



SMARTER CLUBS | SAFER CLUBS

## Apply to CBS to Redefine your Licensed Area

You need approval from Consumer and Business Services (CBS), the licensing authority to change the licensed area of your Club within which you can supply and consume liquor. EG to include outdoor area, upper floor of venue etc.

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 pictured on last page of this guide.

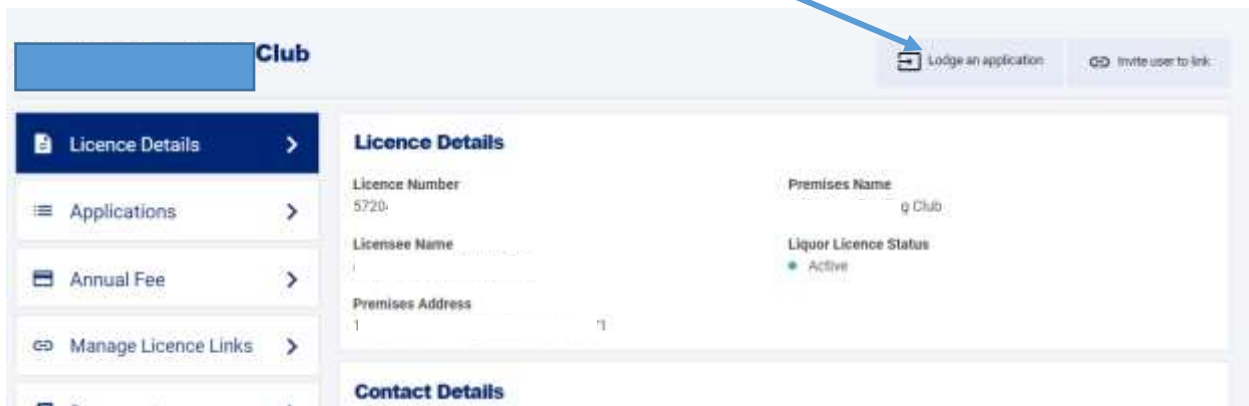
Log in to your LGO account

[HERE](#)



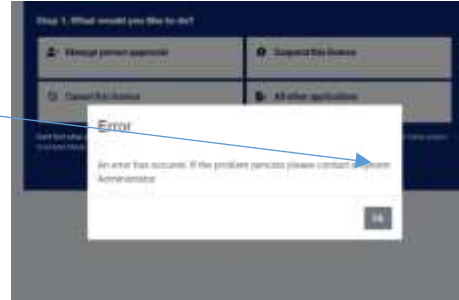
Select Your Licence Number

Click on Lodge an application at top right of page



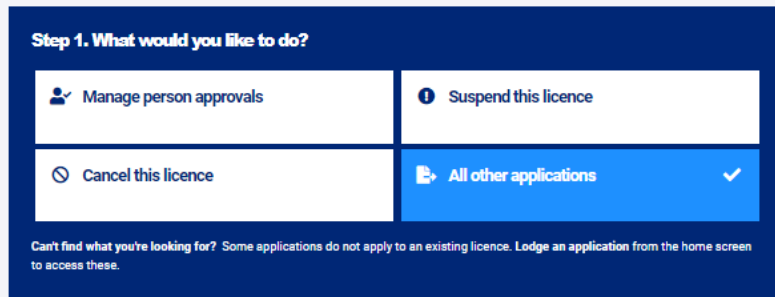
**HINT** Be aware that an "Error" message frequently pops up. Click OK and it should work

Also, it can take considerable time for LGO pages to load



Select **All other applications**

### Lodge an application



Select **Change, Alter or redefine a licensed premises** from the menu



## Read the Before You Start section

### Before you start

#### About this form

This form is to be used to apply to make any of the following changes to your licence:

- structural changes or change the layout of a licensed venue - e.g. move the bar
- add or remove an approval to extend the trading area to include/exclude a footpath or similar outdoor area that is not part of your venue
- change the area in which you can sell liquor under your licence (marked in red on your approved licence plan)
- change the area where prescribed entertainment can be performed (marked in blue on your approved licence plan)
- change the area out of bounds to minors (marked in orange on your approved licence plan)
- change the gaming area (marked in purple on your approved licence plan)

If you are also seeking to increase your capacity as a result of redefining or altering your premises this form will allow you to do so.

