

APPLICATION FOR TRANSFER OF A LIQUOR LICENCE

Office Use Only
Date received

Receipt No

Amount received

Fees:

To find out the current
application fee go to
www.olgr.qld.gov.au

Instructions

Please complete in **BLOCK** letters. Attach extra pages if needed. If you need help completing this form, visit our website www.olgr.qld.gov.au or contact the Office of Liquor, Gaming and Racing on 13 13 04.

Privacy Statement – Please read

The Department is collecting information, including personal information, for the purposes of the *Liquor Act 1992*. In accordance with the legislation, some personal information may be passed to the Queensland Police Service to assist with criminal history searches, and business information is placed on a register that may be inspected by the public. In other instances, information on this form can be disclosed without your consent where authorised or required by law.

Warning: False or misleading statements will attract a maximum penalty of 100 penalty units or 6 months imprisonment and may lead to immediate cancellation of licence.

Copyright protects this document. The State of Queensland has no objection to this material being reproduced, made available online or electronically, but only if it is recognised as the owner of copyright and this material remains unchanged.

Full requirements for lodging applications

The Office of Liquor, Gaming and Racing requires applications for transfers to be completed in full prior to commencing processing of the application.

This means any transfer application lodged without full documentation attached will not be accepted. The application will be RETURNED for completion, along with notification of the outstanding requirements.

Your application will not be accepted unless the following items have been completed and/or are attached:

- All questions are answered on the Application for Transfer of a Liquor Licence form and all necessary attachments have been included.
- Personal Details Schedules (Form 5) to be completed by the proposed licensee.
- Prescribed application fee.
- If any incoming parties have ticked 'Yes' at Section 5 on the Personal Details Schedule, it is necessary for details in writing to be attached surrounding the circumstances relating to the bankruptcy, liquidation or receivership. These details should include evidence of discharge and details of monies owed and/or debts paid back.
- Current company extract if the proposed licensee is a company.
- Risk-Assessed Management Plan (RAMP) - please refer to guideline 42.
- The name of the proposed licensee/s must reflect the name/s on the lease eg. If more than one person/company named or if the name on the lease is for a trust, this should be incorporated in the name for the proposed licensee.
- If any of the signatures on the Application for Transfer form have been signed by a power of attorney, the Office of Liquor, Gaming and Racing will accept such power subject to a copy of the power of attorney being supplied with the relevant power highlighted.
- For Community Club and Community Other licences only – a copy of the club's constitution or memorandum and articles of association.

Criminal History Check

- A criminal history check will be conducted for each person named on the application form who has not held a licence within the last six months (eg. company director).

Criminal history checks are not required for applicants who are members of management committees for licensed clubs.

DO NOT LODGE THIS APPLICATION UNLESS ALL MANDATORY REQUIREMENTS LISTED ABOVE ARE ATTACHED.

PART A - To be completed by outgoing licensee

Section 1 Premises details	Name of premises (as shown on licence document) Address of premises Locality/Suburb State <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Section 2 Liquor licence number	Liquor licence number (as shown on licence document)
Section 3 Outgoing licensee	Full name of outgoing licensee (as shown on licence document).....
Section 4 Proposed licensee	Full name of proposed licensee (exactly as shown on lease or contract).....
Section 5 Settlement/ takeover date	Proposed settlement or takeover date <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <small>D D M M Y Y Y Y</small>
Section 6 Outgoing licensee address	Outgoing licensee address for future correspondence Address Locality/Suburb State <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Section 7 Your responsibilities	<input type="checkbox"/> A. Please provide details below of any registered interests that are released because of this transfer eg. mortgages <input type="checkbox"/> B. You are the only person authorised to sell and supply liquor on these premises until the transfer has been approved. Takeover must not occur before the approval of the transfer by the Department's chief executive.

Section 8
Signature
of outgoing
licensee

A director or secretary must sign if the outgoing licensee is a company. Each licensee needs to sign if more than one individual.

