



Apply to CBS to increase capacity for finals

Sporting Clubs can apply to Consumer and Business Services (CBS) to add conditions to their licence to increase the capacity during finals series.

As council needs to approve such changes, it is highly recommended to check first that they consent and have them complete the “Council Approvals - Liquor Licence Application” form prior to lodging the application (pictured on last page of this guide).

STEP BY STEP APPLICATION GUIDE

Variation to conditions (upgrade)

Log in to your LGO account [HERE](#)



Click on your licence

Select **Lodge an application** from your top right of page.

HINT Be aware that an “Error” message frequently pops up. Click OK and it should work. Also, it can take considerable time for LGO pages to load



Select **All other applications**

Lodge an application

Step 1. What would you like to do?

 Manage person approvals	 Suspend this licence
 Cancel this licence	 All other applications ✓

Can't find what you're looking for? Some applications do not apply to an existing licence. Lodge an application from the home screen to access these.

Welcome Christine,

ccarter@clubsaa.com.au

[Home](#) / [Anderson Rowing Club](#) / Forms & Tools

Tools

- › Annual fee calculator
- › Search for a licence or check a person approval status
- › Community interest portal
- › Application noticeboard

Online forms

- › Upgrade a licence
- › Downgrade a licence
- › Relocate a licence
- › Change alter or redefine a licensed premises
- › Sell liquor for takeaway or delivery (COVID-19 Short Term Licence)
- › Administrators landlord or mortgagee taking over a licence
- › Notify the Commissioner of a change in details

Select Upgrade a licence

Variation to conditions (upgrade)

Before you begin

i Applications of this type may require you to lodge a Community Impact Statement. For information [click here](#)

When to use this form

This form is to be used to apply to make changes to your licence or gaming licence which will increase your trading rights, including:

- Increasing your capacity
- Increasing your trading hours
- Add authorisations to your licence
- Add exemptions to your licence
- Add entitlements to your licence (if applicable)
- Vary the conditions of your licence

For changes that would reduce your trading rights, such as reducing your hours or capacity please use the variation to conditions (downgrade) application form.

Please ensure you read the information about applying for variations to your licence on the SA GOV website prior to lodging your application. The website contains information about what documents are required and as well as when a community impact submission will be required.

[Start application](#)

Start application

Search for your licence


Enter your Licence Number - Click on magnifying glass – Select your Club - Next

Variation to conditions (upgrade)

Licence details

▼ Licensed premises details

Please enter your licence number:



Enter **Contact details** –

Contact details

Contact person for this application

* Title

Mr

* Given name

Christine

* Family name

Cater

Company Name

Clubs SA

* Are you authorised to make this application?

Yes

No

I declare I am the applicant or a person authorised to represent the applicant for the application in the following capacity:

- a trustee
- an officer or employee of a genuine association formed to promote or protect the interests of a section of the liquor industry; or
- if the applicant is a trust or corporate entity – by an officer or employee of the entity.

Contact person's details for this application

Is this address a PO box?

Yes

Next – Select **Application Type - Conditions** (NOT Venue capacity)

Variation to conditions (upgrade)

Application type

What would you like to change?

Venue capacity

Authorisations

Trading hours

Exemptions

Endorsements

Conditions

Back

Next

Variation to conditions (upgrade)

Application details

▼ Change licence conditions

Which licence does this change relate to?

Liquor Licence

▼ Condition text

* Condition text 

* Action

+ Add more

[← Back](#)

Tick Liquor licence box and add each condition you want to include permanently on your liquor licence:

Condition text: Capacity permitted to increase to xxxx during finals series of xxxxx League competition

Action: Add new condition

Condition text: If applicable, list any changes to how you will sell liquor for finals eg no glassware

Action: Add new condition

Condition text: If applicable, detail any security you will provide for finals eg minimum number

Action: Add new condition

Next

Supporting documents

Other supporting documents

+ Add files...

Maximum allowed size per file is 10.0 MB.

Allowed file types: .DOC, .DOCX, .XLS, .XLSX, .PPT, .PPTX,

Upload supporting documents as needed – this will include **Council Approval form** (see below) stating capacity they approve

Next

Check **Confirmation** page and Tick **Declaration** box and **Proceed to payment**

The current fee (2023) is \$225.

Receipt page. You can view and print the Summary from here.

You will also receive an email confirming receipt of application.

Council Approval form is available in MEMBERS ONLY - APPLICATION GUIDES & INFORMATION SHEETS

Consumer and Business Services

Council Approvals - Liquor Licence Application

Section 1: Applicant to complete

Premises name	Click or tap here to enter text.
Premises address	Click or tap here to enter text.
Licence number (existing only)	57Click or tap here to enter text.
Category of liquor licence	Choose an item.

Liquor Application – please tick all applicable

Grant of new liquor licence	<input type="checkbox"/>	Alterations to licensed premises	<input type="checkbox"/>
Increase trading hours	<input type="checkbox"/>	Redefinition of licensed premises	<input type="checkbox"/>
Increase venue capacity	<input type="checkbox"/>	Remove licence to new address	<input type="checkbox"/>
Significant variation to trading rights	<input type="checkbox"/>		