Areas approved as an extension of trading area are not included in the capacity of your licence and you do not need to apply to increase your capacity to include an area approved as an extension of trading area.

Please ensure you read the information about applying for these types of changes on the [sa.gov.au](http://sa.gov.au) website prior to lodging your application. The website contains information about what documents are required.

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

For more information on how to submit a plans for licensed premises [click here](#).

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Next

## Next – brings up Licence details page then select Get started

## Complete Contact Details page

## Next – Select Application type

### Change, alter or redefine a licensed premises

Status: In progress

#### Application type

I would like to apply to (select one or more options)

Alteration - Make structural changes or change the layout of a licensed venue - e.g. move the bar

Extension of trading area - Add or remove an approval to extend the trading area to include/exclude a footpath or similar outdoor area that is not part of your venue

Redevelop - Change the area in which you can sell liquor under your licence (marked in red on your approved licence plan)

Back Next

Click **Next** and complete **Application details**

If the capacity will change, choose **Yes** and be aware, an increase incurs an additional fee. (additional \$236 as at 2023-4)

### Change, alter or redefine a licensed premises

**Status:** In progress

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#### Application details

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\* Please select the relevant option in relation to the ability to sell liquor in an approved place adjacent to the licensed premises (e.g. on a footpath)

Add new adjacent area

Remove existing approval

\* Do you want to change how many patrons you can have at the venue as a part of this application?

Yes

No

The current capacity of is **200 persons**. Increasing your capacity may increase your annual fees.

Capacity is the maximum number of persons allowed on the premises at any one time, not the maximum capacity of the venue. This number must be set by Council, a Private Certifier or a Registered Architect.

\* Enter the capacity you are seeking for the premises (after any changes sought in this application)

\* Describe the changes

Enter a detailed description of the changes here...

## Upload your Supporting Documents

### Supporting documents

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\* Premises plan (marked with coloured lines)

+ Add files...

Maximum allowed size per file is 10.0 MB.

Allowed file types: .DOC, .DOCX, .XLS, .XLSX, .PPT, .PPTX, .PDF, .CSV, .TXT, .RTF, .BMP, .GIF, .JPG, .JPEG, .PNG, .TIF, .TIFF

\* Premises plan (unmarked)

+ Add files...

Maximum allowed size per file is 10.0 MB.

Allowed file types: .DOC, .DOCX, .XLS, .XLSX, .PPT, .PPTX, .PDF, .CSV, .TXT, .RTF, .BMP, .GIF, .JPG, .JPEG, .PNG, .TIF, .TIFF

\* Outdoor dining permit

+ Add files...

Maximum allowed size per file is 10.0 MB.

Allowed file types: .DOC, .DOCX, .XLS, .XLSX, .PPT, .PPTX, .PDF, .CSV, .TXT, .RTF, .BMP, .GIF, .JPG, .JPEG, .PNG, .TIF, .TIFF

\* Capacity assessment by Council, a Private Certifier or a Registered Architect

+ Add files...

Maximum allowed size per file is 10.0 MB.

Allowed file types: .DOC, .DOCX, .XLS, .XLSX, .PPT, .PPTX, .PDF, .CSV, .TXT, .RTF, .BMP, .GIF, .JPG, .JPEG, .PNG, .TIF, .TIFF

Other supporting documents

+ Add files...

Maximum allowed size per file is 10.0 MB.

Allowed file types: .DOC, .DOCX, .XLS, .XLSX, .PPT, .PPTX, .PDF, .CSV, .TXT, .RTF, .BMP, .GIF, .JPG, .JPEG, .PNG, .TIF, .TIFF

### Supporting documents

- If you own premises, Certificate of Title, otherwise Landlord's consent
- Outdoor dining permits granted by Council

**TIP** If Council is landlord, ask to include on the one form / letter /email that they are the landlord AND give consent.

- Premises plan – marked
- Premises plan – unmarked
- Other supporting documents including

- Upload a copy of the Minutes where the decision to make the change was agreed

## Declaration – Payment - Receipt

**Pay fee** (\$150 for 2023-24 period) and **Submit**.

You will receive an email acknowledging **Receipt of application**, which can also be viewed via your LGO account.

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## Council Approval form 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"/>		