

BYO permit (party buses)

This kit contains all the forms and related materials required to apply for a BYO permit for party buses in Victoria.

Contents:

1. Useful information and definitions
2. Lodgement checklist
3. Application form – BYO permit (party buses)
4. Questionnaire
5. Declaration of associates
6. Management Plan
7. Code of Conduct
8. Companion guide:
 - ‘Code of conduct for party bus operators’

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

How to apply

This is an interactive PDF form which allows you to:

- complete the form using a computer or tablet
- save your progress and continue at a later time
- print the completed form to sign and return.

You are still able to print the form and complete it by hand if you prefer.

This form has been designed to be completed using the free Adobe Acrobat Reader software. To download this free software, [please visit the following link](#) or search for the free “Adobe Acrobat Reader” on your devices app store.

This form may not function as intended if you use any other software.

Send application to:

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

or lodge in person at:

Level 3, 12 Shelley Street
Richmond Vic 3121

or via email to:

contact@vcglr.vic.gov.au

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

Privacy

The Victorian Commission for Gambling and Liquor Regulation (the VCGLR) is committed to protecting the privacy of your personal information. The VCGLR endorses fair information handling practices and uses of information in compliance with its obligations under the *Privacy and Data Protection Act 2014 (Vic)*. Personal information collected from you is only used for the purposes of the application for the licence or permit and Acts administered by the VCGLR.

Personal information is not disclosed to third parties unless required or authorised by law, or with your consent. As part of the application process information provided may be forwarded to and retained by Victoria Police.

Useful information and definitions

BYO permit (party buses)

BYO permit for party buses

BYO permit authorises liquor to be consumed on a 'party bus'.

Application fee

The application fee must be paid at the time of application. If your application is granted, the renewal fee for the following year is due annually on 31 December, irrespective of when the licence is granted. A renewal notice will be issued prior to this date detailing how to make payment to the State Revenue Office and the cost. There is no GST payable on this fee. Please refer to the liquor licence fees fact sheet for current details. The fee can be paid by cheque, money order or credit card. Cheques and money orders are to be made payable to Victorian Commission for Gambling and Liquor Regulation.

Declaration of associates

The purpose of the declaration of associates form is to identify an applicant's associates. The application must be accompanied by completed declaration of associates form(s).

- If the applicant is an individual, the individual must complete the form.
- If the applicant is a partnership, each partner must complete the form separately.
- If the applicant is a body corporate, the body corporate must complete the form advising of its associates and each director of the body corporate must complete this form separately.

Current and Historical Company Extract – company applicants only

If you are applying for a licence in the name of a company you are required to provide a Current and Historical Company Extract from the Australian Security and Investments Commission (ASIC). Current and Historical Company Extract identifies the type, status, registered address, roles within the organisation, share structure, members and charges and documents lodged (current and historical) of organisations registered with ASIC.

When making a search application to ASIC, ensure that you specify that you require a Current and Historical Company Extract and not a Current Company Extract. A Current and Historical Company Extract identifies both current and historical information about the applicant, while the Current Extract identifies only current information.

You can purchase a Current and Historical Company Extract from the ASIC website at asic.gov.au.

Incorporated association information

If you are applying for a licence in the name of an incorporated association you must provide the certificate of incorporation, rules and minutes of the most recent meeting confirming the committee members.

Body corporate definition

A body corporate is an organisation which has a separate legal status to its members (i.e. it can own property, sue and be sued, and enter into contracts in its own name). Examples of body corporates include companies, incorporated associations, incorporated partnerships, municipal councils, co-operatives, government agencies and institutions. Unincorporated clubs/associations and unincorporated partnerships are not body corporates. A minimum of one director must reside in Victoria unless a proposed nominee has been nominated.

Nominee definition

A body corporate may apply to the VCGLR for the approval of a person to be the nominee of the applicant. Once approved, the nominee then becomes liable as if he or she were the licensee or permit holder. The nominee will cease being a nominee if he or she ceases to manage or control the licensed premises. Where this occurs, the licensee or permit holder needs to notify the VCGLR within 14 days. The nominee must reside in Victoria.

