

# Community liquor permit - Queensland

## Description

You will need this permit if you intend to sell or supply liquor on a temporary or one-off occasion at unlicensed premises. The permit will define the area on which liquor can be served and consumed.

Organisations that can apply for this permit include:

- parent and citizen associations
- non-proprietary clubs
- theatre groups
- not-for-profit organisations.

This permit may be used to cover:

- a one-off event such as trivia night, presentation or school fete
- a booth at a sporting match
- the raffle, auction or sale of a commemorative bottle of wine.

A community liquor permit will not be granted for licensed premises.

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## Service type

### Licence

A licence defines the need to obtain recognition / certification and registration to undertake a certain business activity.

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## Exemptions

Some organisations and events may be exempt. Please use the exemption assessment to determine if you require this permit.

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## Eligibility requirements

This permit may only be granted to an individual over the age of 18 on behalf of a non-proprietary club, organisation or association. A person or commercial operation cannot obtain a permit to make money for themselves.

You will also need to take reasonable steps to ensure that any volunteer staff involved in the service or supply of liquor is under the general supervision of a person holding a current RSA training certificate.

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## Ongoing eligibility requirements

You must prominently display the permit for the duration of the event or function. How and where you display the permit is at your discretion, unless otherwise stated.

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## Duration

Number of days authorised on permit

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## Fees

Task	Type	Business Structure	Amount	Description
Apply	Application	All	\$76.05	Fees per day. Fees for 2022-23

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## Forms

Task	Business Structure	Resources
<b>Apply</b>	All	<a href="#">Application for community liquor permit</a> ↗
<b>Apply</b>	All	<a href="#">Community liquor permit - exemption assessment</a> ↗
<b>Apply</b>	All	<a href="#">Form 7: Application for community liquor permit</a> ↗
<b>General</b>	All	<a href="#">Credit card payment authority form - PDF</a> 📄
<b>Vary</b>	All	<a href="#">Form 16: Application for temporary change in licensed area</a> ↗

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## Other resources

Task	Business Structure	Resources
<b>General</b>	All	<a href="#">Event management planning guide - PDF - PDF</a> 📄
<b>General</b>	All	<a href="#">Information for small regional shows - PDF</a> 📄

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## Act(s) name

[Liquor Act 1992 Queensland](#) ↗

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## Regulation(s) name

[Liquor Regulation 2002 Queensland](#) ↗

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## **Lodgement process**

### **Apply**

Applications must be lodged at least 21 days prior to the event date, though you are encouraged to submit your application as early as possible to ensure there is sufficient time for discussion and negotiation of suitable trading conditions.

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## **Application process**

### **Apply**

You can either apply using the online form or submit Form 7: Application for community liquor permit via mail or in person.

If your event is considered to be high-risk, you will also need to complete an event management plan.

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## **Approval time**

Permits are generally processed within a week. Where information or supporting documentation is outstanding, or if the application is deemed high risk, processing time may take longer.

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## **Transfer**

This permit cannot be transferred.

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## **Additional information**

You will need to ensure that you have approval to use the premises and have appropriate security measures in place.

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## Administering agency

Department of Justice and Attorney-General

Office of Liquor and Gaming Regulation

Licensing Division

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## Contact details

**Please use these contact details for help or more information:**

Licensing Division  
Office of Liquor and Gaming Regulation  
Department of Justice and Attorney-General  
Queensland

 **Operating address:** 63 George Street  
Brisbane City, Queensland 4000

 **Mailing address:** LOCKED BAG 180  
City East, Queensland 4002


 **Phone:** [13 QGOV \(13 74 68\)](tel:137468)

 **Fax:** [07 3738 8531](tel:0737388531)


 **Email:** [OLGRlicensing@justice.qld.gov.au](mailto:OLGRlicensing@justice.qld.gov.au)

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## Supporting information

[Liquor guidelines](#) 

[Liquor-related permits](#) 

[Compliance checklist for liquor and gaming licensees and permit-holders](#) 

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