

Major event licence

This kit contains all the forms and related materials required to apply for a major event licence in Victoria.

Items

1. Useful information
2. Application form – major event licence
3. Statement of display
4. Guidelines for displaying public notices
5. Companion guides:
 - ‘Plans of licensed premises’ fact sheet

To confirm the current fee, please refer to 'Liquor licence fees' on our website at vgccc.vic.gov.au

Need help?

For more information on how to apply for a liquor or gambling licence or permit:

- visit the Victorian Gambling and Casino Control Commission (VGCCC) website at vgccc.vic.gov.au
- telephone the VGCCC on 1300 182 457
- email the VGCCC at contact@vgccc.vic.gov.au

Major event

Liquor Control Reform Act 1998

Date rec'd / /

Receipt no. _____

File no. _____

This licence authorises the licensee to supply liquor in relation to a major event at times determined by the Victorian Gambling and Casino Control Commission (the Commission) and specified in the licence. You should complete this application if you intend to supply liquor at the venue or site of a major event, or in conjunction with a major event.

Definition of major event

If an event is likely to attract more than 5000 patrons and/or have a significant impact, the Commission may determine this event to be a major event. The Commission will take into account:

- required amount of effort or oversight by authorised persons;
- impact on provision and organisation of public transport and emergency services;
- impact on public safety or the amenity of the area or both.

For more information about the factors that are taken into account in determining whether an event is classified as a major event, refer to the fact sheet on vgccc.vic.gov.au.

About this application

Applications for a major event licence should be made at least **three months** before the event. A copy of your application may be given to Victoria Police and the relevant council. If an event management plan has been prepared, you should provide a copy **with** this application.

The Commission may request additional information before making a decision. Please refer to the document checklist on page 5 of this application for details.

Licence details (if applicable)**1. Do you currently hold a permanent Victorian liquor licence?**No Go to question 3.Yes Licence number Go to question 2.**2. If you are an existing licence holder, is there another application in progress relating to your premises, being either an application for a new permanent licence or a variation of an existing licence?**No Go to question 3.Yes Please do not continue with this application. For further information contact the Commission on 1300 182 457.**Applicant details****3. Name of applicant** (company, incorporated body or individual person)

ACN (if applicable)

ABN (if applicable)

Postal address

Postcode

Name of contact person

Daytime telephone number

Email

Fax number

If the applicant is a body corporate, provide details of all directors

Full name/s of director/s	Address	Date of birth

Associates

An applicant for a major event licence must provide the names, dates of birth and addresses of the applicant's associates. If the applicant is a body corporate, this should include associates of the directors. Before completing this application for a liquor licence, ensure that you read and understand the explanation of what is meant by 'associate' on the last page of this form.

The applicant has no associates as defined in the *Liquor Control Reform Act 1998* (tick if applicable) OR

The names of all the applicant's associates are:

4. Provide details of all associates. Please attach another sheet if necessary.

Full name	Residential address	Date of birth

Event details

5. Full name of event

6. Venue where you are supplying liquor

Venue name

Venue address

Postcode

7. Has this or a similar event been held previously?

No Go to question 8.

Yes When was the event last held?

Date/Year	Venue	Attendance number

Dates and times

8. Please list the date and times you wish to trade.

Date/s	Trading hours	Date/s	Trading hours

Description of event

9. Provide a description of the event, indicating any entertainment/activities.

Patrons

10. What is the maximum number of patrons that will attend the event?

11. Are tickets being sold for the event?

No

Yes Maximum number of tickets for sale

Purpose of application

12. If you intend to supply liquor at the site of the event Go to **Part A**

If you intend to supply liquor at your own licensed premises Go to **Part B**

PART A: Supply of liquor

13. Where will you supply liquor at the site of the event? Provide a brief description below.

Location of points of sale or bars	
Indoors	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Outdoors	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

14. What alcoholic beverages will be supplied and how will they be served?

15. Will persons under the age of 18 years (minors) attend this event?

No

Yes How will minors be identified for the purpose of ensuring that they are not supplied with liquor?

ID checks at all liquor points Wrist band identification

Other (please specify)

Security

16. Have any security arrangements been made for the event, e.g. crowd management?

No

Yes Give details

Additional information

17. Use this section to provide any other relevant information in support of your application.

PART B:

Existing licence holders – extension of trading hours and/or licensed areas at your venue

This section should be completed by licensees who are applying for a temporary extension of hours or licensed area in relation to a major event, but whose premises is not located at the venue or site of the event.

18. What are you seeking an extension for at your venue? (Choose all that apply)

Trading hours Go to question 19.

Licensed areas Provide a detailed plan

19. What trading hours are you applying for?

Date/s	Trading hours	Date/s	Trading hours

20. Will entertainment be provided at your venue? (e.g. live music, recorded music, background music, DJ, other entertainment)

No

Yes Give details

Declaration and signature

21. I declare/certify that:

- the information in this application and any attachments are true and correct;
- the applicant has the right to occupy all premises listed in this application during the event;
- if an individual applicant, I am aged 18 years or over;
- if a body corporate applicant, I am authorised to sign this application on behalf of the body corporate.

<input checked="" type="checkbox"/>	Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Position (if corporation)	<input type="text"/>	

Liquor Control Reform Act 1998 – Who is an associate?

An associate of an applicant is:

- (a) a person who:
 - (i) holds or will hold any **relevant financial interest**, or is or will be entitled to exercise any **relevant power** (either in his or her own right or on behalf of another person) in any business of the applicant involving the sale of liquor, and
 - (ii) by virtue of that interest or power, is able or will be able to exercise a significant influence over or with respect to the management or operation of that business, or
- (b) a person who is or will be a director (either in his or her own right or on behalf of another person) of any business of the applicant involving the sale of liquor, or
- (c) if the applicant is a natural person, a **relative** of the applicant unless the relative:
 - (i) is not, and has never been, involved in any business of the applicant involving the sale of liquor, or
 - (ii) will not be involved in the business the applicant proposes to conduct as licensee.

Where:

'relative' in relation to the applicant means:

- (a) the spouse or domestic partner of the applicant, or
- (b) a parent, son, daughter, brother or sister of the applicant, or
- (c) a parent, son, daughter, brother or sister of the spouse or domestic partner of the applicant.

'relevant financial interest' in relation to the business involving the sale of liquor means:

- (a) any share in the capital of the business, or
- (b) any entitlement to receive any income derived from the business, or
- (c) any entitlement to receive any payment as a result of money advanced.

'relevant power' means any power, whether exercisable by voting or otherwise and whether exercisable alone or in association with others:

- (a) to participate in any directorial, managerial or executive decision, or
- (b) to elect or appoint any person as a director.

Document checklist

The application for a major event licence must be accompanied by the following:

Incomplete applications without the required documentation will not be accepted.

Application form

All relevant sections of the application form must be completed.

Application fee

Please refer to the 'Liquor licensing fees' fact sheet for current details.

The following information may also be requested as part of your application:

A plan of the premises

The plan of the licensed premises must meet the specifications set out in the attached 'Plans of licensed premises' fact sheet.

Management plan

The management plan should include event information, plans and map of the areas, security and risk management strategies, traffic and transport management, emergency service arrangements and noise management plan.

Display of the application if advised by the Commission

After an application has been accepted, you or your representative may be advised in writing of the period the public notice must be displayed. Refer to the 'Guidelines for displaying public notices' on the Commission's website at vgccc.vic.gov.au.

If you are advised to display a public notice, it must be displayed at the proposed licensed premises.

The Commission may also request that notice of the application be advertised in a newspaper or other manner, and may direct an applicant to give notice of the application to a specified person or the person in a specified area personally or by post.

Responsible Service of Alcohol (RSA) course

All persons involved in the supply or service of liquor must have completed a RSA course approved by the Commission. You may be required to produce evidence of completion of RSA. Visit the VGCCC website vgccc.vic.gov.au for more information.

The Commission may request an applicant to provide any other information. If required to do so you will be notified in writing.

A copy of your application may be given to Victoria Police and the relevant local council.

Application fees

If you are paying by cheque or money order you must submit your payment with your application. If your application is incomplete or incorrect, we will return your cheque or money order to you. If you wish to pay by credit card and if your application is complete and correct, we will contact you for payment. Otherwise we will let you know that we have not accepted your application. If your application is granted the renewal fee for the following year is due every year by 31 December. This is regardless of when your licence is issued. A renewal notice will be issued prior to the due date detailing how to make payments to the State Revenue Office.

How to lodge this form

By post to:

Victorian Gambling and Casino Control Commission
GPO Box 1988, Melbourne VIC 3001

By email:

contact@vgccc.vic.gov.au

In person to:

Victorian Gambling and Casino Control Commission
49 Elizabeth Street, Richmond

Privacy – the Victorian Gambling and Casino Control Commission is committed to responsible and fair handling of personal information consistent with the *Privacy and Data Protection Act 2014* and its obligations under the *Liquor Control Reform Act 1998*. All information provided in this application is available for public viewing, except for the questionnaire form (if applicable) which is forwarded to and retained by Victoria Police.

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Payment method

IMPORTANT INFORMATION

Applications must be accompanied by the relevant fee. Please note that once an application has been registered, the application fee is non-refundable. To confirm the current fee, refer to the 'Gambling fees' fact sheet on our website. The application fee can be paid by:

- cheque or money order, made payable to the Victorian Gambling and Casino Control Commission; or
- credit card (Visa or MasterCard)

If you wish to make payment by credit card, please lodge your completed application with the VGCCC and we will contact you directly to arrange payment if your application is accepted.

Please select your payment method:

Money order

Cheque

If you wish to make payment by credit card, please lodge your completed application with the VGCCC and we will contact you directly to arrange payment if your application is accepted.

Privacy – the VGCCC is committed to responsible and fair handling of personal information consistent with the Policy and Data Protection Act 2014 and its obligations under the Liquor Control Reform Act 1998. Your credit card details will not be retained once your payment has been processed.

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PUBLIC NOTICE

Liquor licence application

Liquor Control Reform Act 1998

v22-02

Details of liquor licence application lodged
with the Victorian Gambling and Casino
Control Commission (the Commission)

Name of applicant: (person/partnership/company/ incorporated association)	
Display period:	Start date (dd/mm/yyyy): _____ End date:(dd/mm/yyyy): _____
Type of application:	Application no: _____
Name and address of premises to which the application relates:	
The purpose of the application is to:	
Proposed hours of trade are: (noting that for restaurant and cafe, general, on-premises and late night licences, authorised hours are between 7am and 1am, subject to planning permission)	
Will these hours apply to an external area?	YES NO
The current days and hours of trade are: (if existing licensee)	
I/we have requested authority to supply liquor at the kerbside area	YES NO

Objections

All objections will be treated as public documents. Full details of the objection, including the name and address of the objector will be provided to the applicant.

Grounds for objection

Any person may object to the grant of this application on the ground that it would detract from, or be detrimental to, the amenity of the area in which the premises are located.

Objection periods

All objections must state the grounds and the reasons for the objection and be made within 30 days of this notice being first displayed.

Additional grounds for objection to the grant relating to a packaged liquor licence

Any person may object to the grant of an application relating to a packaged liquor licence on the ground that the grant, variation or relocation would be conducive to or encourage the misuse or abuse of alcohol.

The following are not valid reasons for objection:

- the business would not be successful
- another licensed business would be adversely affected, or
- there is insufficient need or demand to justify the grant of the application.

Trading hours of a liquor licence:

Please note that, as per the Liquor Control Reform Act 1998, the Commission cannot restrict trading hours for restaurant and cafe, general, on-premises and late night licences between 7am and 1am. Any objections to these hours for these licence categories must address specific concerns about the trading hours (for example amenity or noise). These hours do not override the trading hours allowed under the planning permit issued by local Council.

The Commission may refuse to accept an objection if:

- the person making the objection is not affected by the application,
- the objection is frivolous or vexatious, or
- the objection is not otherwise in accordance with the *Liquor Control Reform Act 1998*.

Objections must be made in writing to the VGCCC:

- online at vgccc.vic.gov.au
- via email at contact@vgccc.vic.gov.au
- or via post to: VGCCC, GPO Box 1988, Melbourne VIC 3001

Display Requirements

This notice must be displayed as A3 size.

This notice must be continuously displayed as A3 size on the site or premises that are the subject of the application for the period advised in writing by the Commission. If you are unable to print the public notices as A3 size, email contact@vgccc.vic.gov.au or telephone 1300 182 457 to request a copy.

The notice must be displayed in a manner that invites public attention to the application on the main street frontage of the site or premises in a visible position and at eye level.

Statement of Display requirements

Statement of Display forms cannot be lodged until the Public Notice display period has ended.

 Victorian Gambling and Casino Control Commission

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Statement of display

To be completed after the 28 day public notice period has passed

Liquor Control Reform Act 1998

OFFICE USE ONLY

03/16

Date rec'd / /

File no. _____

Details of application lodged with the Victorian Gambling and Casino Control Commission (the Commission)

Licence number (if licence has already been granted)

File number (this can be found on correspondence sent to you by the Commission)

Name of licence applicant (person/partnership/company/club)

ACN (if applicable)

Address of premises

Postcode _____

Display period required by the Commission

Start date: / /

End date: / /

Signature and certification of public notice display

Certification

I being the applicant, or on behalf of the applicant certify that:

- during the period specified in this form, a public notice of the size and in the format required by the Commission and containing all relevant details of the application was displayed on the premises or site to which the application relates; and
- the public notice was continuously and conspicuously displayed during the period advised by the Commission in accordance with the guidelines for the display of liquor licensing applications.

I understand that it is an offence under Section 118 of the *Liquor Control Reform Act 1998* to make a false or misleading statement and that penalties apply.

Signature

Printed name

Date

Address

Postcode _____

Daytime telephone number

How to lodge this form

By post to:

Victorian Gambling and Casino Control Commission
GPO Box 1988, Melbourne VIC 3001

In person to:

Victorian Gambling and Casino Control Commission
49 Elizabeth Street, Richmond

Privacy – the Victorian Gambling and Casino Control Commission is committed to responsible and fair handling of personal information consistent with the *Privacy and Data Protection Act 2014* and its obligations under the *Liquor Control Reform Act 1998*. All information provided in this application is available for public viewing, except for the Victoria Police questionnaire form (if applicable) which is forwarded to and retained by Victoria Police.

Victorian Gambling
and Casino Control
Commission

ABN 56 832 742 797

ME 20220310

Level 3, 12 Shelley Street
Richmond VIC 3121
GPO Box 1988
Melbourne VIC 3001

E: contact@vgccc.vic.gov.au
T: 1300 182 457
vgccc.vic.gov.au
ABN 56 832 742 797



March 2022 TRIM CD/15/67543

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Guidelines for displaying public notices

Liquor Control Reform Act 1998

Issued by the Victorian Gambling and Casino Control Commission

Insert the full name of the applicant(s) as written on the application form.

Once the application has been accepted, the applicant will be advised in writing of the start and end date that the public notice must be continuously displayed.

Describe the type of application (eg new packaged liquor licence, variation to an on-premises licence, relocation of a general licence).

Insert the full name and address of the premises for which a licence is sought.

If relocating a licence, insert the address of the previous premises.

Provide details of your application.
(Applications to vary the conditions of existing licences must clearly contrast your proposed conditions with your current conditions).

This section must be completed for all applications. Hours of trade for consumption off the premises must be shown separately. Insert "No change" if the hours on your existing licence are to remain unchanged.

Indicate "yes" or "no" if the proposed trading hours apply to an external area.

This section must be completed for all variation and relocation applications. Hours of trade for consumption on and off the premises must be shown separately.

On-premises licence holders may, with the consent of the local municipal authority, offer a kerbside area. Indicate "Yes" or "No" if you have requested an authority to supply liquor in such an area.

The public notice must be displayed in a manner that invites public attention to the application on the main street frontage of the site or premises in a visible position and at eye level.
(If you are unable to print the public notices as A3 size, email contact@vgccc.vic.gov.au or telephone 1300 182 457 to request a copy)

Example of Completed Notice

PUBLIC NOTICE

Liquor licence application

Liquor Control Reform Act 1998

v22-02

Details of liquor licence application lodged with the Victorian Gambling and Casino Control Commission (the Commission)

Name of applicant: (person/partnership/company/ incorporated association)	Smithies Pty Ltd
Display period:	Start date (dd/mm/yyyy): 13/10/2010 End date (dd/mm/yyyy): 11/11/2010
Type of application:	Variation of a General Licence Application no:
Name and address of premises to which the application relates:	Smithies Bar, 400 Smith Street, Smithville
The purpose of the application is to:	Operate a restaurant, operate a bar, extend my licensed area, increase the patron numbers to 500. Extend trading hours on Friday and Saturday nights to 1am.
Proposed hours of trade are: (noting that for restaurant and cafe, general, on-premises and late night licences, authorised hours are between 7am and 1am, subject to planning permission)	Sunday 10am to 12 Midnight Good Friday and ANZAC Day 12 noon to 12 Midnight On any other day 7am to 1am
Will these hours apply to an external area?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
The current days and hours of trade are: (if existing licensee)	Sunday 10am to 11pm Good Friday and ANZAC Day 12 noon to 11pm On any other day 7am to 11pm
I/we have requested authority to supply liquor at the kerbside area	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

Objections

All objections will be treated as public documents. Full details of the objection, including the name and address of the objector, will be provided to the applicant.

Grounds for objection

Any person may object to the grant of this application on the ground that it would detract from, or be detrimental to, the amenity of the area in which the premises are located.