Lodgement checklist

BYO permit (party buses)

This checklist details the documents required to accompany 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 tick that you have provided all the required documents with lodgement of your application

Application form

Please ensure:

- all fields on the application form are completed
- the nature of the business is detailed, clearly demonstrating why a liquor licence is sought
- the application form is signed and dated by the applicant
- that correct fees are attached, as detailed in the 'Liquor licence fees' fact sheet.

Management plan form

Complete in full all fields in the management plan form.

Code of conduct (if applicable)

If developing your own code of conduct please submit a copy.

Questionnaire

Each person listed on the application, including any nominee, must complete a 'Questionnaire' attached in this application kit. For companies, partnerships or clubs, questionnaires are required from each director, partner or executive committee member respectively. Questionnaires will only be accepted if they are dated within the last three months.

Declaration of Associates

The declaration of associates form attached within this application kit must be completed by each of the following:

- If the applicant is an individual, the individual must complete the form.
- If the applicant is a partnership, each partner must complete the form separately.
- If the applicant is a body corporate, the body corporate must complete the form advising of its associates and each director of the body corporate must complete this form separately.

Business name certificate

A business name certificate is required if an individual or partnership is applying for a liquor licence, or if the trading name of the business registered with Australian Securities and Investment Commission (ASIC) is different to the company's name or incorporated club's name. A copy of the business name certificate from ASIC is required. To register your business name, go to the ASIC website at asic.gov.au for further information.

Current and Historical Company Extract

A Current and Historical Company Extract is required if a company is applying for a liquor licence. A Current and Historical Company Extract can be purchased from the ASIC website at asic.gov.au. Refer to the 'Useful information' section for further information.

Incorporated association information

If you are applying for a licence in the name of an incorporated association you must provide the certificate of incorporation, rules and minutes of the most recent meeting confirming the committee members.

How to lodge this form

By post

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

In person

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

By email

contact@vcglr.vic.gov.au

What happens next

If your application is accepted, you will be emailed or sent an acknowledgement letter. This will confirm that the VCGLR has received your application and outline any further information required and the date by which it must be submitted. Once the VCGLR has received all required information and documents, your application will be determined.

You will be advised of the outcome in writing.

Application

BYO permit (party buses)

Liquor Control Reform Act 1998

OFFICE USE ONLY

v18-07

Date rec'd / /

Receipt no. _____

File no. _____

1. Details of premises

Trading name of business*
(as stated on your certificate of registered business name)

* Please tick that you have attached a copy of your business name certificate from ASIC as it is required to finalise processing of your application (see lodgement checklist for further information)

Street address of premises for the BYO permit

Postal address of premises
(for service of documents if different from street address)

Premises email

Correspondence may be sent by email. Please mark the box if you DO NOT wish to receive correspondence by email.

2. Applicant details

Type of applicant (tick one box)

Person Partnership Company Club

Australian Business Number (ABN)*

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

Australian Company Number (ACN)**

Contact name (business hours contact details)

Daytime telephone number (business hours contact details)

Email address

Mobile telephone number (business hours contact details)

Correspondence may be sent by email. Please mark the box if you DO NOT wish to receive correspondence by email.

Give details of each person, partner, director or executive committee member who is part of this application (if more than four people, attach a separate page which lists all names and addresses).

Each individual listed below will need to complete a 'Questionnaire', which forms part of this application.

Full name	Residential address	Position held / Relationship to applicant (i.e. director etc.)

*ABN is a unique identifier issued by the Australian Business Register which is operated by the Australian Tax Office.

**ACN is a unique nine-digit number issued by the Australian Securities and Investments Commission to companies.

3. Nominee details – body corporate only (body corporate can be companies, incorporated associations, incorporated partnerships, municipal councils and co-operatives)

A body corporate may apply for approval of a person as nominee of the applicant. The nominee must complete a 'Questionnaire'.

Name of proposed nominee*

Please refer to the 'Training for licence applicants' fact sheet to determine if the nominee requires new entrant and/or RSA training.

* Once approved, the nominee then becomes liable as if he or she were the licensee or permit holder. Please refer to the 'Definitions' section.

4. Authorised representative

The applicant can authorise a person or an organisation (such as a legal representative) to access and discuss details about this application.

Daytime telephone number

Do you want an authorised representative to make enquiries and provide information on your behalf regarding this application?

