

Instructions to apply for an outdoor temporary limited licence

The VCGLR has introduced a streamlined approach towards licensing outdoor areas as a result of government directions encouraging the use of outdoor spaces by the hospitality industry.

This approach relates to applications for temporary limited licences for areas that existing licensees have received permission from the local council to use for the purposes of outdoor dining.

All applications must be made by permanent liquor licence holders, and only authorise the supply of liquor when patrons are seated and food is available for purchase.

This is a step by step instruction guide to assist you in applying for an outdoor temporary limited licence.

Note: The content on the applications system states limitations that do not apply in this situation, for example limiting to a small number of events. This would normally apply, however due to present circumstances they do not when applying for outdoor trading in this circumstance. Due to the need to implement this approach as quickly as possible changes to the system that recognise this have not been made.

Prior to starting your application, you should ensure you have the below documents from your local council. Incomplete applications will be returned.

1. Written permission from your local council authorising you to use the outdoor area (this may be a permit, licence, or letter provided by council).
2. A plan of the outdoor area endorsed by your local council (this can be part of the written permission under item 1).
3. Specified trading hours from your local council (this may be part of the written permission under item 1).

Step one: Open the online temporary limited licence application portal ([link](#))

Step two: Click the “Apply now” button as highlighted in the image below:

YOU MUST ALLOW A MINIMUM OF SIX WEEKS FOR YOUR APPLICATION TO BE DETERMINED

Applications placed by relevant existing licensees in response to COVID-19 may be processed within 72 hours – refer to our website for more details

Please note: this portal is for applications for temporary limited liquor licences only. If you are an existing restaurant and cafe or on-premises licensee applying for a temporary limited licence, please ensure you read the [Coronavirus \(COVID-19\) information for licensees](#).

- Please read the [Temporary limited licence fact sheet](#) before beginning your application. In many cases if you are supplying liquor free of charge, with no money promised or indirectly paid, you do not require a licence.
- If your event may be attended by 5,000 or more people, you need to complete an [Application for a major event](#) licence form.
- If your event is to be held outdoors, as part of your application you will need to upload a plan of your site with the proposed area to be licensed outlined in red. [Plans for temporary limited licences fact sheet](#) (PDF, 125 KB).
- Payment for online applications is by credit card only (Visa, Mastercard, Amex).
- Applications can only be accepted for events within the next nine months.
- Responsible Service of Alcohol (RSA) is a compulsory aspect of all licences to ensure a safe, enjoyable environment in the licensed premises.
- All information submitted via this portal is encrypted and secure.
- Please ensure you have all information required before starting as there is no provision to save during the application process.
- The VCGLR 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*.
- An application for a temporary limited licence may not be granted where the applicant has already applied, or is in the process of applying, for a permanent licence and the intended supply of liquor is the same for both applications.

[Apply now](#) or return to the [VCGLR website](#)

The below screen will appear.

rand, City of City of Melbourne, City of Melbourne or Starring. For further information see [Ministerial Directions and Guidelines](#).

Acknowledgement

I acknowledge that the above information has been read


Existing Application

Do you currently have an application for a permanent liquor licence (new/variation/transfer) with the VCGLR?

No Yes

First Event Date

Date of the first event:

25/9/2020 


Venue Permission

Is the event on public land?



No Yes

Do you have the permission to use public land from the local council or other relevant authority?

No Yes

I'm not a robot  reCAPTCHA
Privacy - Terms

Navigation

Cancel  Continue 

Step three: Complete the following steps:

- read the content at the beginning of the page and then click the “Acknowledgement”
- click “No” on the box regarding existing applications
- enter the first date you wish to supply liquor in the outdoor area
- Under “Venue permission”, click “Yes” if the land being used is public (owned by the local council) and then “Yes”. You must have permission to use the land.
- Click the “I’m not a robot” button and, if required, solve the captcha.
- Click Continue

Step four: Click “Yes” and then enter your licence number. If you do not do so assessment of your application will be delayed. After this, click continue.

Current Victorian Liquor Licence



Do you already hold a current Victorian liquor licence or BYO permit:

Yes

Premises Name or Licence Number:

Please note the grant of a temporary licence cannot override any conditions that exist on your permanent licence.

Navigation

Cancel  Continue 

Step five; Select the licensee of the permanent licence that is most relevant, and then confirm that you are either a director or the individual.

The screenshot shows two sections of a web form. The first section, titled "Applicant Selection", contains the instruction "Please select one of the licensees to be the nominated applicant." Below this is a "Licensees:" label and a dropdown menu with a downward arrow. The second section, titled "Approval", contains the question "Are you a Director of the Licensee (Company, Body Corporate or Organization)?" and two radio buttons labeled "NO" and "YES".

Step six: As shown below, this page will auto-fill with details we have on record. Please fill in any gaps and check all information is correct. If you find incorrect information, please update this.

Select the relationship you have to the applicant and then click continue.