Objection periods

All objections must state the grounds and the reasons for the objection and be made within 30 days of this notice being first displayed.

Additional grounds for objection to a packaged liquor licence

Any person may object to the grant of an application relating to a packaged liquor licence on the ground that the grant, variation or relocation would be conducive to or encourage the misuse or abuse of alcohol.

The following are not valid reasons for objection:

- the business would not be successful
- another licensed business would be adversely affected, or
- there is insufficient need or demand to justify the grant of the application.

Trading hours of a liquor licence:

Please note that, as per the Liquor Control Reform Act 1998, the Commission cannot restrict trading hours for restaurant and cafe, general, on-premises and late night licences between 7am and 1am. Any objections to these hours for these licence categories must address specific concerns about the trading hours (for example amenity or noise). These hours do not override the trading hours allowed under the planning permit issued by local Council.

The Commission may refuse to accept an objection if:

- the person making the objection is not affected by the application,
- the objection is frivolous or vexatious, or
- the objection is not otherwise in accordance with the Liquor Control Reform Act 1998.

Objections must be made in writing to the VGCCC:

- online at vgccc.vic.gov.au
- via email at contact@vgccc.vic.gov.au
- or via post to: VGCCC, GPO Box 1988, Melbourne VIC 3001

Display Requirements

This notice must be displayed as A3 size.

This notice must be continuously displayed as A3 size on the site or premises that are the subject of the application for the period advised in writing by the Commission. If you are unable to print the public notices as A3 size, email contact@vgccc.vic.gov.au or telephone 1300 182 457 to request a copy.

The notice must be displayed in a manner that invites public attention to the application on the main street frontage of the site or premises in a visible position and at eye level.

Statement of Display requirements

Statement of Display forms cannot be lodged until the Public Notice display period has ended.



Liquor licensing fact sheet

Plans of licensed premises

When a liquor licence or BYO permit is granted, it is for a defined area where liquor can be supplied and/or consumed. This is shown by a red-line drawn on a plan of the premises. This plan needs to be submitted to the Victorian Gambling and Casino Control Commission (VGCCC) as part of the application process and may be required upon request at any time.

The plan of the premises must accompany applications for:

- a licence or BYO permit excluding a pre-retail licence or a BYO permit for party bus
- a variation of a licence or BYO permit that involves a change to the size or perimeter of the licensed premises
- a transfer of a licence or BYO permit if the current floor layout of the premises differs from the plan held at the VGCCC
- the relocation of a licence or BYO permit.

Plan of premises should be given to the VGCCC if internal changes are made

If a change is made to the internal area of licensed premises (for example, by adding or removing a particular structure), the licensee should submit an updated plan of the licensed premises.

Plan of the premises to be given to the VGCCC if requested

In addition to the above, under section 130(1)(a) of the *Liquor Control Reform Act 1998* an authorised person (such as a Compliance Inspector or member of Victoria Police) may at any time request information relevant to the operations or the management of the premises. This may include a current plan of a licensed premises.

What form should a plan take?

The VGCCC has specified that a plan must contain the following elements:

- be on suitably sized paper, minimum A4 size (graph paper is not acceptable)
- be drawn in ink and be neat and legible
- show the floor plan(s) of the owned or leased property
- outline in red the boundaries of the proposed area to be licensed

- if the proposed area does not follow a physical barrier (such as a wall), describe what is being used to separate the area
- show clear and consistent measurements on the plan
- include the address of the premises
- include a compass point showing north and names of the surrounding streets
- show basic functions or fixtures, for example, bar and dining area/kitchen area or in the case of a packaged liquor outlet, shelf areas where alcohol is displayed and the cash register is located
- a plan should be drawn to a suitable scale so that all elements above are clearly identified. A suggested scale is 1:100 (1cm = 1m).

Restaurant and cafe licences and On-premises licences

If applying for kerbside trading, identify the area to be licensed and separately outline this area in red on the plan. The VGCCC will mark this area with an A.A on the approved copy of the plan. This area is referred to as the Authorised Area.

General licences

A general licence authorises the supply of liquor to patrons for consumption off the licensed premises, being a footpath or kerbside area. Therefore this area does not need to be identified on the plan.

Please note that licensees must comply with relevant local planning laws.

