

# Application for a Club Permit (new - no previous permit)

Liquor and Gaming Branch  
Department of Treasury and Finance

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## A. Application requirements

The following documents must be lodged for a Special Permit application to be complete. Incomplete applications are unable to be progressed.

Tick to confirm you have lodged the required documentation for this application.

- Club Permit application (this document)
- Credit Card payment - *click here* - [payment form](#) - and here - [application fee](#)
- Responsible Service of Alcohol certificate - *view here* - [Responsible Service of Alcohol](#)
- Council approval to sell liquor at the premises on the nominated days/times
- Certificate of Incorporation
- Certified copy of the constitution or rules of the club
- Written evidence (lease) from the premises owner to show approval to use the premises
- Floor plan of the premises
- Site plan, that shows the premises, grounds and proposed wet area/s (the wet area is an area outside the permitted premises where purchased liquor can be consumed).  
An aerial view is preferred
- Alcohol Management Policy (for AFL Rules Clubs)
- Good Sports Accreditation

## Next steps:

1. Complete all sections and questions in this form.
2. Lodge the completed application (including payment) with the Commissioner for Licensing via email or post.

### Email

[licensing@treasury.tas.gov.au](mailto:licensing@treasury.tas.gov.au)

### Web

[www.treasury.tas.gov.au/liquor-and-gaming](http://www.treasury.tas.gov.au/liquor-and-gaming)

### Post

The Commissioner for Licensing  
Liquor and Gaming Branch  
GPO Box 1374  
HOBART TAS 7001

### Telephone

Monday to Friday  
8:45 am to 5:00 pm  
(03) 6166 4040

## B. Applicant details

|                            |                      |          |                      |
|----------------------------|----------------------|----------|----------------------|
| Title                      | <input type="text"/> |          |                      |
| Surname                    | <input type="text"/> |          |                      |
| Given name                 | <input type="text"/> |          |                      |
| Date of birth (dd/mm/yyyy) | <input type="text"/> |          |                      |
| Residential address        | <input type="text"/> |          |                      |
| Suburb/Town/City           | <input type="text"/> | Postcode | <input type="text"/> |
| Mobile phone number        | <input type="text"/> |          |                      |
| Business phone number      | <input type="text"/> |          |                      |
| Email address              | <input type="text"/> |          |                      |
| Position held in the Club  | <input type="text"/> |          |                      |

## C. Club details

|  |                              |                             |                      |
|--|------------------------------|-----------------------------|----------------------|
| Name   | <input type="text"/>         |                             |                      |
| Permit number  | <input type="text"/>         |                             |                      |
| Business address   | <input type="text"/>         |                             |                      |
| Suburb/Town/City   | <input type="text"/>         | Postcode                    | <input type="text"/> |
| What league/competition is the club competing in?                        | <input type="text"/>         |                             |                      |
| Is this club registered with Good Sports?                                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |                      |
| If YES, what level is the club accredited?                               | <input type="text"/>         |                             |                      |
| If NO, provide reasons why the club is not registered with Good Sports - | <input type="text"/>         |                             |                      |

For AFL Clubs - do you have a current Alcohol Management Policy?  Yes  No

## D. Premises details (where liquor is to be sold from)

|                  |                      |          |                      |
|------------------|----------------------|----------|----------------------|
| Premises name    | <input type="text"/> |          |                      |
| Address          | <input type="text"/> |          |                      |
| Suburb/Town/City | <input type="text"/> | Postcode | <input type="text"/> |

Will these premises be shared with any other club/s during the period of this permit?

No

Yes. Please provide details of the club, a contact name and phone number.

**E. Duration of permit**

*(Select the period of time the permit is to be in effect)*

Up to 6 months

Preferred start date

Up to 12 months

Preferred start date

**F. Trading hours sought**

**The maximum number of hours that may be applied for is 15 hours per week.**

*(Tick the days and enter the times you wish to sell and consume liquor. Please note: the sale of liquor prior to 12 noon may not be approved)*