Mobile telephone number

NO

Postal address for service of documents

YES – please provide details below

Contact name

Organisation name

Email address

Correspondence may be sent by email. Please mark the box if you DO NOT wish to receive correspondence by email.

5. Nature of the business

Provide details of the nature of the business you are intending to conduct and the purpose for which the BYO permit is sought.

Describe the nature of the bus trip and services provided (i.e. Is the purpose to transport patrons between licensed premises, or is alcohol consumed mainly on the bus, with no or few stops during the trip?)

Please provide the website address used to advertise your business and services (alternatively, please submit brochures or any other promotional material)

Do you intend to adopt the example Code of Conduct provided on the VCGLR website, or use your own code? (If adopting your own code, please submit a copy)

Note: If you intend to create your own Code of Conduct, it should contain the minimum standards outlined in the example Code of Conduct on the website. You are free to include additional rules or requirements in your code if you wish to do so.

6. Route and destinations

Do you intend to operate in any of the following areas?

Melbourne CBD
 Fitzroy Street, St. Kilda
 around Brunswick and Smith Street, Fitzroy
 around Chapel Street, Prahran
 Frankston
 Geelong CBD
 Traralgon
 Ballarat CBD

Bendigo
 Warrnambool
 Shepparton

List any other suburbs/areas in which the bus or buses will operate:

Please provide details of any licensed premises you regularly visit during tours (attach an extra sheet of paper if necessary).

Full name	Address	Postcode

7. Trading hours

Please indicate the days and hours that you wish to supply liquor:

Please indicate the average duration of each trip:

Signature by applicant

This application must be signed by the applicant if the applicant is:

A person –
That person

A company –
One director of the company

A partnership –
All partners

A club –
One committee member

I/ we declare/certify that:

- the information contained in this application, including attachments is true and correct.
- if a body corporate applicant, I am authorised to sign this application on behalf of the body corporate.

Signature:

Date (dd/mm/yyyy):

Signature:

Date (dd/mm/yyyy):

Print name and position:

Print name and position:

Signature:

Date (dd/mm/yyyy):

Signature:

Date (dd/mm/yyyy):

Print name and position:

Print name and position:

It is an offence under section 118 of the *Liquor Control Reform Act 1998* to make a statement that is false or misleading in relation to this application. An offence under section 118 of the *Liquor Control Reform Act 1998* carries a maximum penalty of 60 penalty units.

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Questionnaire

*Liquor Control Reform Act 1998***OFFICE USE ONLY**

v17-10

Date rec'd / /

File no. _____

The following information is required from each applicant for a liquor licence or permit. If the application is from a company, partnership or club, a questionnaire is required from each director, partner or executive committee member. If a nominee is to be appointed, then he or she is also required to provide the following information.

Important information you must read and note before completing this form

The information supplied on this form to the Victorian Commission for Gambling and Liquor Regulation (the Commission) will be disclosed to Victoria Police as part of your application under the *Liquor Control Reform Act 1998* (the Act).

Victoria Police will use the information you supply to make an informed decision on whether to object to your application on the grounds that you or anyone named on this form are not suitable to be involved directly or indirectly in the sale of liquor.

Please Note:

- Complete all sections of this form in **BLOCK CAPITALS ONLY**.
- If you require any help in completing this form, assistance can be obtained from a legal practitioner or liquor consultant.
- Failure to provide requested information (no matter how minor) may be detrimental to the outcome of your application.
- Having a criminal record in itself may not prevent you or a body corporate you are involved with from being successful with your application.
- It is a criminal offence under Section 118 of the Act to provide false or misleading statements.
- This form is to be completed and dated no more than three months prior to your application being submitted.

Personal information

Surname:

First name:

Middle name(s):

Date of Birth (dd/mm/yyyy):

Gender: Male Female

Residential address**Contact details**

Daytime telephone number Mobile telephone number

Business telephone number Fax number

Email address

Drivers licence number

If you do not hold a drivers licence, please provide details of another form of photo identification

State of issue

Business address**Business details**

Name of business

Details of any other person who will, or is likely to directly or indirectly have a management role or exercise control over the business.

