

# APPLICATION AND INFORMATION

## SPECIAL PERMIT (CLUB PERMIT)

The Liquor Licensing Act 1990 enables the Commissioner for Licensing to issue a Special Permit (Club Permit). This permit authorizes a genuine sporting club to sell liquor in its clubhouse for **up to 15 hours each week.**

The Club Permit is a convenient way of providing a social amenity to a club and **it is not intended that the sale of liquor should take prominence over normal club activity or become a commercial licensed operation.**

### PREREQUISITES

The sporting club must:-

- . be constituted solely or primarily for sporting purposes.
- . be incorporated in accordance with the Association of Incorporation Act 1964.
- . have at least 50 members who have attained the age of 18 years.
- . have a clubhouse which complies with Local Government and Fire Service regulations.

Note:-The Commissioner for Licensing requires an applicant for a permit to undertake a Responsible Serving of Alcohol Course prior to the grant of a permit or within a specified period approved by the Commissioner after the grant of the permit.

### PERMIT CONDITIONS

1. The permit authorizes the sale of liquor **on the premises** only during hours approved by the Commissioner.
2. Liquor sold under the authority of the permit may only be consumed on the permitted premises and only during hours specified in the permit.
3. The sale of liquor on the Club's premises is principally for the social enjoyment of the clubs members.
4. The club shall not advertise or promote the club's bar facility to its members or the public as a commercial business and therefore in opposition to licensed commercial premises in the locality.
5. The sale of liquor on the club premises must be personally supervised by the permit holder or his or her representative who has attained the age of 18 years.
6. The permit must be displayed in a conspicuous position on the premises; preferably behind the bar.
7. The Commissioner may cancel a Club Permit if satisfied that it is in the interest of the community to do so.

## HOURS OF OPERATION

1. Clubs can nominate up to 15 hours trading per week. Nominated hours remain the same each week with "Home & Away Game Week" hours being permitted as the only variation.
2. In addition to 15 hours permitted trading per week, clubs may apply for a special permit to authorize the sale of liquor **at a club related function** or for a significant event to be held at the club. These additional permits will be limited to one per month.

## PERMIT SEASON(S)

1. There are two trading seasons
  - i. 1 April to 30 September
  - ii. 1 October to 31 March
2. Prior to the expiry of the current permit clubs will be invited to apply for a new permit to cover the next six monthly period.
3. Where a club does not wish to trade during a subsequent trading period, written advice must be provided to the Commissioner prior to the commencement of the relevant period.
4. If no renewal of the permit or written advice is received the permit lapses at the end of the relevant period.
5. Clubs sharing premises may apply for each six month period alternatively if they wish. If one club controls the operation of the premises and submission of applications, they must nominate the club(s) they share with - if any.
6. The fee will be levied at 1 April and 1 October unless the club elects not to sell liquor in the subsequent six month period, and has advised in writing accordingly.
7. It is incumbent on each sharing club to communicate and pass on application and renewal forms.

## LIQUOR SUPPLIER

1. The club must purchase their liquor from an appropriate outlet such as a hotel, off licence or a wholesaler authorized to sell liquor to the holder of a Special Permit.

## UNDERAGE PERSONS

1. Restrictions are not usually placed on young persons entering Club Permit premises.
2. However, if a problem arises in relation to young persons accessing liquor on the premises the Commissioner may cancel the permit.
3. Clubs can apply their own house rules in relation to young persons entering the premises.

## RESPONSIBLE SERVING OF ALCOHOL (RSA)

1. Clubs have a duty of care to those persons who use the club facilities. Part of the duty of care is the responsibility to provide a safe environment.
2. One way in which clubs can achieve this is to ensure that club personnel are aware of responsible serving of alcohol principles and practices.
3. Courses will provide information on simple and effective measures that can be put in place to ensure that a safe environment exists for liquor serving staff and patrons.

## REQUIREMENTS FOR CLUB HOUSE

1. When considering an application for a permit, the Commissioner must make a decision, which is, in the Commissioner's opinion, in the best interests of the community.
2. Accordingly the Commissioner will not grant a permit unless the proposed club premises is clean and in a good state of repair.
3. It is the responsibility of the club to ensure that the premise meets the requirements of authorities such as the Tasmania Fire Service and Local Council.

