

## Important Information

# Late night liquor licence supplementary forms kit

June 2019

## Late night liquor licence supplementary forms kit

The forms in this supplementary kit must accompany an application for the grant, relocation or variation of a permanent liquor licence to trade past 1am for premises in the local government areas Melbourne (including the district known as Docklands), Yarra, Stonnington and Port Philip.

Applications will generally not be granted unless the applicant can satisfy the Victorian Commission for Gambling and Liquor Regulation that:

- the premises are used as an accommodation hotel, a venue that regularly provides live music entertainment or a venue that supplies liquor for consumption on the premises provided food is available at all times when alcohol is supplied, where the patron capacity does not exceed 200 persons
- the venue regularly provides live music entertainment where the patron capacity does not exceed 1,000 persons at any time
- the economic and social benefit of granting the licence will outweigh the impact of alcohol misuse and abuse and community amenity
- a venue management plan is in place.

The following documentation must be submitted with your application for a late night liquor licence

Please complete and submit:

- Venue submission form**
- Economic and Social Benefits form**
- Management plan**

## How to lodge

### By post

Victorian Commission for Gambling and Liquor Regulation  
GPO Box 1988, MELBOURNE VIC 3001

### In person

Victorian Commission for Gambling and Liquor Regulation  
Regulation Level 3, 12 Shelley Street, RICHMOND



# Venue submission

This venue submission form will provide information to the VCGLR regarding the type of venue which is seeking to be licensed or seeking to have its licence amended.

## 1. Which of the following categories describes your venue?

Accommodation hotel where the primary purpose is providing accommodation

Complete question **2 & 5**

A venue that regularly provides live music

Complete question **3 & 5**

A venue where food is available at all times alcohol is supplied

Complete question **4 & 5**

## 2. Accommodation hotel where the primary purpose is providing accommodation

Please provide information explaining how the supply of alcohol is secondary to the primary purpose of providing accommodation.



### 3. A venue that regularly provides live music entertainment

Please provide information on the type of live music entertainment provided by the venue.

Note: The *Liquor Control Reform Act 1998* defines a live music event as the creation or manipulation of sound for artistic, cultural or religious purposes, and which is performed to an audience.

### 4. A venue where food is available at all times alcohol is supplied

Please provide information below as to the type of food that is/will be provided at the venue. Please include details of where the food will be cooked and prepared. You may wish to also attach a menu.

Note: Food does not include packaged snacks.

Please provide details below of what times food is/will be available for purchase from the venue.



# Signature of applicant

I acknowledge that this declaration is true and correct and is made in the belief that a person making a false declaration is liable to prosecution for making a misleading statement.

X \_\_\_\_\_

Date  /

Name

\_\_\_\_\_



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# Economic and Social Benefits form

This application form gathers information regarding the economic and social benefits that are expected to arise as a result of the grant of a late-night liquor licence. The VCGLR will use the information provided to determine whether the economic and social benefits of granting a late night licence outweighs the impact of the licence on alcohol misuse or abuse and community amenity.

Please complete this form as thoroughly as possible to aid the VCGLR's decision-making. If there are questions that you are unable to answer or for which you require further clarification or assistance, please contact the VCGLR on 1300 182 457.

## Patron Numbers

### 1. Please detail the average number of patrons on the premises for the time periods below.

If you are applying for a **licence extension**, please provide actual patron numbers to 1 am and projected patrons after 1 am.

If you are applying for a **new licence**, please outline projected patron numbers.

Please indicate the times in which the venue is closed by placing an **X** in the box.

Table 2.1 – Average number of patron numbers on premises

	Patrons						Projected late-night patrons			
	9am-12pm	12pm-3pm	3pm-6pm	6pm-9pm	9pm-12am	12am-1am	1am-3am	3am-5am	5am-7am	7am-9am
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										



## Revenue and expenses

### 2. Please outline revenue from liquor sold on the premises (per unit), the average number of units sold (per week) and the number of additional units projected to be sold after 1am (per week).

If you are applying for a **licence extension**, please provide actual units sold to 1am and projected units sold after 1am.

If you are applying for a **new licence**, please outline projected unit sales.

Table 2.2 – Revenue and unit of drinks

Drink category	Average revenue (per unit, incl. GST) (per week)	Average number of units sold to 1am	Total revenue to 1am (per week) = units X number sold	Projected additional units sold after 1am (per week)	Projected additional revenue after 1am (per week) = units X sales after 1 am
Beer (per standard drink)	\$		\$		\$
Wine (per standard drink)	\$		\$		\$
Spirits (per standard drink)	\$		\$		\$
Cider (per standard drink)	\$		\$		\$
Non-alcoholic drinks (e.g. cola or juice)	\$		\$		\$

### 3. Please outline the revenue generated from food sold on the premises and other revenues (e.g. entry fees, etc), along with projected revenue from food sold after 1am.

If you are applying for a **licence extension**, please provide actual revenue to 1am and projected revenue after 1am. If you are applying for a **new licence**, please outline projected revenues.