Surname:

First name:

Middle name(s):

Date of Birth (dd/mm/yyyy):

Gender: Male Female

continued over the page

Business details *continued*

Surname:

First name:

Date of Birth (dd/mm/yyyy):

Gender: Male Female

If you require further space, please photocopy this section and attach it to the questionnaire.

Criminal and other proceedings history

Have you ever been convicted of any offence in Australia or overseas? (*not including traffic offences*)

NO YES *provide details in the history detail section*

Have you been found guilty of any offence in Australia or overseas? (includes findings without conviction and good behaviour bonds) (*not including traffic offences*)

NO YES *provide details in the history detail section*

Have you ever been the subject of a diversion order?

NO YES *provide details in the history detail section*

Do you have any charges pending against you? (*not including traffic offences*)

NO YES *provide details in the history detail section*

Have you ever been charged with drink driving or driving whilst disqualified?

NO YES *provide details in the history detail section*

Has the Commission (or prior to 6 February 2012, the Director of Liquor Licensing or VCAT) previously made a finding that you were unsuitable under the Act?

NO YES *provide details in the history detail section*

Have police previously objected to your suitability in an application under the Act?

NO YES *provide details in the history detail section*

Have you, or have you been a director or a nominee of a body corporate and been found guilty of an offence under the Act?

NO YES *provide details in the history detail section*

Have you, as an individual received an infringement notice, or been a director or nominee of a body corporate that has received an infringement notice under the Act?

NO YES *provide details in the history detail section*

Have you been a director, nominee of a licensee, or a person who was concerned in or who took part in the management of licensed premises, that was the subject of a disciplinary action under the *Victorian Commission for Gambling and Liquor Regulation Act 2011* or a disciplinary hearing (VCAT) under the *Liquor Control Reform Act 1998*?

NO YES *provide details in the history detail section*

Has a licensed venue where you have been a director, nominee or licensee incurred liquor licence demerit points?

NO YES *provide details in the history detail section*

History details

If you have answered yes to any of the questions under the criminal and other proceedings history section, please provide full details below:

Date (dd/mm/yyyy):

Court:

Offence:

Result:

Date (dd/mm/yyyy):

Court:

Offence:

Result:

If you require further space, please photocopy this section and attach it to the questionnaire.

Personal bankruptcy

Are you currently insolvent or under administration?

NO YES *provide full details*

Have you ever been declared bankrupt? *provide full details*

NO YES *provide full details*

Please ensure this form is completed in full, as incomplete, or partially completed forms may require you to submit a further questionnaire and will delay your application.

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.

Signature of applicant:

Date (dd/mm/yyyy):

Name of applicant:

Declaration of associates

Liquor Control Reform Act 1998

OFFICE USE ONLY

v19-01

Date rec'd / /

File no. _____

Directions for completing the form

This is an interactive PDF form which allows you to:

- complete the form using a computer or tablet
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This form may not function as intended if you use any other software.

Who should complete this form?

If the applicant is a **body corporate**:

- the body corporate must complete PART A: Declaration of associates – Body corporate (only) (page three).
- each director of the body corporate must also complete a separate PART B: Declaration of associates – Individual/s (pages four and five).

If the applicant is an **individual**:

- the individual must only complete PART B: Declaration of associates – Individual/s (pages four and five).

If the applicant is a **partnership**:

- each partner must complete a separate PART B: Declaration of associates – Individual/s (pages four and five).

Examples:

Where the applicant is a body corporate:

1. ABC Pty Ltd is applying for a restaurant and café liquor licence. There are two directors, John Smith and Jane Smith.
2. ABC Pty Ltd completes PART A: Declaration of associates – Body corporate (only).
3. John Smith and Jane Smith both complete separate PART B: Declaration of associates – Individual/s.

Where the applicant is an individual:

4. John Smith is applying for a BYO permit.
5. John Smith only needs to complete PART B: Declaration of associates – Individual/s.

Where the applicant is a partnership:

6. John Smith and Jane Smith are applying for a pre-retail liquor licence and have entered a partnership agreement.
7. John and Jane Smith both complete separate PART B: Declaration of associates – Individual/s.

