are you aware of any non-compliance of the premises with a legal obligation, in relation to the supply of liquor, being proven while the following people were involved in a business operated at the premises? <ul style="list-style-type: none"> <li>• the responsible person for the premises;</li> <li>• a close associate of the responsible person; or</li> <li>• an influential person (if the responsible person is a corporation)</li> </ul>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
3.	To the best of your knowledge, are you aware of any application for a licence, permit or other authority (however described) in relation to the supply of liquor at the premises ever being refused?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
4.	To the best of your knowledge, are you aware of the premises ever being found to be non-compliant with the following Acts:		
	- <i>Liquor Act 2010</i>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	- <i>Building Act 2004</i>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	- <i>Planning and Development Act 2007</i>	<input type="checkbox"/> No	<input type="checkbox"/> Yes

I understand that a person who intentionally makes a false statement may be guilty of an offence. I believe that the statements in this declaration are true and correct.

*Signature of person making the declaration*

Full Name (Print)

Date:     /     /

#### LODGEMENT AND PAYMENT METHODS

This form should be lodged via email to [ACliquor@act.gov.au](mailto:ACliquor@act.gov.au)

**You will be contacted for payment once your application has been received.**

Please note that the licence fee is GST exempt.

For queries regarding the relevant licence fee, please contact Access Canberra, Liquor Licensing during business hours quoting 'Liquor Licensing Fee' on (02) 6207 2343 or at [ACliquor@act.gov.au](mailto:ACliquor@act.gov.au).