

Council Approvals - Liquor Licence Application

Section 1: Applicant to complete

Premises name	
Premises address	
Licence number (existing only)	
Category of liquor licence	

Liquor Application – please tick all applicable

Grant of new liquor licence	☐	Alterations to licensed premises	☐
Increase trading hours	☐	Redefinition of licensed premises	☐
Increase venue capacity	☐	Remove licence to new address	☐
Significant variation to trading rights	☐	Adding Retail, Wholesale or Production Outlet	☐

Liquor Licence Information – please complete as applicable

Hours of operation

Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Section Thursday		Public holidays	

Capacity and plan of licensed premises

Indoor venue capacity	
Outdoor capacity (excluding outdoor dining permit)	
Attach plan of licensed premises	Attached? ☐ Yes ☐ No

Plan – Please attach a copy of the plan if applicable

Optional – Please provide additional comments, or attach additional documents, if this may assist council to understand your liquor application

Comments:

Section 2: Council to complete

I confirm all relevant planning and development approvals, consents and exemptions required in connection with this liquor licence application have been obtained – ☐ **Yes** ☐ **No** ☐ **N/A**

I confirm any relevant building works are complete and the premises is ready for occupancy and trade – ☐ **Yes** ☐ **No** ☐ **N/A**

If yes is selected – I confirm a certificate of occupancy has been issued - ☐ **Yes** ☐ **No** ☐ **N/A**

I confirm the proposed trading hours, venue capacity and premises plan are suitable – ☐ **Yes** ☐ **No** ☐ **N/A**

If all relevant approvals have not been obtained, what documents (e.g. certificate of occupancy), or steps or processes (e.g. variation to development approval), remain outstanding?

Optional – Please attach additional documents, e.g. support letters with conditions, decision notification forms, if this may assist the applicant or the Licensing Authority

Name	
Position	
Council	
Signature	
Date	