Where the applicant is an Associated Incorporation:

1. ABC Inc is applying for a Full Club liquor licence. There are 4 Executive Committee members, John Smith, Jane Smith, Tony Smith and Carl Smith.
2. ABC Inc completes PART A: Declaration of associates - Body Corporate (only).
3. John Smith, Jane Smith, Tony Smith and Carl Smith complete separate PART B: Declaration of associates - Individual/s.

Definitions - Associate

Before completing this declaration, please ensure that you read and understand the explanation of what is meant by “associate”.

Section 3AC of the *Liquor Control Reform Act 1998* (“the Act”), defines an associate as

1. For the purposes of this Act, an associate of a person (the “first person”) 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 (whether in right of the person or on behalf of any other person) in any business of the first person 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



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PB-1901-10v6k

- b). a person who is or will be a director, whether in right of the person or on behalf of another person, of any business of the first person involving the sale of liquor; or
- c). if the first person is a natural person, a person who is a relative of the first person, other than a relative -
 - i. who is not, and has never been, involved in any business of the first person involving the sale of liquor; or
 - ii. who will not be involved in the business the first person proposes to conduct as a licensee or permittee.

Definitions - Associate (cont'd)

4. In this section-

“relative”, in relation to a person, means-

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

“relevant financial interest”, in relation to a business involving the sale of liquor, means-

- a). any share in the capital of the business; or
- b). 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.

Please note: Further to the above, a person who is or will be able to exercise a significant influence over includes a shareholder owning 10 percent or more of the shares of any business of the first person involving the sale of liquor.

Definitions - Body Corporate

A body corporate is an organisation which has a separate legal status to its members (i.e. it can own property, sue and be sued, and enter into contracts in its own name).

Examples of body corporates include companies, incorporated associations, incorporated partnerships, municipal councils and co-operatives.

Unincorporated clubs/associations and unincorporated partnerships are not body corporates.

The director of a body corporate includes –

- any person occupying or acting in the position of director of the body corporate, by whatever name called (including partner, office holder, chief executive officer, executive committee member) and whether or not validly appointed to occupy or duly authorised to act in the position; and
- any person in accordance with whose directions or instructions the directors of the body corporate are instructed to act.

Please note that Directors of a Council, university or TAFE institute are not required to complete a declaration.

Who should be declared as an associate?

Examples of persons who may be captured as associates include, but are not limited to, the following:

- each director, public officer, secretary, chief executive, chief financial officer, committee member of a body corporate.
- shareholders who are able to exercise a significant influence over or with respect to the management or operation of any business of the applicant/director of the body corporate involving the sale of liquor.
- where the applicant is a trustee of a trust, associates may include trust unit holders or beneficiaries who, by virtue of the Trust Deed, have voting rights enabling them to remove or change the trustee, or to influence decisions of the trustee.



PART A: Declaration of associates - Body Corporate (only) to complete

NOTE: Individuals, partnerships and directors of a body corporate are not required to complete this part. Please proceed to **Part B**.

1: Name of body corporate making declaration

2: Businesses involving the sale of liquor

Provide details of all businesses that the body corporate has that involve the sale of liquor (including the business which is the subject of this declaration).

Business name/ Company name	Type of business	Registered address	ACN/ABN

3: Declaration of associates - Relevant financial interest/relevant power and significant influence or director

For each business listed above in question two, provide details of all individuals who are associates. This includes:

- directors (either in their own right or on behalf of another person) of the business.
- individuals that hold a relevant financial interest in the business AND is/will be able to exercise a significant influence over the management or operation of the business.
- individuals that will be entitled to exercise any relevant power in the business (either in their own right or on behalf of another person) AND is/will be able to exercise a significant influence over the management or operation of the business.

Name of individual	Residential address	Date of birth (dd/mm/yyyy)	Business name/ (as listed in Part 2)	Tick if also a director of this business

4: No associates to declare (if applicable)

I have read the definition of associates and confirm that the body corporate has no associates as defined in the *Liquor Control Reform Act 1998*.

Signature/declaration of person/body corporate who is making this declaration

I declare that:

- the information contained in this form is true and correct
- if a body corporate is making this declaration by declaring its associates, I am authorised to sign this application on behalf of the body corporate.