If the licensee has vacated the premises this section can be signed by the owner of the freehold of the premises, however a signed written submission must also be attached to the application stating the reasons why the owner is completing the application and not the current licensee.

Name

Signature

Date / /

Name

Signature

Date / /

Name

Signature

Date / /

Name

Signature

Date / /

PART B – To be completed by proposed licensee

Section 1 Premises details

Name of premises (as shown on licence document)

Address of premises

Locality/Suburb State Postcode

Section 2 Liquor licence number

Liquor licence number (as shown on licence document)

Section 3 Outgoing licensee

Full name of outgoing licensee (as shown on licence document)

.....

Section 4 Proposed licensee

Full name of proposed licensee (exactly as shown on lease/contract)

.....

ABN number

Please note: Personal Details Schedule (Form 5) to be completed by persons named in this section.

Section 5 Contact details

Your contact details

Postal address

Locality/Suburb State Postcode

Phone Fax

Mobile Email

Section 6 Proposed licensee

Is the proposed licensee a company?

No

Yes – Please attach a copy of a current company extract from ASIC, ABN number, and advise below if the company has been known by any other name.

Present name

Previous Name

<p>Section 7 Incorporated Club</p>	<p>Is the proposed licensee an incorporated club or a 'limited' club?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – Please attach a copy of the Certificate of Incorporation, Constitution (or Memorandum and Articles of Association).</p>
<p>Section 8 Trading name change</p>	<p>Will the trading name of the premises change?</p> <p><input type="checkbox"/> No – Go to Section 10</p> <p><input type="checkbox"/> Yes – Go to Section 9</p>
<p>Section 9 Change of name of premises</p>	<p>If it is intended to change the trading name of the premises, an additional application fee is required. Please write below the new name as it appears on the Certificate of Registration of Business Name.</p> <p>.....</p>
<p>Section 10 Changes to premises</p>	<p>Will you be making any changes to the structure or layout of the premises?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – Please contact this office prior to commencing any alterations</p>
<p>Section 11 Service changes</p>	<p>Will you be making any changes to the types of services or facilities currently offered at the premises?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – Give details</p> <p>.....</p> <p>.....</p>
<p>Section 12 Food court</p>	<p>Does this application relate to a food court?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – Please supply a copy of your menu and details of any catering agreements entered into.</p>
<p>Section 13 Adult entertainment</p>	<p>Will you be conducting adult entertainment at the premises?</p> <p><input type="checkbox"/> No – Go to Section 15</p> <p><input type="checkbox"/> Yes – Go to Section 14</p>

<p>Section 14 Adult entertainment permit</p>	<p>Adult entertainment permits are not transferable. Even if there is an existing permit, you must lodge a new application. Is an adult entertainment permit application attached?</p> <p><input type="checkbox"/> No – No adult entertainment may be conducted at the premises until a permit is approved.</p> <p><input type="checkbox"/> Yes</p>
<p>Section 15 Transfer application</p>	<p>Is this application being made by an executor, receiver or administrator under Section 129 or an owner or mortgagee under Section 113(1)(b) of the <i>Liquor Act 1992</i>?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – Please attach a submission detailing your eligibility under that section.</p>
<p>Section 16 Mandatory training</p>	<p>Has the proposed licensee (if an individual/s) completed a two day <i>Responsible Management of Licensed Venues</i> course?</p> <p><input type="checkbox"/> No – This application cannot be considered until the RMLV course is completed. Please advise when, where and with whom the training will be completed? Please provide a copy of the certificate once this training has been completed.</p> <p>.....</p> <p>.....</p> <p><input type="checkbox"/> Yes – Please provide a copy of the Certificate of Completion for each proposed individual licensee</p>
<p>Section 17 Tenure details</p>	<p>Please state the proposed licensees' financial interest in the premises</p> <p><input type="checkbox"/> lessee</p> <p><input type="checkbox"/> owner of freehold</p> <p><input type="checkbox"/> other – please specify</p> <p>Will you have any management sub-letting or franchise arrangement for any part of the premises?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – Please give full details</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

**Section 18
Landlord's
consent**

(If the owner is not the outgoing or proposed licensee at settlement)

If signing under Power of Attorney, please provide copy of appointment.