## PERSONAL INFORMATION PROTECTION STATEMENT

1. Personal information will be collected from you for the purpose of determining your application and will be used by the Liquor and Gaming Branch, Department of Treasury and Finance, for managing, assessing, advising upon and determining the relevant application and may be used for other purposes permitted by the **Liquor Licensing Act 1990** and Regulations.
2. You are required to provide this information by the **Liquor Licensing Act 1990** and Regulations. Failure to provide this information may result in your application not being able to be processed or the service not being able to be provided.
3. Your personal information will be used for the primary purpose for which it is collected, and may be disclosed to contractors and agents of the Liquor and Gaming Branch, the Tasmanian Liquor and Gaming Commission, law enforcement agencies, and other organisations authorised to collect it.
4. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information.
5. Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to the Department. You may be charged a fee for this service. Further information on the Department's policies in relation to the *Personal Information Protection Act 2004* can be found at <http://www.treasury.tas.gov.au/pip>.

## LIQUOR AND GAMING CONTACT DETAILS

Salamanca Building Parliament Square  
4 Salamanca Place HOBART TAS 7000  
Telephone: (03) 6166 4040 Facsimile: (03) 6173 0218

Level 3 Henty House 1 Civic Square LAUNCESTON TAS 7250  
Telephone: (03) 6777 2777 Facsimile: (03) 6173 0218

GPO Box 1374 HOBART TAS 7001 Australia  
Email: [licensing@treasury.tas.gov.au](mailto:licensing@treasury.tas.gov.au) Web: [www.liquorlicensing.tas.gov.au](http://www.liquorlicensing.tas.gov.au)

Date: July 2018  
Trim Ref: 08/59384

# CLUB PERMIT

## *LIQUOR PRELIMINARY REQUIREMENTS CHECKLIST*

An applicant must furnish the following details and documentation at the time of making official application for a Club Permit for a sporting club:-

Please tick

- 1.0 Certified copy of the constitution or rules of the club.
- 2.0 Certificate of Incorporation.
- 3.0 Floor plan of premises showing layout and fixtures including toilets, bar servery, exits etc. (scale 1:100)
- 4.0 Site plan of premises showing location of clubrooms to entrances, grounds, other facilities etc. including any wet areas (outside areas).
- 5.0 A declaration by the applicant that the club is properly constituted, or incorporated; has at least 50 members over the age of 18 years and was constituted and continues in existence solely or primarily for sporting purposes. [Form – Club Permit Declaration]
- 6.0 Application form
- 7.0 Schedule of hours (that liquor is intended to be sold)
- 8.0 Application Fee – see attached schedule and credit card authority.

# SPECIAL PERMIT (CLUB PERMIT)

## DECLARATION BY A SPORTING CLUB

NAME OF CLUB: \_\_\_\_\_

ADDRESS OF PREMISES: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

OFFICE IN CLUB (e.g. Secretary): \_\_\_\_\_

MOBILE: \_\_\_\_\_ PHONE AH: \_\_\_\_\_ PHONE BH: \_\_\_\_\_

I declare that

- 1] the club is constituted solely or primarily for sporting purposes.
- 2] the club is incorporated in accordance with the Associations Incorporation's Act 1964.
- 3] the club has at least 50 members who have attained the age of 18 years.
- 4] the club has authorized this application
- 5] the clubs was formed in ..... (year)

I declare the above information to be true and correct to the best of my knowledge.

SIGNED:

\_\_\_\_\_  
APPLICANT

Declared at (e.g.Hobart) ..... the ..... day of ..... 20 .....

# APPLICATION FORM

## NAME OF APPLICANT/PERMIT HOLDER: -

TITLE	<input type="text"/>
SURNAME	<input type="text"/>
GIVEN NAMES	<input type="text"/>
	FIRST NAME MIDDLE NAME
DATE OF BIRTH	<input type="text"/>

## ADDRESS DETAILS: -

RESIDENTIAL STREET ADDRESS	<input type="text"/>	<input type="text"/>
TOWN / SUBURB	<input type="text"/>	POSTCODE <input type="text"/>
POSTAL ADDRESS	<input type="text"/>	<input type="text"/>
TOWN / SUBURB	<input type="text"/>	POSTCODE <input type="text"/>
	(if same as residential – leave blank)	

## CONTACT DETAILS: -

HOME PHONE	<input type="text"/>
FAX	<input type="text"/>
MOBILE	<input type="text"/>
EMAIL	<input type="text"/>
BUSINESS HOURS	<input type="text"/>

## RESPONSIBLE SERVING OF ALCOHOL ACCREDITATION:-

Do you have Responsible Serving of Alcohol (RSA) accreditation?

