

## Applying for a liquor licence

In order to apply for a temporary liquor licence please go to <https://liquor.vcglr.vic.gov.au/templlicence/>

Ensure you read all the information presented to you, both on the website above and in the documents, we have prepared. Each screen shot shows a different page in the liquor application site.


Indicate the date your camp starts. Determine if the land your camp is on is government or private land and answer accordingly (they will almost always be private land).

**Acknowledgement**

I acknowledge that the above information has been read

**First Event Date**

Date of the first event:



Date is required



**Venue Permission**

Is the event on public land?



No  Yes

Do you have the permission to use the venue during the event/s?

No  Yes

 I'm not a robot   
reCAPTCHA  
Privacy - Terms

**Navigation**

Cancel  Continue 

As no club already has a licence and the licence for camps is not affiliated to UMSU's licence, select "No" for this

**Current Victorian Liquor Licence**  
Do you already hold a current Victorian liquor licence or BYO permit:

No

Premises Name or Licence Number:

  
*Please note the grant of a temporary licence cannot override any conditions that exist on your permanent licence.*

**Navigation**

Cancel  Continue

If your club is not an incorporated entity, you should select natural person for this. The person listed on the application will be the licence holder (licensee) and responsible for oversight of the camp and its safety. This must be an executive member of the club. If your club is incorporated, select that option.

**Applicant Details**  
Applicant type:

Surname:  Firstname:

**Navigation**

Cancel  Continue

Here is where you put all the contact details of the licensee.

**Contact Details**

Surname:  Firstname:

Address:

Suburb/Postcode:  Telephone:

Email:  Re-Type Email:

Fax:  Relationship to applicant:

**Navigation**

Input all of the details for the venue here.

**Venue Details**

Specify location within venue which will be licenced:

Venue Name:

Address:

*Please specify the location and venue details.*

*i.e. Rosana Room  
Fountain Lakes Golf Course  
100 Hopsons Road  
Fountain Lakes*

**Navigation**

If your event is solely indoors then select indoor events but if it is only outside or a combination then select outdoor events. You can have up to 3 events meaning a maximum of 3 days.

**Event Type**

**Indoor events (Three events or less)**

A temporary licence to supply liquor at a one-off event such as a wedding, birthday, trivia night, presentation, ball or fundraiser which are held indoors.

**Outdoor events (Three events or less)**

A temporary licence to supply liquor at a one-off event such as a wedding, birthday, or fundraiser which are held outdoors, or have both indoor and outdoor areas.

For this section make it as detailed as possible. The more detailed this is, the more likely your application is to be accepted the first time. This should be written like an alcohol management plan. Indicate where the alcohol is to be served, how it is to be served, how you will monitor the intoxication levels of attendees, how will you ensure people keep drinks within the licenced area etc.

Indicate the times of all the events as well as what they are. For example, if you are running a sack race from 15:00-16:00 and then a party from 20:00-23:00 then when you add the event put the time from 15:00 (the earliest start time) to 23:00 (the latest finish time). Then in the additional information distinguish between the events and their times. If you do not specify the individual events and that there will be a dry period between the events than your application is likely to come under a higher level of scrutiny from the VCGLR and police.

**Event Occurrences**

Please specify all event occurrences (maximum of 3).

**Add Event**

Date:  Start Time:  End Time:

Patrons:

Additional Information:

- Please provide the specific licensed area of your event e.g community hall or club rooms
- Please explain the nature of the event
- Please provide details of how the liquor is to be supplied – in glasses, plastic and/or open cans

Please correct the following errors:

- Additional Information is required

Here is when you attach the red line plan of the site. The site map needs to be to scale with dimensions labelled, especially for the red lines. For more information on this go to <https://www.vcglr.vic.gov.au/liquor/byo/manage-my-licence/request-redline-plan> and select "Download the Plans of licensed premises fact sheet"

Ensure the first aid room is not inside the licenced area and you have a way to access it without going through the licenced area.

**Attachments**

Please attach all documents which might support the processing of your application (maximum of 10).

The following document types will be accepted (\*.pdf, \*.jpg, \*.jpeg, \*.png, \*.bmp) and the maximum size for each document is 10MB.

You are required to supply

- a plan of your premises, please note the [requirements](#)

**Navigation**

You will then be shown an overview of your entire application to ensure everything is correct and asked to verify the accuracy.

Once your application is finalised you are then required to pay for the liquor licence which costs \$59.40. You will be notified of the success of your application once it has been processed or be asked to provide extra information if required.

**Your Order**

Temporary Limited Licence	\$59.40
<b>Total Amount</b>	<b>\$59.40</b>

Your payment reference number is **17-152196-1**. Please keep this number for future reference.

**Credit Card Details**

Card Number:

CCV:

Expiry Month:

Expiry Year:

**Navigation**