Table 2.3 – Food and other revenue

Food revenues	Total revenue to 1am (per week, incl. GST)	Projected additional revenue after 1am (per week, incl. GST)
Food revenues	\$	\$
Other (please specify)	\$	\$
Other (please specify)	\$	\$
Other (please specify)	\$	\$
Other (please specify)	\$	\$
Other (please specify)	\$	\$

**4. Please outline the total expenses payable by the venue for drinks, food and other expenses**

If you are applying for a **licence extension**, please provide total expenses to 1am and projected additional expenses after 1 am.

If you are applying for a **new licence**, please outline projected expenses after 1 am.

Table 2.4–Drink, food and other expenses

Category of expense	Total expenses to 1am (per week)	Projected additional expenses after 1am (per week)
Beer (per standard drink)	\$	\$
Wine (per standard drink)	\$	\$
Spirits (per standard drink)	\$	\$
Cider (per standard drink)	\$	\$
Non-alcoholic drinks (e.g. cola, juice)	\$	\$
Food expenses	\$	\$
Other (please specify)	\$	\$
Other (please specify)	\$	\$
Other (please specify)	\$	\$
Other (please specify)	\$	\$
Other (please specify)	\$	\$

**Employment**

**5. Please provide the number of additional employees that would be required to support late-night trading.**





**6. Please outline the employee hours worked at the venue (only including the licensed premises if other services are provided) and weekly employee-related expenses**

If you are applying for a **licence extension**, please provide actual figures prior to 1am and projected after 1am.

If you are applying for a **new licence**, please outline projected figures to 1am and after 1am.

Table 2.5 – **Employee expenses**

Existing employee hours worked (per week)	Employee expenses to 1am (per week, incl. GST)	Projected additional employee hours after 1am (per week)	Projected additional employee expenses after 1am (per week, incl. GST)
Employment	\$		\$

**Venue and patron management**

**7. Please detail the approximate number of incidents of alcohol-related harm within, or in close proximity, to the venue over the past two years involving venue patrons, and a summary of the outcome of dealing with those incidents.**

Table 2.6 – **Incidents**

Category of incident	Approximate number of incidents over the last two years	Outcome
Drunk and disorderly conduct		
Alcohol-related violence		
Self-inflicted injuries		
Anti-social behaviour (e.g. between patrons)		
Other [please specify]		
Other [please specify]		
Other [please specify]		



8. What alcohol-related health or safety issues do you think that an extension to trading hours will create for your venue?

**Community amenity**

9. Please detail the number of incidents of noise complaints regarding the venue over the past two years, and a summary of the outcome of dealing with those complaints.

Table 2.7–Noise complaints

Approximate number of complaints over the last two years	Outcome
Noise complaints	



**10. Please detail the venue's approach to minimising litter and rubbish linked to patron behaviour in proximity to the venue.**

**11. Please detail the venue's plan to minimising vandalism and property damage linked to patron behaviour in proximity to the venue.**



**12. What public transport facilities (including taxi ranks) will be available to patrons after 1am?**

**13. Please detail the venue's plan to address potential offences, disturbances or inconveniences to local residents after 1am.**



**14. Does the venue provide live music entertainment?**

If you are applying for a **licence extension**, please indicate whether the venue currently provides live music. If you are applying for a **new licence**, please indicate whether the venue will provide live music.

- Yes – move to Question 15
- No – move to Question 18

**15. How many live music performances does the venue provide each week?**

If you are applying for a **licence extension**, please indicate the current number of live music performances.  
If you are applying for a **new licence**, please indicate the projected number of live music performances expected should a late night licence be granted.

Number:

**16. How many additional live music performances do you expect will be provided at the venue each week should a late-night licence be granted?**

If you are applying for a **licence extension**, please indicate the number of additional live music performances expected by the venue.  
If you are applying for a **new licence**, please indicate the proposed number of live music performances you expect to provide.

Number:

**17. How does live music entertainment offered by the venue enhance the amenity of the local area?**



**18. Does the venue provide accommodation?**

If you are applying for a **licence extension**, please indicate whether the venue currently provides accommodation.

If you are applying for a **new licence**, please indicate whether the venue will provide accommodation.

- Yes – move to Question 19
- No – move to Question 23

**19. What is the average price per night for accommodation?**

\$ \_\_\_\_\_ (incl. GST)

**20. What is the venue's current occupancy rate?**

Number: \_\_\_\_\_

**21. What is the expected occupancy rate should a late night licence be granted?**

Number: \_\_\_\_\_

**22. How will a late-night licence improve the experience for guests being accommodated at the venue?**



**23. What cultural or recreational impacts are anticipated should a late night licence be granted?**

**24. What are the tourism impacts anticipated should a late night licence be granted?**

**25. If granted, what effects will the late night liquor licence have on other businesses (including other licensed venues) in the area?**



**26. Outline any community or charitable activities undertaken by the venue. If applicable, describe how these activities will be enhanced should a late night licence be granted.**

**27. In your opinion, how do the economic and social benefits of granting a late night licence outweigh the impact of the licence on alcohol misuse and abuse and community amenity?**

**Signature of applicant**

I acknowledge that this declaration is true and correct and is made in the belief that a person making a false declaration is liable to prosecution for making a misleading statement.

Date

Name

