

Limited Licence (for multiple functions)

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This fact sheet outlines the requirements when applying for a limited licence for multiple functions by a non profit organisation like a sports club or community group. It also outlines the key trading entitlements for this type of liquor licence.

A limited licence allows liquor to be sold at functions held by a non profit organisation (known as a "non-proprietary association"). More detailed information on the licensing arrangements that apply specifically to surf clubs is available at www.olgr.nsw.gov.au

A "function" is any dinner, ball, convention, seminar, sporting event, race meeting, exhibition, performance, trade fair or other fair, fete or carnival, or any other event or activity, that is conducted for public amusement or entertainment or to raise funds for any charitable purpose. For a surf life saving club, a "function" includes any gathering of members of the club (and their guests) organised by the club for social purposes.

Liquor sold at these types of functions can only be consumed at the function – it cannot be taken away from the function.

Approval can be sought for liquor to be sold at up to 52 functions in a 12-month period under a limited licence. Should further functions be proposed during the year, approval can be sought from the Casino, Liquor & Gaming Control Authority for those additional dates.

Applying for a limited licence

An application for a limited licence is made to the Casino, Liquor & Gaming Control Authority. The application form for a limited licence for multiple functions is available at www.olgr.nsw.gov.au/liquor_forms.asp. It must be received by the Authority at least 14 days before the date of the first function where liquor is proposed to be sold. A \$300 fee applies to this application.

When applying for a limited licence, notification must be provided to the local council and police within two working days of lodging the application. Further information on these requirements is contained in the application form.

Trading hours

Trading hours for a limited licence are determined by the Authority and will generally reflect the duration and nature of each function. Trading is not permitted between 3am-6am.



NSW Office of
Liquor, Gaming & Racing



Department of the Arts, Sport and Recreation

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Important things to know

Supervision of a function

Liquor can only be sold at a function held under a limited licence when:

- the licensee is present, or
- a person nominated by the licensee is present to supervise the function.

Under 18s

There is no restriction on under 18s being present at a function held under a limited licence. The Authority may, when granting an application, consider restrictions on under 18s, particularly in relation to large scale events to minimise potential problems.

Signage

A limited licence must display the sign below.



This sign must be displayed wherever liquor is sold on licensed premises i.e. at each bar and servery counter. Where there is no bar or counter, the sign must be displayed at each entrance to the premises.

Signage is available from the Office of Liquor, Gaming & Racing at www.olgr.nsw.gov.au/signs_order_form.asp

RSA training for staff

The licensee and all staff who serve liquor must have completed an approved responsible service of alcohol course. This includes those serving liquor in a voluntary capacity.

The licensee must keep a copy of each RSA certificate in a register on the premises when a function is held.

Sale of liquor

All liquor sold at a function held under a limited licence must be sold in opened cans or bottles or other types of opened containers.

Getting more information

Our website is constantly updated with new information about the new liquor law environment. Go to www.olgr.nsw.gov.au to access this information. Subscriptions to our e-news service are also available from this site.

Access to the liquor laws – the *Liquor Act 2007* and the *Liquor Regulation 2008* – is available from www.olgr.nsw.gov.au/legislation_liquor_reform.asp

For more information, call us on 02 9995 0894 or e-mail us at info@olgr.nsw.gov.au

FAQs

What types of functions can be held by a non profit organisation under a limited licence?

Approval can be sought for liquor to be sold by a non profit organisation at various functions that it holds. This can include sporting events, fundraising dinners and events, award presentations and members' meetings.

Where can we lodge our application for a limited licence for multiple functions?

Applications must be lodged with the Casino, Liquor & Gaming Control Authority:

- by post at GPO Box 7060 Sydney 2001
- by email to liquorapplications@olgr.nsw.gov.au
- by facsimile to 02 9995 0819
- or in person at level 7, 323 Castlereagh Street, Haymarket.

These applications cannot be lodged at local courts.

What if our non profit group only wants to sell liquor at one function a year?

A limited licence can also be obtained for a single function. An application fee of \$50 applies.

People serving liquor at our function are volunteers. Do they have to be trained in the responsible service of alcohol?

Yes, all people including employees and volunteers who serve liquor on licensed premises must have completed an approved responsible service of alcohol course. The training requirement also extends to security officers undertaking crowd control duties at the function.

What happens if the police or council do not support our application or seek conditions that will impact on the viability of our functions?

The Casino, Liquor & Gaming Control Authority is responsible for determining all licensing proposals. It takes into consideration any submissions made by police, councils and other stakeholders.

Will we have to be present when the Authority determines our application in Sydney?

No. Licensing proposals are dealt with informally by the Authority without the need for the applicant to be present. Where further information is sought from the applicant by the Authority, this will be done by mail, telephone or email.

What happens if a function has to be postponed to a later date because of inclement weather or other circumstances outside of our control?

The Authority's approval applies to the postponed date automatically without the need for a further application to be made.

Our sports club plays matches at two different grounds. Can a limited licence be used to sell liquor at both grounds?

Yes. As part of the application for a limited licence, details need to be provided about each of the functions being held, including their location. Approval can be given for functions to be held at different venues at different times throughout the year.

Our sports club hosts multiple events each week throughout the year, meaning we would like to sell liquor at more than 52 functions a year. Can this be done?

Yes. Special application can be made to the Authority to sell liquor at more than 52 functions in a 12-month period.

FAQs

We sometimes get approached by other organisations to hold their functions at our premises. Can we sell liquor at these functions under our limited licence?

Non profit groups wanting to sell liquor at their own functions as well as other private events should obtain an on-premises licence. An on-premises licence is the most suitable licensing option for a non profit group wanting to sell liquor at both its own and private functions.

It will not always be possible for our licensee to be at each function when liquor is being sold. Can we have more than one licensee for our organisation?

No. All liquor licences in NSW operate under the principle that the licensee is responsible for supervising liquor sales and the operation of the premises.

Where a licensee cannot be present at a function, arrangements need to be made for another person to be nominated, who is then responsible for supervising the sale of alcohol at the function.