**Same hours each week OR Home Game Week**

|           |                          |            |                      |       |          |                      |       |       |                      |
|-----------|--------------------------|------------|----------------------|-------|----------|----------------------|-------|-------|----------------------|
| Sunday    | <input type="checkbox"/> | Start time | <input type="text"/> | am/pm | End time | <input type="text"/> | am/pm | Total | <input type="text"/> |
| Monday    | <input type="checkbox"/> | Start time | <input type="text"/> | am/pm | End time | <input type="text"/> | am/pm | Total | <input type="text"/> |
| Tuesday   | <input type="checkbox"/> | Start time | <input type="text"/> | am/pm | End time | <input type="text"/> | am/pm | Total | <input type="text"/> |
| Wednesday | <input type="checkbox"/> | Start time | <input type="text"/> | am/pm | End time | <input type="text"/> | am/pm | Total | <input type="text"/> |
| Thursday  | <input type="checkbox"/> | Start time | <input type="text"/> | am/pm | End time | <input type="text"/> | am/pm | Total | <input type="text"/> |
| Friday    | <input type="checkbox"/> | Start time | <input type="text"/> | am/pm | End time | <input type="text"/> | am/pm | Total | <input type="text"/> |
| Saturday  | <input type="checkbox"/> | Start time | <input type="text"/> | am/pm | End time | <input type="text"/> | am/pm | Total | <input type="text"/> |

**Total hours**

**Away Games Week**

|           |                          |            |                      |       |          |                      |       |       |                      |
|-----------|--------------------------|------------|----------------------|-------|----------|----------------------|-------|-------|----------------------|
| Sunday    | <input type="checkbox"/> | Start time | <input type="text"/> | am/pm | End time | <input type="text"/> | am/pm | Total | <input type="text"/> |
| Monday    | <input type="checkbox"/> | Start time | <input type="text"/> | am/pm | End time | <input type="text"/> | am/pm | Total | <input type="text"/> |
| Tuesday   | <input type="checkbox"/> | Start time | <input type="text"/> | am/pm | End time | <input type="text"/> | am/pm | Total | <input type="text"/> |
| Wednesday | <input type="checkbox"/> | Start time | <input type="text"/> | am/pm | End time | <input type="text"/> | am/pm | Total | <input type="text"/> |
| Thursday  | <input type="checkbox"/> | Start time | <input type="text"/> | am/pm | End time | <input type="text"/> | am/pm | Total | <input type="text"/> |
| Friday    | <input type="checkbox"/> | Start time | <input type="text"/> | am/pm | End time | <input type="text"/> | am/pm | Total | <input type="text"/> |
| Saturday  | <input type="checkbox"/> | Start time | <input type="text"/> | am/pm | End time | <input type="text"/> | am/pm | Total | <input type="text"/> |

**Total hours**

### G. Preferred trading week

(Select which week is to be used for byes, or before/after the rostered season whilst the permit is in effect)

Home

Away

### H. Permit purpose

What is the reason you are seeking this permit? What activities will you undertake during the permit hours that includes the sale of liquor?

### I. Sale of liquor details

Please provide the following information-

1. How the will liquor be dispensed (disposable cups/cans/bottes etc)
2. The number of liquor sales points
3. A description of the location where liquor is to be sold and consumed (including indoor and outdoor areas)

### J. Effective control measures

How will you exercise effective control over the sale and consumption of liquor on the premises during the hours of the permit?

## K. Best interests of the community

How is this application in the best interests of the community?

Benefits may include employment, tourism, cultural or recreational benefits that may arise from the proposed activities, such as the responsible development of the hospitality industry.

To inform this response, consider the best interest of the community [information](#).

## L. Authorisation and signature

I acknowledge that it is an offence under the *Liquor Licensing Act 1990* to give false or misleading information in relation to an application for the sale of liquor. I also acknowledge that giving a false or misleading statement, or failing to disclose relevant information is a ground for disciplinary action. I certify that the particulars contained in the completed application form are true and correct in every detail and fully disclose the information required to complete this application.

I confirm the club is constituted solely or primarily for sporting purposes; is incorporated in accordance with the Associations Incorporations Act 1964; has at least 50 members who have attained the age of 18 years; and the club has authorised this application;

By submitting this application and providing my email address, I consent to information being given by means of electronic communication as defined by the *Electronic Transactions Act 2000 (Tasmania)*.

Applicant signature  
(must be signed by hand)

Date

### Personal Information Protection Statement

Personal information is collected by the Tasmanian Liquor and Gaming Commission and the Commissioner for Licensing and used for the purpose of managing, assessing, advising upon and determining the relevant application. It may be used for other purposes as permitted by the [Gaming Control Act 1990](#), the [Liquor Licensing Act 1990](#) and relevant Regulations. Failure to provide the information required may result in an application not being able to be processed, or a service not being able to be provided.

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, debt collection and other finance agencies for the purposes of conducting a credit check, courts and other organisations authorised to collect it.

The [Personal Information Protection Act 2004](#) governs the collection, use and disclosure of personal information. The Department of Treasury and Finance is the custodian of personal information it collects. Further information about Treasury's Personal Information Protection Policy is available at [www.treasury.tas.gov.au/pip](http://www.treasury.tas.gov.au/pip).