Name:

Position (if body corporate):

Signature:

Date (dd/mm/yyyy):

PART B: Declaration of associates - Individual/s to complete

NOTE: Directors of the body corporate in PART A, applications in an individual's name and all members of a partnership need to complete this form. Please refer to the 'Who should complete this form' section on page one.

1: Name of individual completing this declaration

2: Relationship to applicant (for example director of body corporate)

3: Businesses involving the sale of liquor

Provide details of all businesses that you have an interest in, that involve the sale of liquor (including the business which is the subject of this declaration).

Business name/ Company Name	Type of business	Registered Address	ACN/ABN

4: Declaration of associates - Relevant financial interest/relevant power and significant influence or director

If you are part of a body corporate completing this form, the directors that are part of that body corporate do not need to be listed below. For every business you are involved in listed above in question three, provide details of all individuals who are associated with those businesses. This includes:

- directors (either in their own right or on behalf of another person) of the business
- individuals that hold a relevant financial interest in the business AND is/will be able to exercise a significant influence over the management or operation of the business
- individuals that will be entitled to exercise any relevant power in the business (either in their own right or on behalf of another person) AND is or will be able to exercise a significant influence over the management or operation of the business.

Name of individual	Residential address	Date of birth (dd/mm/yyyy)	Business name/ (as listed in Part 3)	Tick if also a director of this business

5: Declaration of associates - Relatives

Please refer to the definition on page one of this form prior to completing this section.

Name	Residential address	Date of birth (dd/mm/yyyy)

6: No associates to declare (if applicable)

I have read the definition of associates and confirm that I have no associates as defined in the *Liquor Control Reform Act 1998*.

Signature/declaration of individual who is making this declaration

I declare that the information contained in this form is true and correct

Name:

Date (dd/mm/yyyy):

Signature:

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Liquor licensing plan

Liquor Control Reform Act 1998

OFFICE USE ONLY

v16-03

Date rec'd / /

Receipt no. _____

File no. _____

Party bus operators applying for a BYO permit must submit a management plan to the Victorian Commission for Gambling and Liquor Regulation.

Please complete the following fields and lodge the management plan with your BYO permit application form.

Bus and patron capacity

How many seats are there on the bus?

What is the maximum number of patrons you allow on each trip?

Facilities and services

Does the bus have a toilet on-board?

YES

No – Give details of how you will provide patrons with access to public toilets

Please give details of any special equipment you intend to use on the bus (e.g. audio equipment to play amplified music, special lighting, smoke machine, etc.)

Please give details of any special entertainment provided on the bus (e.g. live music or dancing, karaoke, etc.)

Security and control

How do you ensure that patrons are of or above the age of 18 years?

What risk management strategies do you adopt when accompanied minors are on board?

What is the employee-to-patron ratio for each trip? (do not include the bus driver)

employees per patrons

Managing patron behaviour

Do you employ a host to manage patrons' behaviour and alcohol consumption?

No YES

Is the host present throughout the entire trip?

No YES

What risk management strategies do you adopt to manage patron behaviour?

What risk management strategies do you adopt to manage intoxicated patrons?

How do you ensure that patrons do not take alcohol off the bus during the trip?

Privacy – the Victorian Commission for Gambling and Liquor Regulation 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.



Victorian Commission for
Gambling and Liquor Regulation

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Please describe how your risk management practices ensure you meet responsible service of alcohol principles.

How do you ensure that patrons embark and disembark from the bus in a safe and orderly manner?

Are any of the pick-up or drop-off points near private residences?

NO

YES – How will you ensure that patrons do not cause a disturbance (e.g. how do you prevent excessive noise, littering, congregating in public places, etc.)?

How will you ensure that patrons have access to public transport (e.g. train, tram, bus, or taxi)?

Travel area and arrangements

Please provide addresses of pick-up and drop-off points (if there are more than five, please attach a separate sheet)

Pick-up point	Address
1	
2	
3	
4	
5	

Drop off point	Address
1	
2	
3	
4	
5	

Please outline your knowledge of the local laws operating in the area/s in which you will be travelling

Arrangements with licensed premises

Please describe any contracts or other arrangements you have with licensed premises (e.g. free entry, discounted entry prices, or discounted drink prices for patrons)

This page intentionally left blank.