The screenshot shows the "Contact Details" section of a web form. It contains several input fields: "Surname:" with the value "John", "Firstname:" with the value "Doe", "Address:" (empty), "Suburb/Postcode:" with the value "3000 MELBOURNE (VIC)", "Telephone:" with the value "0404 404 404", "Email:" with the value "abc123@gmail.com", "Re-Type Email:" with the value "abc123@gmail.com", "Fax:" (empty), and "Relationship to applicant:" with a dropdown menu showing "Director". At the bottom, there is a "Navigation" section with "Back", "Cancel", and "Continue" buttons.

Step seven: Enter the details regarding the outdoor area. Please be as specific as possible when describing the location and ensure the address is correct. Click continue.

Venue Details

Specify location within venue which will be licenced:

Area out the front of premises

Venue Name:
Restaurant

Street Address:
Other address - specify details below

123 street

Suburb/Postcode:
3000 MELBOURNE (VIC)

Local Government Authority/Council:
MELBOURNE CITY

Please specify the location and venue details.
i.e. Rosana Room
Fountain Lakes Golf Course
100 Hopsons Road
Fountain Lakes

Navigation

Back Cancel Continue

Step eight: Select “Temporary extension of permanent licence”, and then click continue. This will allow you to provide the required information later in the application process. If you select another event type this may delay the assessment of your application.

Event Type

Temporary extension of permanent licence
A temporary licence to extend the trading hours or licensed area of a permanent liquor licence for a one-off event

Winery/Brewery related event
A temporary licence to supply beer, wine, cider or liquor produced by the licensee at food and wine events, markets and cellar doors

Point of sale at a sporting event
A temporary licence to supply liquor from a booth or other point of sale at a sporting event

Internet, mail orders, gift hampers
A temporary licence to allow the supply of liquor via the internet, mail order, gift hamper or wine drive fundraising

Other / One-off event
A temporary licence to supply liquor at a one-off event such as a wedding, birthday, trivia night, presentation, ball or fundraiser

Navigation

Back Cancel Continue

Step nine: As shown below, select No, No and then Yes. Please note that the trading hours in this policy are the lesser of what appears on your local council permit or your permanent licence, and extensions beyond this will not be granted.

General Information

Temporary extension of permanent licence

Please note if your seeking to trade past 1.00 am, The Commission will need a minimum of **50 days** to process the application as you will be required to display a public notice at the venue for 28 days and the application may be served on Victoria Police and/or Council for comment.

If you are in the following municipalities (City of Yarra, City of Port Phillip, City of Melbourne or Stonnington) and you seek to trade past 1am you will be required to demonstrate exceptional circumstances.

Please see below link for further information.

<http://www.vcglr.vic.gov.au/home/laws+and+regulations/policy/ministerial+directions+and+guidelines/>

Questions

Are you seeking an extension of hours?

Yes No

Is this licence for an event at your premises?

Yes No

Are you seeking an extension of your licensed area?

If yes, you will have to provide a plan of your red line area in the next step

Yes No

Scroll further down the page to the below section.

Event Occurrences

Please specify all event occurrences (maximum of 3).

Add Event

Date:

25/09/2020

Start Time:

9:00 AM

End Time:

11:00 PM

Patrons:

50

Additional Information:

- Please explain the nature of the event
- Please explain how the liquor will be supplied - in glasses, plastic or open cans

I would like to extend my outdoor area in which I can supply liquor.

Clear

Add

In this section, please add a date for the first day you intend to supply liquor. This event must be on the same day as the event date supplied earlier. You must include trading hours (these will appear on your council permit and permanent licence, please enter the lesser of these two). You must enter a patron capacity (this should appear on your council permit), and if this is below 50 it should be set to 50. Please be aware that any patron capacity endorsed on a licence does not override, or ensure compliance with, government regulations in regards to social distancing. If you do not include trading hours or a patron capacity, you will not be able to proceed in your application.

In the "additional information" section please explain that you are applying for an outdoor trading area. And then click the "Add" button.

After an event has been added press continue. The screen will ask you to confirm that the event is only for one (or however many you entered) events – please ignore this and click continue.

Step ten: Attach your permit/permission from council as well as the endorsed plan of the area in which you wish to supply liquor. Your council permit must contain trading hours. Click continue.

Attachments

Please attach all documents which might support the processing of your application (maximum of 10).

The following document types will be accepted (*.pdf, *.jpg, *.jpeg, *.png, *.bmp) and the maximum size for each document is 10MB.

You are required to supply

- a plan of your premises, please note the [requirements](#)

At least 1 attachment is required, but no more than 10 attachments are allowed.

Navigation

Step eleven: Once you have uploaded your documents you will be asked to complete a declaration. Please ensure you everything you have provided is accurate then submit your application.

Declaration

I declare that

- if an individual applicant, I am aged 18 years or over;
- if a body corporate, I am authorised to lodge this application on behalf of the body corporate;
- the information in this application and any attachments are true and correct;
- I understand that 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; and
- I understand that an offence under section 118 carries a maximum penalty of over \$8000
- I understand this information may be provided to Victoria Police or Local Council in order to assess the application
- I understand that staff involved in the sale and supply of liquor are required to hold a Responsible Service of Alcohol Qualification

Navigation

Once your application is submitted, we will endeavour to process your application within five business days. This period of time may be longer if further documents or information is required. If this is the case, the VCGLR will contact you.