

Limited Licence (for a single function)

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This fact sheet outlines the fundamental requirements when applying for a limited licence for a single function 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").

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.

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 a single function is available at www.olgr.nsw.gov.au/liquor_forms.asp. It must be received by the Authority at least 14 days before the function.

A \$50 fee applies to this application.

When applying for a limited licence, a notice 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 the 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

Last year we obtained a temporary function licence from the local court for our annual function. What has changed?

Under the new liquor laws – that apply from 1 July 2008 – the Casino, Liquor & Gaming Control Authority has responsibility for licensing decisions. Licence applications are no longer dealt with by the Licensing Court.

For non profit groups wanting to sell liquor at a function, a limited licence - single function is the new equivalent of a temporary function licence.

Where can we lodge our application for a limited licence for a single function?

For applications in Sydney, they can be lodged directly 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.

Applications for a limited licence for a single function can be lodged at court houses as part of interim arrangements pending the introduction of an on-line system in 2009. Licence applications received by local court houses are referred to the Authority.

What if our non profit group wants to sell liquor at multiple functions in a year?

A limited licence can also be obtained for multiple functions held throughout the year. Up to 52 functions in a 12-month period can be held by a non profit group under this licence. Apply for a limited licence - multi-function instead of a limited licence for a single function.

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. This 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 the function?

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.

It also gives the applicant the opportunity to respond to any submissions or recommendations made by other parties before a decision is made.

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.

How long before a function is held do we need to make an application for a limited licence?

An application must be lodged at least 14 days before the date of the function. This enables the Authority time to process the application and consider any submissions received from police, the local council or others.

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

Where a function has been approved by the Authority and then needs to be rescheduled for a later date, the Authority's approval for that later date automatically applies without the need for a further application to be made.