APPLICATION FOR A LIQUOR LICENCE
Liquor Act 2010
Liquor Regulation 2010

Form: BIL 001

IMPORTANT
This form is to be used to apply for a liquor licence under section 25 the Liquor Act 2010 (the Act). You can access the legislation and its regulation at www.legislation.act.gov.au. You may also obtain further information and forms at www.act.gov.au/accessCBR.

PRIVACY
The Liquor Act 2010 authorises the Commissioner for Fair Trading (the Commissioner) to collect the personal information required by this form for the purposes of assessing the applicant’s suitability to be issued a liquor licence under the Act. The Commissioner prevents any unreasonable intrusion into a person’s privacy in accordance with the Information Privacy Act 2014. The Privacy Policy can be found on the Access Canberra website at http://www.act.gov.au/privacy. The Commissioner provides identifiable information to law enforcement organisations and authorised organisations that have legal authority to request information under prescribed circumstances.

INSTRUCTIONS FOR COMPLETION
• A licence will not be issued if the proposed premises is not complete.
• Upon submission of this application form, a sign must be displayed prominently at the premises continuously for 30 days outlining the details of the application. Access Canberra will publish a notice on the Open Government Website in accordance with the Liquor Act 2010 and its Regulation following submission of this application.
• Read the Further Information prior to completing the application form.
• You must complete all relevant sections of the form before it will be processed.
• The application fee must be provided with this application. Payment will be accepted in person at any Access Canberra shopfront (see below), alternatively credit card payment authority will be accepted by post or email. Your application will not be accepted until payment of the fee has been received.

TRANSLATING AND INTERPRETING SERVICE
If you require further information or require advice, a language assistance service is available by phoning the Translating and Interpreting Service (TIS) on 13 14 50.

LODGEMENT AND CONTACT INFORMATION

Email: liquor@act.gov.au
In Person:
www.act.gov.au/accessCBR
Please visit
Or call 132281 to find an
Access Canberra Shopfront

FURTHER INFORMATION ABOUT APPLYING FOR A LIQUOR LICENCE
Do you need a licence?
All persons who intend to sell liquor to the public, or at private events with more than 30 people present, must hold a liquor licence or permit. A licence is required if the sale is proposed for a single premises during nominated trading hours. A permit is suitable if a restricted value of alcohol is to be sold at a nominated event (application forms on Access Canberra website). There are a range of licence types depending on the place of consumption and type of premises. The maximum penalty for selling liquor without a licence or permit is 100 penalty units, 12 months imprisonment or both.

Types of applications
Catering licence: authorises the sale of liquor in the course of conducting a catering business where the predominant activity during the licensed times is the serving of food for consumption at premises where the business is being conducted.

General licence: authorises the sale of liquor at a single premises during the licensed times, in open containers for consumption on the premises or in sealed containers for consumption off the premises

On licence: authorises the sale of liquor at a single premises during the licensed times, in open containers for consumption on the premises or in sealed containers for consumption off the premises

Off licence: authorises the sale of liquor at a single premises during the licensed times, in closed containers for consumption off the premises.

Club licence: authorises the sale of liquor in stated parts of a single premises during the licensed times, in open containers for consumption on the premises, or closed containers for consumption off the premises, to adult members and their permitted invited guests.

Special licence: authorises the sale of liquor at a single premises at the licensed times.
**APPLICATION FOR A LIQUOR LICENCE**