Where a proposed licensed or authorised area includes large outdoor spaces, a separate site plan must be provided that shows:

- the entire site including internal and external areas drawn to a suitable scale
- outline in red the proposed area that is to be licensed

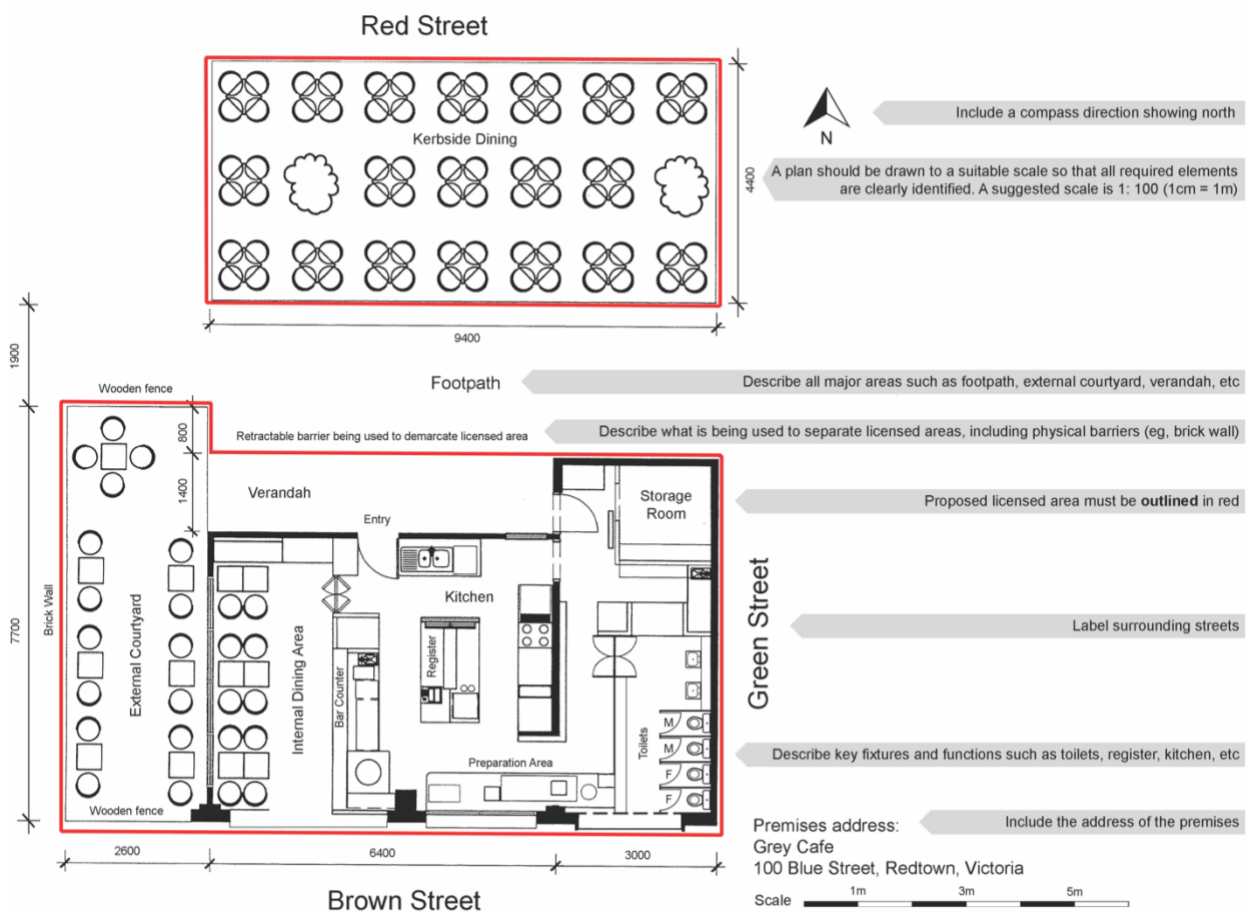
- clear descriptions of how the proposed outdoor area will be distinguished (for example, fence, portable barriers, warning signs).

If the plan does not meet these requirements, the applicant will be required to resubmit the plan.

What am I required to do with my approved plan?

A copy of the approved plan must be kept on the licensed premises and must be available for inspection on request by a member of Victoria Police or a Compliance Inspector.

Plan example



Failure to keep a copy of the plan on the licensed premises or produce a copy of the plan for inspection could result in a fine being issued.

Where can I get a copy of my approved plan?

If you do not have a copy of your approved plan, you can obtain a copy from the VGCCC at no extra cost.

An example of a plan is provided below.

This publication avoids the use of legal language. Information about the law may have been summarised or expressed in general statements. This information should not be relied upon as a substitute for professional legal advice or reference to the actual legislation. Authorised by the Victorian Government.