

Do I need a Community Liquor Permit (CLP)?

For those who are organising events that involve a bar and the sale and consumption of liquor, and you are not sure if a Community Liquor Permit is required or not, please contact your local Police Station or the Office of Liquor and Gaming Regulation (Rockhampton Office) on 137468.

You may not be required to apply for a CLP if:

- The fundraising event is something like an RFDS Ball, or Hospital Auxiliary, something in which the sale of liquor is not the primary activity at the event; *and*
- The fundraising event is run by the same group that is the recipient of the raised funds.

The following link is an assessment as to whether you need a CLP or not.

<https://secure.olgr.qld.gov.au/forms/clp/Clp/Exemption>

In the case of regular organised events e.g. race days, rugby league matches, rugby union matches, cricket match days, netball or tennis fixtures, these are not considered fundraisers and a CLP is required.

Liquor Permit within a Building

If you plan on having liquor within the confines of a building e.g. Town Hall, no consumption Permit is required from Council. However, it is still recommended for applicants to lodge an application for liquor consumption with Council.

Complete this Form

Use this form to apply to Council for a permit to consume liquor on a Council controlled road or land. If you have been approved to hold a "Community Liquor Permit" (CLP) from the Office of Liquor, Gaming and Racing (OLGR) for your function, a Liquor Consumption Permit from Council is **NOT** required.

Lodge your application form at least 14 days or more prior to your event

Applicant Details

| | | | |
|-----------------------------------|---------------|---|---------------|
| Organisation Name (if applicable) | | Organisation Type (e.g. school, community club) | |
| Surname | Given Names | Title | Date of Birth |
| Postal Address | | | |
| Daytime Contact Number | Mobile Number | Email Address | |

Venue Details

| |
|---------------|
| Venue Name |
| Venue Address |

Event / Function Details

| | | | |
|--|---|--|--|
| Name of Event | | | |
| Name of Event Organiser | Contact Number | Postal Address | |
| Name of contact during event | Contact Number | Postal Address | |
| State Date | Start Time <input type="checkbox"/> am <input type="checkbox"/> pm | Finish Date | Finish Time <input type="checkbox"/> am <input type="checkbox"/> pm |
| What is the main attraction or purpose of the event? | | | |
| What types of entertainment are being provided? (if any) | | | |
| Estimate of the total patron attendance | | Is the event open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Liquor Consumption area/s

Liquor may only be consumed in the defined consumption areas. Please attach a map showing the site plan with consumption area/s.

The use of ropes and temporary fencing may be acceptable to define the consumption area/s. Signage or chalk marking is not acceptable.

How will the consumption area/s be defined?

- Within the boundary of a room or building
 Temporary fencing at least 1m high
 Permanent fencing
 Other (please specify)

Consumption area 1

| | | | |
|-----------------------|-----------------|---|---------------------------------------|
| No. of serving points | Area size (mxm) | If inside, what is the name of building/room? | If outside, what is the name of area? |
|-----------------------|-----------------|---|---------------------------------------|

Consumption area 2

| | | | |
|-----------------------|-----------------|---|---------------------------------------|
| No. of serving points | Area size (mxm) | If inside, what is the name of building/room? | If outside, what is the name of area? |
|-----------------------|-----------------|---|---------------------------------------|

Consumption area 3

| | | | |
|-----------------------|-----------------|---|---------------------------------------|
| No. of serving points | Area size (mxm) | If inside, what is the name of building/room? | If outside, what is the name of area? |
|-----------------------|-----------------|---|---------------------------------------|

Alcohol Management

How is liquor being supplied at your event?

- Host supplied BYO
 Selling – please refer to Office of Liquor, Gaming & Racing for requirements. If exempt provide a copy of the exemption with this application.

List each day that liquor will be consumed, attach a separate page if necessary.

If consumption is required for more than 8 hours in a single day, a Community Liquor Permit will be required.

| | | |
|--------|------|----------------------|
| 1. Day | Date | Times of consumption |
| 2. Day | Date | Times of consumption |
| 3. Day | Date | Times of consumption |
| 4. Day | Date | Times of consumption |
| 5. Day | Date | Times of consumption |

Note: A consumption permit will be issued separately for each date required

Responsible Service of Alcohol

Name of Person who holds the Statement of Attainment in *Provide Responsible Service of Alcohol*

| | | | |
|------------------------|---------------|---------------------------------|---------------|
| Surname | Given Names | Title | Date of Birth |
| Daytime Contact Number | Mobile Number | Attainment / Certificate Number | |

Attachments

For Council to consider renewal of your application the following attachments must accompany this form.

Please mark relevant boxes

- Are you exempt? If yes, exemption certificate is required
 Map of consumption
 A copy of a current Public Liability Policy as listed above

Privacy Statement

Council is collecting your personal information in accordance with current legislation to process your application. The information will only be accessed by authorised council employees. Your personal details will not be disclosed to a third party outside the process of dealing with your application, except where required by legislation (including *Right to Information Act 2009*) or as required by Queensland State Government.

Public Liability

“A copy of a Public Liability Insurance Policy, to the minimum value of \$20,000,000 value is required by Council, must accompany applications (and note Council as an interested party.) The Policy shall name the insured as ‘the applicant for the Permit and the Council.’”

| | | |
|--------------|-------|---------------|
| Insurer Name | Value | Policy Number |
|--------------|-------|---------------|

Applicant Declaration

I declare / certify that:

1. The information in this application and any attachments are true and correct
2. The applicant has the right to occupy the venue listed in this application during the event
3. I am aged 18 years or over
4. I am authorised to sign this application on behalf of the non-proprietary club, organisation or association
5. I have read the “non-profit fundraising events: alcohol, safety and event management Helpful Planning Guide”
6. I am aware of the requirements of noise nuisance laws under the Environment Protection Act 1994; and in particular, that amplified music must be turned off at midnight
7. I acknowledge that I will complete an Event Management Plan and provide it to OLGR or Queensland Police Officer upon request prior to, during or after the event has taken place if any of the following criteria apply to my event:
 - a) Estimated attendance throughout any particular day exceeds 2000 people
 - b) Estimated patrons consuming liquor throughout any particular day exceeds 1000 people
 - c) The application includes a request to supply liquor between 12 midnight and 10am
 - d) The application includes a request for liquor consumption area/s totalling more than 400 square metres
8. I acknowledge that Queensland Police will be provided with a copy of my application and permit for their records.
9. A copy of your Public Liability Insurance Policy, to the minimum value of \$20,000,000 value is required by Council, must accompany applications (and note Council as an interested party.) The Policy shall name the insured as ‘the applicant for the Permit and the Council. The public liability must indemnify the Council, in the prescribed form and manner, against all public liability claims arising from the operation of this business.

| | | |
|------------|-----------|------|
| Print Name | Signature | Date |
|------------|-----------|------|

Lodgement of your application

| | | | |
|-----------|--|-------------------------------|---|
| MAIL | Post to ‘PO Box 191, Barcaldine QLD 4725’ Email to council@barc.qld.gov.au | | |
| IN PERSON | Visit any BRC Administration Office from 8.00am to 4.30pm Monday to Friday with cash, cheque or EFTPOS | Alpha Aramac Barcaldine | 43 Dryden Street 35 Gordon Street 71 Ash Street |

OFFICE USE ONLY

Date received _____ Received by BRC Officer _____

Approved Not approved Permit number _____ Date issued _____

Full name of approving BRC Officer _____

Signed _____ Date _____

Is the application within the confines of a building? _____ Date _____

No Yes, note register and DO NOT issue a Permit _____

Copy of the application and permit sent to the local Police Station _____ Date _____