

Underage or youth events

Temporary approval of unaccompanied minors on licensed premises

Application information and checklist

This form is to be used by a licensee seeking approval for persons under 18 years of age to be at an underage or youth event without the company of a parent, spouse, legal guardian or responsible adult (section 120 of the *Liquor Control Reform Act 1998*).

This form can be used to apply for an approval for an underage event or a youth event. You may be eligible for a 'Fast Track, Low Risk Underage Event' application. Please refer to the eligibility checklist in the 'Fast Track, Low Risk' application kit.

Please note that licensees are responsible for compliance with all liquor laws and conditions of approval for underage persons on licensed premises for events. Licensees should ensure adequate supervision of events organisers or promoters and events occurring in their premises to make sure they are fully compliant.

Applications should be submitted at least 45 calendar days prior to an event to ensure a determination is made in enough time prior to the event. Liquor Control Victoria (LCV) will ask Victoria Police to comment on applications before making a decision.

Important note:

The lodging of an application does not automatically mean that the application will be approved. It is recommended that licensees not advertise or promote their event before they have received approval from LCV. If licensees choose to advertise or promote an event before LCV has provided approval, they do so at their own risk. LCV is not liable for any costs licensees may incur if LCV does not provide approval in the manner applied for. Applicants are advised that LCV usually imposes conditions requiring underage or youth events to be advertised and promoted in a particular way. Please see below for more information on standard conditions.

A "bona fide adult supervisor" or "responsible adult" in relation to a person who is under the age of 18 years, means a person who is of or over the age of 18 years and who is:

- a. the younger person's parent, step parent, guardian or grandparent; or
- b. the younger person's spouse; or
- c. a person who is acting in place of a parent and who could reasonably be expected to exercise responsible supervision of the younger person.

What are 'underage events' and 'youth events'?

This form can be used to apply either for an underage event or a youth event.

An **underage event** is where persons over 18 years of age are not admitted unless they are members of staff or bona fide adult supervisors and will wear wrist bands identifying themselves as over 18 years of age.

A **youth event** is where persons aged between 12 and 25 years of age will be admitted. Persons over 25 years of age will not be admitted unless they are members of staff or bona fide adult supervisors and will wear wrist bands identifying themselves.

You can apply for a maximum of three events on this form.

Please indicate how many, and what type, of events you are applying for:

- | | | | |
|-------------------|---|---|---|
| • underage events | 1 | 2 | 3 |
| • youth events | 1 | 2 | 3 |

Standard conditions

LCV applies standard conditions on approvals for underage and youth events as outlined in this application kit.

When seeking approval to conduct an underage or youth event, you can apply for different conditions and LCV will consider these applications on a case-by-case basis.

If you wish to apply for different conditions, you should set these out on the application form and explain how you think these different conditions will appropriately manage any risks your event poses to unaccompanied underage persons, the community and amenity.

LCV may decide at its discretion to approve your request for different conditions, or impose some or all of the standard conditions.

What are the 'Standard Conditions' for *UNDERAGE EVENTS* ?

The standard conditions for **underage events** are:

1. All other conditions of the liquor licence remain valid for the period of the approval.
2. Persons over 18 years of age are not admitted to the area to which the approval relates unless they are members of the staff or bona fide adult supervisors and will wear wrist bands identifying themselves as over 18 years of age.
3. The licensee must ensure that liquor will not be advertised, sold, supplied or consumed in that part of the premises to which the minors will be admitted. Further, the licensee must ensure that all liquor is removed, or securely locked away, or is made inaccessible to minors in the area where the event is taking place.
4. Underage events are to be alcohol and drug free. Patrons consuming, possessing or appearing to be affected by alcohol or drugs shall be refused entry to the premises. If detected within the venue, such patrons should be assisted to make contact with a responsible adult and be escorted from the venue by a crowd controller.
5. The licensee will not permit smoking at the venue either indoors or outdoors.
6. All advertising and promotion of the event must:
 - a. be targeted to those who are 12–17 years of age
 - b. not include any inappropriate titles or innuendos
 - c. state that the event is drug, alcohol and smoke free.
7. In regard to crowd controllers, you must ensure that:
 - a. crowd controllers, licensed under the *Private Security Act 2004*, are to be employed at a ratio of two crowd controllers for the first 100 patrons and one crowd controller for each additional 100 patrons or part thereof
 - b. at least one of the crowd controllers must be female
 - c. at least one crowd controller is to be present outside the premises to monitor patrons arriving at and departing from the premises.
8. The provision of 'pass outs' during the event(s) is prohibited.
9. A first aid officer (minimum qualification of St Johns Ambulance level 2) must be in attendance while this approval is in force.
10. Telephone facilities must be provided in the licensed premises.
11. If the premises (or relevant part of the premises) is to be open for adults on the same day as the underage event:
 - a. adults will not be admitted in the premises (or relevant part of the premises) until 45 minutes after the underage event is completed
 - b. in the case of an event with a capacity in excess of 500 people, adults will not be admitted in the premises (or relevant part of the premises) for at least 60 minutes after the completion of the underage event
 - c. queuing procedures must ensure minimum interaction between patrons exiting the underage event and those adults being admitted after the completion of the underage event.
12. The event must conclude by 10pm.

What are the 'Standard Conditions' for *YOUTH EVENTS* ?

The standard conditions for **youth events** are:

1. All other conditions of the liquor licence remain valid for the period of the approval.
2. Only patrons between 12 and 25 years of age may be permitted to the event, unless they are members of staff or bona fide adult supervisors who will wear wrist bands indentifying themselves.
3. The licensee must ensure that liquor will not be advertised, sold, supplied or consumed in that part of the premises to which the minors will be admitted. Further, the licensee must ensure that all liquor is removed, or securely locked away, or is made inaccessible to minors in the area where the event is taking place.
4. The event is to be alcohol and drug free. Patrons consuming, possessing or appearing to be affected by alcohol or drugs shall be refused entry to the premises. If detected within the venue, such patrons should be escorted from the venue by a crowd controller. If the patron is a minor, they should be assisted to make contact with a responsible adult.
5. The licensee will not permit smoking at the venue either indoors or outdoors.
6. All advertising and promotion of the event must:
 - a. not include any inappropriate titles or innuendos and be appropriate for patrons who are between 12 and 25 years of age
 - b. state that the event is drug, alcohol and smoke free.
7. In regard to crowd controllers, you must ensure that:
 - a. crowd controllers, licensed under the *Private Security Act 2004*, are employed at a ratio of two crowd controllers for the first 100 patrons and one crowd controller for each additional 100 patrons or part thereof
 - b. at least one of the crowd controllers must be female
 - c. one crowd controller is to be present outside the premises to monitor patrons arriving at and departing from the premises.
8. The provision of 'pass outs' during the event(s) is prohibited.
9. A first aid officer (minimum qualification of St Johns Ambulance level 2) must be in attendance while this approval is in force.
10. Telephone facilities must be provided in the licensed premises.
11. If the premises (or relevant part of the premises) is to be open after the youth event:
 - a. patrons not attending the youth event will not be admitted in the premises (or relevant part of the premises) until 45 minutes after the youth event is completed
 - b. in the case of an event with a capacity in excess of 500 people, patrons not attending the youth event will not be admitted in the premises (or relevant part of the premises) for at least 60 minutes after the completion of the youth event
 - c. queuing procedures must ensure minimum interaction between patrons exiting the youth event and those adults being admitted after the completion of the youth event.
12. The event must conclude by 10pm.

Acceptance of Standard Conditions

Do you accept the Standard Conditions listed above? Yes No

If **No**, please complete the relevant section later in this application form. Be aware that LCV may decide at its discretion to approve your request for different conditions, or impose some or all of the standard conditions.

