

Vary a licence to identify patron numbers for a function room or accommodation area

This kit contains all the forms and related materials required to apply to vary a licence to identify patron numbers for a function room or accommodation area in Victoria.

Items

1. Pre-lodgement checklist - vary a licence to identify patron numbers for a function room or accommodation area
2. Application form - vary a licence to identify patron numbers for a function room or accommodation area

Need help?

For more information on how to apply for a liquor licence or permit:

- visit Liquor Control Victoria (LCV) website at [liquor.vic.gov.au](https://www.liquor.vic.gov.au)
- telephone LCV on 1300 182 457
- email LCV at contact@liquor.vic.gov.au

Vary licence to identify patron numbers for a function room or accommodation area

Use this kit to vary a licence to identify patron numbers for a function room or accommodation area in Victoria.

Checklist

This checklist details the documents required to accompany the lodgement of your application. Supplying these with your application will allow Liquor Control Victoria (LCV) to commence assessment of the application and can reduce processing time. Your application may be returned if the accompanying documents do not meet the requirements below.

LCV may contact applicants to request additional documentation depending on the circumstances of their business.

Please ensure the following forms/documents are attached to this application. Tick all boxes below when a requirement has been met, then sign and date your confirmation at the end of this form.

Application form

Please ensure:

- all fields on the application form are completed
- the application form is signed and dated by the applicant.

Patron numbers

A calculation of the patron capacities of the licensed premises and a separate calculation for the function room(s) / accommodation area. The calculations must be from a registered building surveyor (based on a ratio of one patron per 0.75 square metres for the area available to the public).

Please note

Applicants will be sent an acknowledgement letter when the application and required documentation detailed in the above checklist are lodged. The letter may also outline a list of additional information required and the date by which it must be submitted. LCV will then complete the assessment and determine the application.

One applicant to sign and date below to confirm all required documentation has been completed and is attached to this application.

Name

Signature

Date

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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.

Application

Vary licence to identify patron numbers for a function room or accommodation area

Liquor Control Reform Act 1998

Complete this form if you are applying to vary your licence to specify patron numbers for a function room(s) or accommodation area for the purposes of excluding these patrons from the venue capacity multiplier.

A function room is an area of a licensed premises set aside at all times for the exclusive use of patrons who have booked a function to be held in that area and which is attended only by those persons or their guests.

Where a function room is specified on your licence and the supply of alcohol in that room is not authorised after 1am, the patron numbers for the function area will be excluded from the venue capacity multiplier unless you pay compliance history risk fees. If approved, the function room and relevant patron numbers will be endorsed on your licence and you will only be authorised to supply alcohol in the function room up to 1am.

Areas used for accommodation that are not available to the public and specified on your licence will be excluded from the venue capacity multiplier.

There is no fee to lodge this application.

Applicant details

Name/s of licensee (person/partnership/company/body corporate/club)

Licence number

Australian Business No. (ABN) Australian Company No. (ACN)

Details of each individual, each partner, each director, or each executive committee member
(please attach an extra sheet of paper if necessary)

Name

Position held

Residential address

Name

Position held

Residential address

Name

Position held

Residential address

Name

Position held

Residential address

Contact details

Business hours contact details for you/your representative

Contact name

Daytime telephone number

Postal address

Email

Premises details

Premises/Trading name (i.e. registered business name)

Street address

Postcode

Postal address (for service of notices if different from street address)

Postcode

Premises email

Function room details

During what hours will liquor be supplied in the function room(s)?

What is the maximum patron capacity in the function room(s)?

Accommodation area details

What is the maximum patron capacity of the accommodation area?

Signature/s of applicant/s

I/we certify that the information contained in this application is true and correct.

Date

Name

Date

Name

Date

Name

Date

Name

Other application requirements

1. A plan of the premises

If the function room(s) / accommodation area are not clearly shown and labelled on the current plan of your licensed premises, you must provide a copy of an updated plan.

2. Maximum patron capacity

The following documents are required to assist LCV in determining a maximum patron capacity:

- **a report from a registered building surveyor stating:**
 - the area in square metres available to the public for the whole of the internal premises (excluding toilets, passageways and the like) and (if applicable) for any external areas such as courtyards or decks, and
 - the number of patrons that may be accommodated on the internal premises and (if applicable) on any external areas of the premises based on a ratio of 0.75 sq m per person. The basis of the calculations must be included in the report, and
 - a separate calculation of the number of patrons that may be accommodated in the function room based on a ratio of 0.75 sq m per person.

If the planning permit or certificate of occupancy includes a reference to patron numbers you should also provide a copy of these documents.

Note: This form cannot be used to apply for a variation to the boundaries of the licensed area or an increase to the maximum patron capacities endorsed on the licence. To apply for these changes you must complete an 'Application for variation to an existing licence or permit' form that can be downloaded from our website at liquor.vic.gov.au

How to lodge this application and accompanying documents

By post to:

Liquor Control Victoria
PO Box 1019
Richmond VIC 3121

By email:

contact@liquor.vic.gov.au

What happens next

If the requested reductions in trading hours or patron numbers are approved, the conditions on your licence will be amended and an updated copy of your licence will be sent to you.

You must lodge this form by **31 December** if you wish to have the reduction in trading hours or patron numbers applied to the calculation of renewal fees for the following year. You will receive a replacement invoice for the new renewal fee amount if your request is approved.

Note: If you wish to increase your hours or patron numbers or change your category of licence you need to submit an 'Application for variation to an existing licence or permit'. Application forms can be downloaded from liquor.vic.gov.au