# Instructions to apply for an outdoor temporary limited licence – public outdoor areas

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 at the bottom of the screen as highlighted in the image below:



The below screen will appear.



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.



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.



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.



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.



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.



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.



Scroll further down the page to the section titled “Event Occurrences”.



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.

Step ten: In the “additional information” section please explain that you are applying for an outdoor trading area. And then click the “Add” button.

* **If you are a BYO permittee, and in addition to the outdoor area you also wish to supply liquor within the red-line plan associated with your BYO permit, please indicate so at this stage.**

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 eleven: 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.



Step twelve: 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.



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.