**Liquor Act 2010**

**Liquor Regulation 2010**

---

### BIL 001 – PART A

**APPLICATION TYPE**

- [ ] Catering
- [ ] General
- [ ] On
- [ ] Off
- [ ] Club
- [ ] Special

If you nominated on licence, please select an appropriate sub-class

- [ ] Bar
- [ ] Nightclub
- [ ] Café and Restaurant

---

**YOU MUST PROVIDE THE FOLLOWING AS PART OF YOUR APPLICATION, FOR THE FOLLOWING PERSONS:**

<table>
<thead>
<tr>
<th>Attached? <em>(✓ / × / N/A)</em></th>
<th>Documentation required</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
<td>Personal particulars (Part B)</td>
</tr>
<tr>
<td>[ ]</td>
<td>Evidence of Citizenship or Resident status (if born outside Australia)</td>
</tr>
<tr>
<td>[ ]</td>
<td>Two forms of identification (at least one form to be current photo identification)</td>
</tr>
<tr>
<td>[ ]</td>
<td>Declaration regarding their suitability and any required attachments</td>
</tr>
</tbody>
</table>

**Organisation**

- [ ] Organisation particulars (Part C)
- [ ] Police certificate for the corporation issued within the previous three (3) months (consent form can be obtained from the AFP)
- [ ] Evidence of business registration / creation of the organisation (e.g. company or incorporation extract, club constitution and evidence of financial member numbers, enabling legislation, or certificate of registration)
- [ ] If the proposed licensee if a corporation, a current company extract issued by the Australian Securities and Investment Commission (ASIC) issued in the last 30 days

**FOR THE PROPOSED PREMISES YOU MUST PROVIDE:**

<table>
<thead>
<tr>
<th>Attached? <em>(✓ / × / N/A)</em></th>
<th>Documentation required</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
<td>Proposed premises details (Part D)</td>
</tr>
<tr>
<td>[ ]</td>
<td>Declaration regarding suitability of premises (Part E) and any required attachments (catering exempt)</td>
</tr>
<tr>
<td>[ ]</td>
<td>Certificate of occupancy (for building and fit-out – this may not be available at time of application, but is required prior to licence being issued) (catering exempt)</td>
</tr>
<tr>
<td>[ ]</td>
<td>2 copies of the approved final floor plans issued by the Environment Protection Directorate (EPD) in the development approval for the premises, include any outdoor areas (catering exempt)</td>
</tr>
<tr>
<td>[ ]</td>
<td>EPD certificate issued within the previous three (3) months for the proposed premises (A Provision of Lease Advice – Liquor Licensing form can be obtained from <a href="http://www.planning.act.gov.au/publications_forms/forms">http://www.planning.act.gov.au/publications_forms/forms</a>) (catering exempt)</td>
</tr>
<tr>
<td>[ ]</td>
<td>Risk Assessment Management Plan (RAMP) (Low risk ON licences exempt, applicant will be advised of this requirement)</td>
</tr>
</tbody>
</table>
**APPLICATION FOR A LIQUOR LICENCE**

**Liquor Act 2010**

**Liquor Regulation 2010**

---

**BIL 001 – PART B**

**PERSONAL PARTICULARS** - A copy of this part must be completed and signed by every: proposed licensee, close associate, influential person and person with day-to-day control (if not the licensee)

<table>
<thead>
<tr>
<th>PERSON COMPLETING THIS PART</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed licensee ☐</td>
</tr>
</tbody>
</table>

**TITLE** (Ms, Mr, Dr)  | **FIRST GIVEN NAME** | **SECOND GIVEN NAME** | **FAMILY NAME / SURNAME** |

**DATE OF BIRTH**  | **CITY / TOWN OF BIRTH**  | **COUNTRY OF BIRTH**  | **NATIONALITY** |

**AUSTRALIAN BUSINESS NUMBER (A.B.N)**

**HOME ADDRESS** (Property Name, Unit, Flat No, Street Number, Street Name)

| **CITY / SUBURB / TOWN** | **STATE** | **POSTCODE** | **COUNTRY** |

**HOME PHONE NUMBER**  | **MOBILE NUMBER**  |

| ( ) | ( ) |

**WORK PHONE NUMBER**  | **EMAIL ADDRESS**  |

| ( ) | ( ) |

**DECLARATION**

I,
a) declare that I have read and understood the information provided in this form, that the details shown are true and correct;
b) agree to abide by any conditions that form part of the licence issued by the Commissioner;
c) consent to Access Canberra having access to the records relating to my history, only for the purposes of this application; or in relation to a liquor licence subsequently granted by the Commissioner; and
d) understand that it is an offence to provide false or misleading information in an application for a liquor licence.