As owner of the premises described in this form, or an authorised delegate of the owner, I consent to this transfer of a liquor licence.

Name

Signature

Date: / /
D D M M Y Y Y Y

Name

Signature

Date / /
D D M M Y Y Y Y

- If more than one landlord, each owner is required to sign or a director/secretary of each company if there is more than one.
- If the owner of freehold land relates to a shopping centre, centre management approval can be accepted in the case where it is a larger centre eg Westfield. Please attach an accompanying letter to explain this. If a smaller establishment eg strip shopping centre, then the owner of freehold land's consent should be provided.
- If there is a lessee/sub-lessee involved eg where a business is franchised, it will be necessary for the signatures of all parties to be lodged.
- If the premises are leased from the Crown, then a representative of the Department of Natural Resources, Mines and Water must give their consent to the transfer.
- The Department of Natural Resources & Water consent as owner of the freehold will not be necessary to meet full requirements. However, the application cannot be formally approved until this consent is received and will be included as a 'subject to' item at the end of the application process.

**Section 19
Landlord's
consent of
bottle shop**

(Commercial Hotel licences only, if applicable)

If more than one bottle shop is operated by this licence, the consent of all owners will be required.

If more than one landlord, each landlord is required to sign.

(The detached bottleshop owners' consents will not be necessary to meet full requirements. However, the application cannot be formally approved until these consents are received and will be included as a 'subject to' item at the end of the application process.)

I have no objection to the proposed licensee acquiring the use of the detached bottle shop situated at:

.....
.....

Name

Signature

Date / /
D D M M Y Y Y Y

Name

Signature

Date / /
D D M M Y Y Y Y

**Section 20
For Commercial
Other (Subsidiary
On-Premises)
Licences where
accommodation
is provided**

Will the proposed licensee have control over the entire premises? (ie restaurants, units etc)

- Yes
- No – Control over the entire premises is required. Where there is a separation of control over the dining and accommodation facilities, separate liquor licences will be required. A licensee cannot enter into an agreement, franchise or management arrangement for another party to have tenure over part of the licensed premises.

Are the units strata titled?

- Yes – The written consent to this application will be required from each individual unit owner who wishes to have the availability of sale of liquor on their respective lot, or alternatively, written consent from the Body Corporate to this application. In respect of common property, the consent of the Body Corporate will be required.
- No

**Section 21
Signature
of proposed
licensee**

If the licensee is more than one person, all persons need to sign above.

A director or secretary must sign if the proposed licensee is a company.

Name

Signature

Date / /

Name

Signature

Date / /

Name

Signature

Date / /

Please note

Any person/financial institution/company having a financial interest in the premises, upon approval of the application, must lodge a completed application for *Registration of Financial Interest* form with the Office of Liquor, Gaming and Racing accompanied by the fee. However, a separate application for *Registration of Financial Interest* is not required in respect of the proposed licensee.

Lodgement details

Please lodge the completed application, any supporting documentation and fees at the Office of Liquor, Gaming and Racing at the address below or any Office of Liquor, Gaming and Racing office at Gold Coast (Southport), Sunshine Coast (Maroochydore), Toowoomba, Wide Bay, Rockhampton, Mackay, Mt Isa, Townsville or Cairns. Call 13 13 04 for addresses or visit our website **www.olgr.qld.gov.au**

By mail: Locked Bag 180, City East Q 4002

In person: Office of Liquor, Gaming and Racing, Level 4, 33 Charlotte Street, Brisbane Qld 4000 or your nearest regional office

Payment details

Payment Type:

Money Order

Cheque – *Make cheque payable to Office of Liquor, Gaming and Racing*

Credit Card – Charge my:

Mastercard VISA

Credit Card No.

Cardholder's Name:

Amount Authorised: \$ Expiry Date:

Signature:

A receipt will not be issued unless specifically requested.