

Major event

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

MEV-02/12

Date Rec'd / /

Receipt No. _____

File No. _____

This licence authorises the licensee to supply liquor in relation to a major event at times determined by the Victorian Commission for Gambling and Liquor Regulation (the Commission) and specified in the licence. You should complete this application if you intend to supply liquor at the venue or site of a major event, or in conjunction with a major event.

Definition of major event

If an event is likely to attract more than 5000 patrons and/or have a significant impact, the Commission may determine this event to be a major event. The Commission will take into account:

- required amount of effort or oversight by authorised persons;
- impact on provision and organisation of public transport and emergency services;
- impact on public safety or the amenity of the area or both.

For more information about the factors that are taken into account in determining whether an event is classified as a major event, refer to the fact sheet on www.vcglr.vic.gov.au.

About this application

Applications for a major event licence should be made at least **three months** before the event. A copy of your application may be given to Victoria Police and the relevant council. If an event management plan has been prepared, you should provide a copy **with** this application.

The Commission may request additional information before making a decision. Please refer to the document checklist on page 5 of this application for details.

Licence details (if applicable)**1. Do you currently hold a permanent Victorian liquor licence?**No ☐ Go to question 3.Yes ☐ Licence number Go to question 2.**2. If you are an existing licence holder, is there another application in progress relating to your premises, being either an application for a new permanent licence or a variation of an existing licence?**No ☐ Go to question 3.Yes ☐ Please do not continue with this application. For further information contact the Commission on 1300 182 457.**Applicant details****3. Name of applicant** (company, incorporated body or individual person)

ACN (if applicable)

ABN (if applicable)

Postal address

Postcode

Name of contact person

Daytime telephone number

Email

Fax number

If the applicant is a body corporate, provide details of all directors

Full name/s of director/s	Address	Date of birth



Associates

An applicant for a major event licence must provide the names, dates of birth and addresses of the applicant's associates. If the applicant is a body corporate, this should include associates of the directors. Before completing this application for a liquor licence, ensure that you read and understand the explanation of what is meant by 'associate' on the last page of this form.

☐ The applicant has no associates as defined in the *Liquor Control Reform Act 1998* (tick if applicable) OR

☐ The names of all the applicant's associates are:

4. Provide details of all associates. Please attach another sheet if necessary.

Full name	Residential address	Date of birth

Event details

5. Full name of event

6. Venue where you are supplying liquor

Venue name

Venue address

<input type="text"/>	Postcode
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7. Has this or a similar event been held previously?

No ☐ Go to question 8.

Yes ☐ When was the event last held?

Date/Year	Venue	Attendance number
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Dates and times

8. Please list the date and times you wish to trade.

Date/s	Trading hours	Date/s	Trading hours

Description of event

9. Provide a description of the event, indicating any entertainment/activities.

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Patrons

10. What is the maximum number of patrons that will attend the event?

11. Are tickets being sold for the event?

No ☐

Yes ☐ Maximum number of tickets for sale

Purpose of application

12. If you intend to supply liquor at the site of the event ☐ Go to **Part A**

If you intend to supply liquor at your own licensed premises ☐ Go to **Part B**

PART A: Supply of liquor

13. Where will you supply liquor at the site of the event? Provide a brief description below.

Location of points of sale or bars	
Indoors	
Outdoors	

14. What alcoholic beverages will be supplied and how will they be served?

15. Will persons under the age of 18 years (minors) attend this event?

No ☐

Yes ☐ How will minors be identified for the purpose of ensuring that they are not supplied with liquor?

ID checks at all liquor points ☐ Wrist band identification ☐

Other (please specify)

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Security

16. Have any security arrangements been made for the event, e.g. crowd management?

No ☐

Yes ☐ Give details

Additional information

17. Use this section to provide any other relevant information in support of your application.

PART B:

Existing licence holders – extension of trading hours and/or licensed areas at your venue

This section should be completed by licensees who are applying for a temporary extension of hours or licensed area in relation to a major event, but whose premises is not located at the venue or site of the event.