Signed:  ___________________________  Date:  /  /  

**ACCEPTABLE FORMS OF IDENTIFICATION:**

<table>
<thead>
<tr>
<th>Photo Identification</th>
<th>Other acceptable identification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver’s licence</td>
<td>Bank passbook</td>
</tr>
<tr>
<td>Learner driver’s licence/permit</td>
<td>Birth certificate/extract (certified copy)</td>
</tr>
<tr>
<td>Proof of age or identity card</td>
<td>Certificate of Australian citizenship</td>
</tr>
<tr>
<td>Passport</td>
<td>Medicare card</td>
</tr>
<tr>
<td>Firearms licence</td>
<td>Naturalisation certificate</td>
</tr>
<tr>
<td>Shooter’s licence</td>
<td>Public utility account</td>
</tr>
<tr>
<td>Security licence</td>
<td>Rates notice</td>
</tr>
</tbody>
</table>

**Forms of identification provided**

You must provide at least one form of current photo identification:

<table>
<thead>
<tr>
<th>Primary Identification</th>
<th>Type</th>
<th>Number</th>
<th>Expiry Date</th>
<th>Copy Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Secondary Identification</th>
<th>Type</th>
<th>Number</th>
<th>Expiry Date</th>
<th>Copy Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SUITABILITY INFORMATION – PERSON

This part must be completed for the proposed licensee/s, each close associate, each influential person for a corporation, and the person/s who are to have day-to-day control of the business (if not the licensee)

DECLARATION

I, Name in full_______________________________________________________________________________________,
of Full residential address______________________________________________________________________________, whose current occupation is      ____________________________________________________________________, make the following declaration,

- That I will give true answers to all questions in this declaration by selecting the corresponding YES or NO box beside the questions; and
- That for each question I answer YES, I will provide full and accurate details of the facts or matters specified or associated with the question, attaching additional details on an annexure form.

1. Have you ever been convicted or found guilty of an offence under any of the laws in any State or Territory in Australia listed below? You may refer to your attached police certificate in the attached additional details.
   - ACT Liquor Act 2010 or any corresponding liquor laws
     - No
     - Yes
   - ACT Crimes Act 1900 or the Crimes Act 1914 (Cwlth)
     - No
     - Yes
   - ACT Criminal Code 2002 or the Criminal Code Act 1995 (Cwlth)
     - No
     - Yes
   - ACT Unlawful Gambling Act 2009
     - No
     - Yes
   - Trade Practices Act 1974 (Cwlth)
     - No
     - Yes
   - ACT Fair Trading Act 1992 or corresponding fair trading laws
     - No
     - Yes
   - A law of the ACT or elsewhere with a maximum penalty of imprisonment for 1 year or more
     - No
     - Yes

2. Have you ever been convicted or found guilty of an offence against a law in Australia or anywhere else relating to the supply or consumption of liquor?
   - No
   - Yes

3. Have you ever been proven to be non-compliant with any legal obligation in relation to the supply of liquor?
   - No
   - Yes

4. Have you ever refused a licence, permit or other authority (however described) in relation to the supply of liquor?
   - No
   - Yes

5. In the last five (5) years have you been declared bankrupt, personally insolvent, or been involved in the management of a corporation when the corporation was insolvent?
   - No
   - Yes

6. If the proposed licensee is a corporation, in the last five (5) years has the corporation been insolvent?
   - No
   - Yes

7. If the proposed licensee is a club, is the club an eligible club? (see page 2 for definition of an eligible club)
   - No
   - Yes

Understanding of Obligations under the Act:

8. I understand that I may not serve liquor without a current Responsible Service of Alcohol (RSA) Certificate or equivalent interstate qualification
   - No
   - Yes

9. I understand that I may not serve liquor to persons under the age of 18
   - No
   - Yes

10. I understand that I may not serve liquor to intoxicated persons
    - No
    - Yes

11. I understand that I must supply water free of charge and ensure food is available to patrons of an incident occurring
    - No
    - Yes

12. I understand that I am required to report incidents directly to Access Canberra within 24 hours
    - No
    - Yes

I understand that a person who intentionally makes a false statement may be guilty of an offence. I believe that the statements in this declaration are true and correct.