Application checklist

All applications must be accompanied by:

- A plan of the licensed premises, specifying the part of the premises where the event will be held
- A written document demonstrating a safe exit strategy for patrons to leave the premises
- A written document demonstrating adequate transport arrangements for underage patrons to leave the premises.

If you are applying for multiple events and there are differences between events, please make sure you include these details.

I have included all of these documents with my application Yes No

How long will my application take?

Applications should be submitted at least 45 calendar days prior to an event to ensure a determination is made in enough time prior to the event.

Signature of applicant/s

I have completed the checklist, included all necessary documents, fully completed the application form and provided the required application fee.

Name

Signature

Date

X

/ /

Name

Signature

Date

X

/ /

Temporary approval for conduct of underage or youth event/s

This form is for licensees requesting that Liquor Control Victoria approve under section 120 of the Act the presence at an event/s on licensed premises of persons under the age of 18 years without the company of a parent, spouse, legal guardian or responsible adult.

Number of persons to attend the event

Description:

Is this event part of the FReeZA program?* Yes No

Provide details of who is promoting the event? _____

EVENT 2

Underage Youth

Date Start/Finish Time

/ /

Number of persons to attend the event

Description:

Is this event part of the FReeZA program?* Yes No

Provide details of who is promoting the event? _____

EVENT 3

Underage Youth

Date Start/Finish Time

/ /

Number of persons to attend the event

Description:

Is this event part of the FReeZA program?* Yes No

Provide details of who is promoting the event? _____

*FReeZA is a youth program enabling 12–25 year olds to attend music and cultural events.

Licence/permit details

Licence or permit number

Name of licensee/permit holder*

* (person/partnership/company/club)

Contact details

Contact name

Postal address for correspondence

Email address

Contact number

Premises details

Trading name (i.e. registered business name)

Street address

Email address

Underage or youth event/s details

You can apply for up to three events on this form. Provide a description of each underage or youth event/s including type of entertainment (e.g. name of band, DJ).

EVENT 1

Underage Youth

Date Start/Finish Time

/ /

Different conditions

LCV applies standard conditions for underage and youth events. Only fill this out if you want to apply for different conditions.

Below, set out the different conditions you would like and explain to LCV how you think these different conditions will appropriately manage any risks your event poses to minors, the community and amenity. Please attach a separate document if required.

Signature/s of applicants

I declare/certify that:

- the information contained in this application, including attachments, is true and correct
- if a body corporate applicant, I am authorised to sign this application on behalf of the body corporate.

<input type="text" value="X"/>	Date
Name	/ /

<input type="text" value="X"/>	Date
Name	/ /

It is an offence under section 118 of the Act to make a statement that is false or misleading in relation to this application. An offence under section 118 of the Act carries a maximum penalty of 60 penalty units.

Application fee

The fee can be paid by cheque, money order or credit card. Cheques and money orders are to be made payable to 'Liquor Control Victoria'.

IMPORTANT INFORMATION

Applications must be accompanied by the relevant fee. Please note that once an application has been registered, the application fee is non-refundable. Visit vic.gov.au/liquor-licence-application-fees to confirm the licence application fee. The application fee can be paid by:

- cheque or money order, made payable to Liquor Control Victoria; or
- credit card (Visa or MasterCard)

If you wish to make payment by credit card, please lodge your completed application with LCV and we will contact you directly to arrange payment if your application is accepted.

Please select your payment method:

Money order Cheque

Privacy – Liquor Control Victoria (LCV) is committed to protecting the privacy of your personal information. LCV endorses fair information handling practices and uses information in compliance with its obligations under the *Privacy and Data Protection Act 2014* (Vic). Personal information collected from you is only used for the purposes of the application for the licence or permit and/or legislation administered by LCV. Personal information is not disclosed to third parties unless required or authorised by law, or with your consent. As part of the application process, information provided may be forwarded to and retained by Victoria Police.