18. What are you seeking an extension for at your venue? (Choose all that apply)

Trading hours ☐ Go to question 19.

Licensed areas ☐ Provide a detailed plan

19. What trading hours are you applying for?

Date/s	Trading hours	Date/s	Trading hours

20. Will entertainment be provided at your venue? (e.g. live music, recorded music, background music, DJ, other entertainment)

No ☐

Yes ☐ Give details

Declaration and signature

21. I declare/certify that:

- the information in this application and any attachments are true and correct;
- the applicant has the right to occupy all premises listed in this application during the event;
- if an individual applicant, I am aged 18 years or over;
- if a body corporate applicant, I am authorised to sign this application on behalf of the body corporate.

X

Name

Date

/	/
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Position (if corporation)

Document checklist

The application for a major event licence must be accompanied by the following:

Incomplete applications without the required documentation will not be accepted.

Application form

All relevant sections of the application form must be completed.

Application fee

Please refer to the 'Liquor licensing fees' fact sheet for current details.

The following information may also be requested as part of your application:

A plan of the premises

The plan of the licensed premises must meet the specifications set out in the attached 'Plans of licensed premises' fact sheet.

Management plan

The management plan should include event information, plans and map of the areas, security and risk management strategies, traffic and transport management, emergency service arrangements and noise management plan.

Display of the application if advised by the Commission

After an application has been accepted, you or your representative may be advised in writing of the period the public notice must be displayed. Refer to the 'Guidelines for displaying public notices' on the Commission's website at www.vcglr.vic.gov.au.

If you are advised to display a public notice, it must be displayed at the proposed licensed premises.

The Commission may also request that notice of the application be advertised in a newspaper or other manner, and may direct an applicant to give notice of the application to a specified person or the person in a specified area personally or by post.

Responsible Service of Alcohol (RSA) course

All persons involved in the supply or service of liquor must have completed a RSA course approved by the Commission. You may be required to produce evidence of completion of RSA.

The Commission may request an applicant to provide any other information. If required to do so you will be notified in writing.

A copy of your application may be given to Victoria Police and the relevant local council.

Application fees

- The application fee must be paid at the time of application. There is no GST payable on any fee. **Application fees are not refundable.**
- Fee amounts are listed in the 'Liquor licensing fees' fact sheet at www.vcglr.vic.gov.au or by calling 1300 182 457. The fee can be paid by cheque, money order or credit card. Cash will only be accepted if paying in person. Cheques and money orders are to be made payable to 'Victorian Commission for Gambling and Liquor Regulation'.

If paying by credit card fill in your credit card details at the end of this form.

Please select your payment method

Cash ☐ Money order ☐

Cheque ☐ Credit card ☐

How to lodge this form

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
49 Elizabeth Street, Richmond
(Hours: 8:30 - 5:00)

OR

Victorian Consumer and Business Centre
113 Exhibition Street, Melbourne
(Hours: 8:30 - 5:00)

Privacy – the Victorian Commission for Gambling and Liquor Regulation is committed to responsible and fair handling of personal information consistent with the *Information Privacy Act 2000* 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.

Liquor Control Reform Act 1998 - Who is an Associate?

An associate of an applicant 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** (either in his or her own right or on behalf of another person) in any business of the applicant 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
- (b) a person who is or will be a director (either in his or her own right or on behalf of another person) of any business of the applicant involving the sale of liquor, or
- (c) if the applicant is a natural person, a **relative** of the applicant unless the relative:
 - (i) is not, and has never been, involved in any business of the applicant involving the sale of liquor, or
 - (ii) will not be involved in the business the applicant proposes to conduct as licensee.

Where:

'relevant financial interest' in relation to the business involving the sale of liquor means:

- (a) any share in the capital of the business, or
- (b) any entitlement to receive any income derived from the business, or
- (c) 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.

'relative' in relation to the applicant means:

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

Credit card payment details

Visa ☐ Mastercard ☐ Bankcard ☐ Amex ☐

Amount

\$

Card number

Name of cardholder

Card expiry date

/

Signature of cardholder

X

Date

/ /

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