Signature of person making the declaration

Full Name (Print) On the Day of 20...
ORGANISATION PARTICULARS

If the proposed licensee is to be a corporation, partnership, association, not-for-profit organisation or statutory authority this part must be completed. The personal particulars form (Part B) must still be completed for each close associate, influential person, or person with day-to-day control.

A corporation must apply for a “Company Check” for a national police check to be conducted on the Corporation (exempt if the corporation has been established within 6 months of submission of this application). This police check must be obtained prior to submitting this application. Please be aware that there may be an extended processing time for these police checks.

<table>
<thead>
<tr>
<th>REGISTERED NAME OF CORPORATION / PARTNERSHIP / ASSOCIATION / STATUTORY AUTHORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUSTRALIAN BUSINESS NUMBER (A.B.N)</td>
</tr>
<tr>
<td>AUSTRALIAN COMPANY NUMBER (A.C.N)</td>
</tr>
<tr>
<td>INCORPORATED ASSOCIATION NUMBER or COOPERATIVE NUMBER</td>
</tr>
<tr>
<td>REGISTERED BUSINESS ADDRESS (Property name, unit, flat, floor or level number, street number and street name)</td>
</tr>
<tr>
<td>CITY/ SUBURB/ TOWN</td>
</tr>
<tr>
<td>STATE / TERRITORY</td>
</tr>
<tr>
<td>POSTCODE</td>
</tr>
<tr>
<td>POSTAL ADDRESS – (if different to the one shown above)</td>
</tr>
<tr>
<td>CITY/ SUBURB/ TOWN</td>
</tr>
<tr>
<td>STATE / TERRITORY</td>
</tr>
<tr>
<td>POSTCODE</td>
</tr>
<tr>
<td>APPLICATION CONTACT PERSON</td>
</tr>
<tr>
<td>POSITION</td>
</tr>
<tr>
<td>BUSINESS TELEPHONE NUMBER</td>
</tr>
<tr>
<td>CONTACT MOBILE NUMBER</td>
</tr>
<tr>
<td>(   )</td>
</tr>
<tr>
<td>BUSINESS OR CONTACT EMAIL ADDRESS</td>
</tr>
</tbody>
</table>
**BIL 001 – PART D**

**PROPOSED PREMISES DETAILS**

**REGISTERED BUSINESS NAME**

**PREMISES ADDRESS (NOT a PO Box)**

<table>
<thead>
<tr>
<th>SUBURB</th>
<th>STATE</th>
<th>POSTCODE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DISTRICT / DIVISION</th>
<th>BLOCK</th>
<th>SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**POSTAL ADDRESS FOR PREMISES**

<table>
<thead>
<tr>
<th>SUBURB</th>
<th>STATE</th>
<th>POSTCODE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CONTACT DETAILS FOR THE PREMISES:**

**CONTACT PERSON**

**POSITION**

**BUSINESS PHONE**

(  )

**BUSINESS MOBILE**

(  )

**BUSINESS EMAIL OR WEBSITE**


**PROPOSED LICENCE TRADING HOURS WILL BE WITHIN THE FOLLOWING TIMEFRAMES:**

- 7am – 6pm (OFF only)
- 7am – 11pm (OFF only)
- 7am – Midnight (standard)
- 7am – 1 am
- 7am – 2am
- 7am – 3am
- 7am – 4am
- 7am – 5am

*Note – On 25 April, 24 December and 31 December, standard licensed times are 7am – 1am the following day.*

**Note – Premises that sell liquor for consumption off the premises are permitted to trade until 11pm only.**

***Note - The licensee may apply (in writing) to the commissioner to extend trading hours for special events on 6 occasions within a 12 month period. (A special event is defined under Section 214A Liquor Act 2010)**

**PREMISES - PUBLIC CONSULTATION NOTICE**

- I approve Access Canberra to post the Public Consultation Notice on the Open Government Website.