Victorian Commission for Gambling and Liquor Regulation

Liquor licensing code of conduct

Party bus operators

This Code of Conduct outlines the minimum standards of behaviour that the Victorian Commission for Gambling and Liquor Regulation expects of party bus operators and patrons. Party bus operators may choose to include additional requirements that are appropriate to their own business.

This code applies only to party bus operators who hold a BYO permit. Party bus operators who hold a licence to supply alcohol on board must meet different requirements under the *Liquor Control Reform Act 1998*, and should adopt a Code of Conduct that complies with the conditions of their licence.

Responsibilities of patrons

Patrons boarding the bus:

- must produce proof of age documentation at the time of pick-up
- must not take alcohol off the bus during the course of the trip
- must not, at any stage while travelling on or disembarking from the bus:
 - behave in a manner likely to distract the driver of the bus
 - urinate in a public place—including a street, lane, alleyway or doorway
 - litter—including empty drink containers, food wrappings or cigarette butts
 - vandalise property, the bus, or another vehicle
 - make excessive noise
 - bring, consume or distribute illegal drugs
 - behave in a violent or aggressive manner
 - behave in an indecent or offensive manner
- must comply with a direction by a police officer or gambling and liquor inspector, including a direction to produce proof of age documentation.

Offences

Under the *Summary Offences Act 1966*, it is an offence to be drunk or drunk and disorderly in a public place.

In addition, the *Liquor Control Reform Act 1998* prohibits:

- underage drinking
- antisocial behaviour in and around licensed premises
- disturbance of the neighbourhood amenity
- refusing a direction by a police member or gambling and liquor inspector

Patrons who do not comply with the *Liquor Control Reform Act 1998* may be guilty of an offence and issued an infringement notice or be ordered by a court to pay a fine.

Responsibilities of the party bus operator

The operator of the party bus will promote the responsible behaviour of patrons, including the responsible consumption of alcohol. To meet this requirement, the operator will comply with the following:

- If visiting licensed premises during the trip, notify the owners beforehand of the date, approximate time and number of patrons who will be attending.
- Avoid entering into any agreements with licensed venues that encourage irresponsible consumption of alcohol.
- Display the BYO permit in a prominent place on the bus.
- Display the following signs, approved by the Victorian Commission for Gambling and Liquor Regulation, in a prominent place on the bus:
 - Unruly Behaviour
 - Fines for Supplying Alcohol to Minors.
- Provide the hirer with a copy of the Code of Conduct at the time of booking and make the code available on the website.
- Keep a copy of the Code of Conduct on the bus, and make a verbal announcement about patron responsibilities and prohibited behaviours at the commencement of the trip.
- Check each patron's proof of age documentation and refuse entry to minors unless accompanied by a parent, guardian, spouse or responsible adult.
- If stopping at one or more destinations during the trip, remove any alcohol still remaining at the first venue stop, place it in the storage area under the bus, and return it to patrons at the end of the trip.
- If stopping at licensed premises during the trip, inform staff members or crowd controllers about any patrons who appear to be intoxicated.
- Monitor the amount of alcohol consumed and attend to any patron who appears to be intoxicated by:
 - asking the patron to remain on the bus with a 'buddy' to sober up
 - arranging a taxi for the patron, if practicable.
- Take all reasonable steps to ensure that patrons do not cause a public nuisance—for example: littering, making excessive noise, congregating in a public place, or behaving in an offensive or indecent manner.
- Take all reasonable steps to ensure that pick-up and drop-off points provide easy access to public toilets and public transport (e.g. train, tram, bus or taxi).
- Take all reasonable steps to ensure that patrons do not take alcohol off the bus during the trip.
- Familiarise yourself with the local laws operating in the areas in which you will be travelling.
- Allow a police officer or gambling and liquor inspector on board to carry out their functions under the *Liquor Control Reform Act 1998*.

Offences

The *Liquor Control Reform Act 1998* prohibits behaviour including:

- allowing patrons to bring or consume alcohol on the bus in a designated area between 8pm and 5am without a BYO permit
- permitting underage drinking
- refusing a direction by a police officer or gambling and liquor inspector.

A party bus operator who does not comply with the *Liquor Control Reform Act 1998* may be charged or issued with an infringement notice.

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.