

Vary a licence to identify patron numbers for a function room or accommodation area

This kit contains all the forms and related materials required to apply to vary a licence to identify patron numbers for a function room or accommodation area in Victoria.

Items

1. Pre-lodgement checklist - vary a licence to identify patron numbers for a function room or accommodation area
2. Application form - vary a licence to identify patron numbers for a function room or accommodation area

Need help?

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

- visit the Victorian Commission for Gambling and Liquor Regulation (VCGLR) website at vcglr.vic.gov.au
- telephone the VCGLR on 1300 182 457
- email the VCGLR at contact@vcglr.vic.gov.au



Pre-lodgement checklist

Vary licence to identify patron numbers for a function room or accommodation area

This checklist details the documents required to accompany the lodgement of your application. Supplying these with your application will allow the Victorian Commission for Gambling and Liquor Regulation (VCGLR) to commence assessment of the application and can reduce processing time. Your application may be returned if the accompanying documents do not meet the requirements below.

The VCGLR may contact applicants to request additional documentation depending on the circumstances of their business. All forms and fact sheets referred to are available on the VCGLR website vcglr.vic.gov.au.

Please ensure the following forms/documents are attached to this application

Tick all boxes below when a requirement has been met, then sign and date your confirmation at the end of this form.

Application form

Please ensure:

- all fields on the application form are completed
- the application form is signed and dated by the applicant.

Patron numbers

- A calculation of the patron capacities of the licensed premises and a separate calculation for the function room(s) / accommodation area. The calculations must be from a registered building surveyor (based on a ratio of one patron per 0.75 square metres for the area available to the public).

Please note

Applicants will be sent an acknowledgement letter when the application and required documentation detailed in the above checklist are lodged. The letter may also outline a list of additional information required and the date by which it must be submitted. The VCGLR will then complete the assessment and determine the application.

One applicant to sign and date below to confirm all required documentation has been completed and is attached to this application.

Name

Signature

Date



Application

Vary licence to identify patron numbers for a function room or accommodation area

Liquor Control Reform Act 1998

OFFICE USE ONLY

v18-07

Date Rec'd / /

File No.

Complete this form if you are applying to vary your licence to specify patron numbers for a function room(s) or accommodation area for the purposes of excluding these patrons from the venue capacity multiplier.

A function room is an area of a licensed premises set aside at all times for the exclusive use of patrons who have booked a function to be held in that area and which is attended only by those persons or their guests.

Where a function room is specified on your licence and the supply of alcohol in that room is not authorised after 1am, the patron numbers for the function area will be excluded from the venue capacity multiplier unless you pay compliance history risk fees. If approved, the function room and relevant patron numbers will be endorsed on your licence and you will only be authorised to supply alcohol in the function room up to 1am.

Areas used for accommodation that are not available to the public and specified on your licence will be excluded from the venue capacity multiplier.

There is no fee to lodge this application.

Applicant details

Name/s of licensee (person/partnership/company/body corporate/club)

[Text box]

Licence number

[Text box]

Australian Business No. (ABN) Australian Company No. (ACN)

[Text boxes]

Details of each individual, each partner, each director, or each executive committee member (please attach an extra sheet of paper if necessary)

Name

[Text box]

Position held

[Text box]

Residential address

[Text box with Postcode label]

Name

[Text box]

Position held

[Text box]

Residential address

[Text box with Postcode label]

Name

[Text box]

Position held

[Text box]

Residential address

[Text box with Postcode label]

Name

[Text box]

Position held

[Text box]

Residential address

[Text box with Postcode label]

Contact details

Business hours contact details for you/your representative

Contact name

[Text box]

Daytime telephone number

[Text box]

Fax number

[Text box]

Postal address

[Text box with Postcode label]

Email

[Text box]

Privacy - Liquor Licensing 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.

Premises details

Premises/Trading name (i.e. registered business name)

Street address

Postcode

Postal address (for service of notices if different from street address)

Postcode

Premises email

Function room details

During what hours will liquor be supplied in the function room(s)?

What is the maximum patron capacity in the function room(s)?

Accommodation area details

What is the maximum patron capacity of the accommodation area?

Signature/s of applicant/s

I/we certify that the information contained in this application is true and correct.

Date

Name

Date

Name

Date

Name

Date

Name

Other application requirements

1. A plan of the premises

If the function room(s) / accommodation area are not clearly shown and labelled on the current plan of your licensed premises, you must provide a copy of an updated plan.

2. Maximum patron capacity

The following documents are required to assist the Commission in determining a maximum patron capacity:

- **a report from a registered building surveyor stating:**
 - the area in square metres available to the public for the whole of the internal premises (excluding toilets, passageways and the like) and (if applicable) for any external areas such as courtyards or decks, and
 - the number of patrons that may be accommodated on the internal premises and (if applicable) on any external areas of the premises based on a ratio of 0.75 sq m per person. The basis of the calculations must be included in the report, and
 - a separate calculation of the number of patrons that may be accommodated in the function room based on a ratio of 0.75 sq m per person.

If the planning permit or certificate of occupancy includes a reference to patron numbers you should also provide a copy of these documents.

Note: This form cannot be used to apply for a variation to the boundaries of the licensed area or an increase to the maximum patron capacities endorsed on the licence. To apply for these changes you must complete an 'Application for variation to an existing licence or permit' form that can be downloaded from our website at vcglr.vic.gov.au.

How to lodge this application and accompanying documents

By post to:

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

In person to:

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

By email:

contact@vcglr.vic.gov.au

What happens next

If the requested reductions in trading hours or patron numbers are approved, the conditions on your licence will be amended and an updated copy of your licence will be sent to you.

You must lodge this form by **31 December** if you wish to have the reduction in trading hours or patron numbers applied to the calculation of renewal fees for the following year. You will receive a replacement invoice for the new renewal fee amount if your request is approved.

Note: If you wish to increase your hours or patron numbers or change your category of licence you need to submit an 'Application for variation to an existing licence or permit'. Application forms can be downloaded from vcglr.vic.gov.au.