I agree that,

1. A public sign of the size and format required by the Commissioner and containing all the relevant details of the application will be displayed on the premises or site to which the application relates.
2. The Public Sign will be continuously and conspicuously displayed for 30 days.

I understand that a person who intentionally makes a false statement may be guilty of an offence. I believe that the statements in this declaration are true and correct.

[Signature of person making the declaration]

Full Name (Print) On the Day of 20
## SUITABILITY INFORMATION – PREMISES
(Catering exempt from this requirement)
(to be completed by the proposed licensee, with regards to the proposed premises)

### DECLARATION

I, [Name in full],

of Full residential address [full address],

whose current occupation is [occupation],

make the following declaration,

- That I will give true answers to all questions in this declaration by selecting the corresponding YES or NO box beside the questions; and
- That for each question I answer YES, I will provide full and accurate details of the facts or matters specified or associated with the question, attaching additional details on an annexure form.

1. To the best of your knowledge, are you aware of any conviction, or finding of guilt, against any of the following people for an offence against this Act involving the premises?
   - the responsible person for the premises;  
   - a close associate of the responsible person; or
   - an influential person (if the responsible person is a corporation)

2. To the best of your knowledge, are you aware of any non-compliance of the premises with a legal obligation, in relation to the supply of liquor, being proven while the following people were involved in a business operated at the premises?
   - the responsible person for the premises;
   - a close associate of the responsible person; or
   - an influential person (if the responsible person is a corporation)

3. To the best of your knowledge, are you aware of any application for a licence, permit or other authority (however described) in relation to the supply of liquor at the premises ever being refused?

4. To the best of your knowledge, are you aware of the premises ever being found to be non-compliant with the following Acts:
   - [Liquor Act 2010]
   - [Building Act 2004]
   - [Planning and Development Act 2007]

I understand that a person who intentionally makes a false statement may be guilty of an offence. I believe that the statements in this declaration are true and correct.

Signature of person making the declaration

Full Name (Print) On the Day of 20
<table>
<thead>
<tr>
<th><strong>PAYER DETAILS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name/Corporation:</strong></td>
</tr>
<tr>
<td><strong>Provide a mailing address for the tax invoice:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>LICENSING FEE QUERIES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>For queries regarding the relevant licence fee, please contact Access Canberra, Liquor Licensing during business hours quoting ‘Liquor Licensing Fee’ on (02) 6207 2343 or at <a href="mailto:liquor@act.gov.au">liquor@act.gov.au</a>.</td>
</tr>
<tr>
<td>The Access Canberra Territorial ABN is: 68 367 113 536</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>CREDIT CARD PAYMENT AUTHORITY</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>This part is provided for your convenience for payment of the relevant licence fee.</td>
</tr>
<tr>
<td>Please note that the licence fee is GST exempt.</td>
</tr>
<tr>
<td><strong>Please charge payment of the application fee to my:</strong></td>
</tr>
<tr>
<td>□ VISA card</td>
</tr>
<tr>
<td><strong>Credit Card Number</strong></td>
</tr>
<tr>
<td>□ □ / □ □</td>
</tr>
<tr>
<td><strong>CARD HOLDER’S AUTHORISATION:</strong> I consent to Access Canberra debiting the following amount from my credit card to the value of $ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ .00</td>
</tr>
<tr>
<td><strong>Card holder’s full name</strong></td>
</tr>
<tr>
<td>_______</td>
</tr>
</tbody>
</table>