If Yes give details: -

Year attended	<input type="text"/>
Training Providers' Name	<input type="text"/>

**NOTE:** A copy of your certificate of accreditation will be required if not already recorded by this office.

If No: -

The permit holder will be required to undertake a training session relating to the Responsible Service of Alcohol prior to the permit being issued.

## ALTERNATIVE CONTACT DETAILS: -

The alternative contact is a person who may be contacted in the absence of the person indicated above.

SURNAME	<input type="text"/>
GIVEN NAMES	<input type="text"/>
	FIRST NAME MIDDLE NAME
PHONE	<input type="text"/>

**ORGANISATION**

**NAME OF CLUB/ORGANISATION FOR WHICH PERMIT IS REQUIRED: -**

**ORGANISATION CONTACT DETAILS: -**

(if same as applicant – leave blank)

**PHONE**

**FAX**

**EMAIL**

**WEB**

**ORGANISATION ADDRESS DETAILS: -**

BUSINESS STREET ADDRESS

TOWN / SUBURB

**POSTCODE**

\*\*\* POSTAL ADDRESS \*\*\*

TOWN / SUBURB

**POSTCODE**

\*\*\* **NOTE:** This postal address is where future correspondence relating to this permit will be forwarded.

**PREMISES:-**

**NAME OF GROUND / VENUE**

**STREET ADDRESS**

**TOWN / SUBURB**

**POSTCODE**

**CONTACT DETAILS:-**

**PHONE**

**FAX**

**EMAIL**

**WEB**

**WET AREA:-** (a wet area is an area outside the permitted premises where liquor purchased in the permitted premises/clubrooms can be consumed.)

Provide description of area used:- (attach plan)

**OTHER ORGANISATIONS/CLUBS:-**

Are these premises shared with other club(s) during the period this application relates? If yes, give details: -

NAME OF CLUB	POSTAL ADDRESS	CONTACT NAME

**Note:** Hours for your clubrooms will be considered on the basis of the clubs that are using your premises during this six month period. E.g. Home and Away game hours would not be issued to the club if they are not involved in the rostered games for this permit period.

## APPLICANT'S CERTIFICATION

I understand that <b>liquor sold</b> under the authority of the permit may only be consumed within the hours authorized.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I understand that I am required to have completed a Responsible Serving of Alcohol Course.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I will be able to exercise effective control over the sale and any consumption of liquor on the premises in which the permit is sought.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Attention AFL Rule Clubs:</b> Has the club's Alcohol Management Policy been reviewed within the last 12 months and is it kept and available on the permitted premises?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Signed ..... Address:- .....

PERMIT HOLDER

Name .....

## NOMINATION OF HOURS

This application is for the period 1 April. to 30 Sept. The maximum number of hours that may be applied for is 15 hours per week. Please complete the section appropriate to your season as follows: -

- [A] (Home & Away Game Hours)

**OR** - [B] (Same Hours each week)

### SECTION [A]

	HOME GAME WEEK			AWAY GAME WEEK		
	Commence	Cease	Total	Commence	Cease	Total
<b>Sunday</b>						
<b>Monday</b>						
<b>Tuesday</b>						
<b>Wednesday</b>						
<b>Thursday</b>						
<b>Friday</b>						
<b>Saturday</b>						
<b>WEEK TOTAL</b>						

**NOTE:** When the Home and Away Games roster for the Senior team is complete or if a "bye" is rostered through the season. Please nominate whether you wish to trade Home or Away Game Hours for those week(s).

HOME GAME WEEK  **Please tick a box**  
**OR** AWAY GAME WEEK

### SECTION [B]

SAME HOURS EACH WEEK			
	Commence	Cease	Total
<b>SUNDAY</b>			
<b>MONDAY</b>			
<b>TUESDAY</b>			
<b>WEDNESDAY</b>			
<b>THURSDAY</b>			
<b>FRIDAY</b>			
<b>SATURDAY</b>			
<b>WEEK TOTAL</b>			



# CREDIT CARD AUTHORITY

Name of Applicant:-
Venue / Premises:-

Name on Credit Card:-.....
Acceptable Credit Cards (please tick):- MasterCard <input type="checkbox"/> Visa <input type="checkbox"/>

Credit Card No _____ / _____ / _____ / _____	Expiry Date ____ / ____
Card Verification Number (last 3 digits on signature panel)	_____

Signature of credit card holder:- .....	
Total amount to be debited	\$ 205.40 up to 6 months \$ 410.80 up to 12 months

(Office use only)

PAYMENT NO:-	ENTERED BY:
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