

Liquor licence sheet

Temporary limited licence

This fact sheet sets out when a temporary limited licence will be required to supply liquor within Victoria.

A temporary limited licence authorises the licensee to supply liquor at the times and subject to the conditions specified in the licence.

For example a temporary limited licence may be granted:

- for the supply of liquor at one-off events or a series of one-off events
- to increase trading hours or the size of the licensed premises of an existing licensee for a particular one-off event.

In order to be granted a temporary limited licence, the Commission must be satisfied that the scale and scope of the supply of liquor is limited in nature.

Various ways in which the scale and scope of supply may be limited include the:

- range of products
- customers
- hours
- size of premises
- means of delivery.

A temporary limited licence is generally not required for private events where liquor will be supplied free of charge. A licence will always be required if the supply of liquor is contingent on the sale or purchase of some good or service. If liquor is being supplied through a catering company, the catering company will require a liquor licence. This is because the liquor is being purchased through the catering company.

If the premises hired for the private event is licensed (for example a licensed restaurant), then a temporary limited licence is not required. The licensee of that premises is responsible for ensuring that liquor is supplied in accordance with the conditions of its licence.

Even though you may not need a liquor licence for your event, you should register your event with Victoria Police through the partysafe initiative – police.vic.gov.au and let your local council know.

However, if the premises hired for the private event is unlicensed and falls within one of the below categories, then a temporary limited licence will be required:

- convenience store
- premises where meals are ordinarily served to the public for consumption on the premises
- premises occupied by a club
- premises where light refreshments and non-intoxicating drinks are sold to the public for consumption on the premises.

Common premises that would fall within the above categories would be an unlicensed restaurant, unlicensed boats that sell refreshments or an unlicensed football club. A function hall with a commercial kitchen would not fall within this category as the premises are not used “ordinarily” to serve food to the public.

Raffles

Where a raffle is conducted in such a way that each participant has a chance of winning a prize and one or more of those prizes are liquor, a liquor licence is not required. This is the common method of conducting a raffle. However, if a raffle is conducted on the basis that each participant wins a prize, and each prize is liquor, then a liquor licence may be required.

Examples of events where a temporary limited licence is not required:

- a private function being held at a town hall where liquor is supplied free of charge
 - e.g. birthday parties, weddings, christenings
- provision of complementary liquor at art galleries, retailers, schools or work places
 - provided the complimentary liquor is not contingent upon any purchase of goods or services.

Examples of events where a temporary liquor licence is required:

- events (such as exhibitions, awards nights) where complimentary liquor is provided, dependant upon financial membership
- retailers/galleries/companies offering complimentary liquor dependant upon the purchase of a good or service
- balls, award nights, fundraising events where the ticket price includes the supply of liquor
- private function being held at an unlicensed restaurant or sporting club where liquor is supplied free of charge.

If you are unsure as to whether you need a temporary limited licence for your event, please contact the VCGLR on 1300 182 457 or email contact@vcglr.vic.gov.au