

## Notification

# Notification form for conducting a mixed-age live music event/s where minors will be present on licensed or authorised premises

## Information

In accordance with section 120(2B) of the *Liquor Control Reform Act 1998*, this form is to be used by a licensee or permittee to give notice to Liquor Control Victoria (LCV) of the presence of minors on any part of the licensed premises or authorised premises at which:

- a mixed-age live music event is being held and
- liquor is not supplied, consumed or made available on that part of the premises.

**Note: 'mixed-age live music event'** means an event where sound is manipulated for artistic, cultural or religious purposes, and performed to an audience.

A notification form **must** be submitted at least seven business days before the date of the mixed-age live music event/s and you can notify LCV of up to a maximum of three events in total on this form. If your notification form is incomplete it will be returned.

Please note that licensees and permittees must comply with all liquor laws and prescribed conditions relating to the conduct of these events. Licensees and permittees should ensure adequate supervision of event organisers or promoters to ensure these events occurring at their premises are fully compliant.

## Is there a fee payable in relation to the conduct of a mixed-age live music event/s where minors will be present on licensed or authorised premises?

There is no fee applicable for the conduct of these events.

## What are the 'prescribed conditions' for the conduct of a mixed-age live music event/s where minors will be present on licensed or authorised premises?

The prescribed conditions for the conduct of these events are:

### 1. Telephone facilities for minors

The licensee or permittee must provide, in the performance area or in an area adjoining the performance area, telephone facilities that are—

- (a) readily accessible to the minors who are attending the mixed-age live music event and
- (b) available for use by those minors free of charge.

**Note: 'performance area'** means the part of the premises in which the mixed-age live music event is performed.

### 2. Event must finish by 11pm

The licensee or permittee must ensure that the mixed-age live music event finishes before 11pm.

### 3. Minors under 12 must be accompanied by an adult

The licensee or permittee must take all reasonable steps to ensure that a person under the age of 12 years who attends the mixed-age live music event is accompanied by a responsible adult at all times.

**Note: '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 young person's parent, step parent, guardian or grandparent or
- (b) the young 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 young person.

### 4. Advertisements must include start and finish times

Licensee advertisement for the mixed-age live music event must include start and finish times for the event.

## Notification

# Notification form for conducting a mixed-age live music event/s where minors will be present on licensed or authorised premises

### 5. Licensed crowd controllers

- (a) The licensee or permittee must ensure that licensed crowd controllers manage the mixed-age live music event
- (b) The minimum number of licensed crowd controllers is two licensed crowd controllers and, if the mixed-age live music event is attended by more than 100 persons, one additional licensed crowd controller for every additional 100 persons attending the event.
- (c) The licensee or permittee must ensure that at least one of the licensed crowd controllers is female.

**Note:** 'licensed crowd controller' means a person who holds, under the *Private Security Act 2004*, a private security individual operator licence that authorises that person to act as a crowd controller.

### 6. No re-admission

- (a) The licensee or permittee must ensure that a person who leaves the performance area while the mixed-age live music event is being held (except by entering an area specified in 6(b) below) does not re-enter the performance area while the event is being held.
- (b) The following areas are specified for the purposes of 6(a):
  - an area that adjoins the performance area and contains toilet and hand washing facilities and
  - an area that adjoins the performance area and contains telephone facilities.

## How to lodge

This is an interactive PDF form which allows you to:

- complete the form using a computer or tablet
- save your progress and continue at a later time
- print the completed form to sign and return.

You are still able to print the form and complete it by hand if you prefer.

This form has been designed to be completed using the free Adobe Acrobat Reader software. To download this free software, [please visit the following link](#) or search for the free "Adobe Acrobat Reader" on your device's app store.

**This form may not function as intended if you use any other software.**

#### By post to:

Liquor Control Victoria  
PO Box 1019  
Richmond VIC 3121

#### or via email to:

[contact@liquor.vic.gov.au](mailto:contact@liquor.vic.gov.au)

### 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.

## Notification

# Notification form for conducting a mixed-age live music event/s where minors will be present on licensed or authorised premises

Liquor Control Reform Act 1998

This form is to be used by a licensee or permittee to give notice to Liquor Control Victoria (LCV) of the presence of minors on any part of the licensed premises or authorised premises at which:

- a mixed-age live music event is being held
- liquor is not supplied, consumed or made available on that part of the premises.

**Note:** There is no fee applicable for these notifications.

## Licence/permit details

Licence or permit number

Postal address for correspondence

Name of licensee/permit holder (person/partnership/company/club)

Email address

Postcode

Contact name

Contact number

## Premises details

Trading name (i.e. registered business name)

Postal address for correspondence

Email address

Postcode

## Mixed-age live music event/s details

You can notify us of up to three events on this form. Describe each mixed-age live music event including name of band and/or DJ. If space is insufficient, provide details on an attachment page.

Name of the event	Description	Event promoter	Date	Start/finish time

## Signature by applicant

**I declare/certify that:**

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

Signature:

Date (dd/mm/yyyy):

Signature:

Date (dd/mm/yyyy):

Print name and position:

Print name and position: