

Short Term Liquor Licence

Club licence holders who want to change or extend their trading hours or trading area for an event need to apply for this type of licence when the Club wants to:

- Exceed allowed capacity
- Trade outside approved hours
- Hold an event adjacent to licensed area
- Hold an event at a different location

This is an online application only and a link is included below.

Each event will be placed into a class, depending on how you want to trade. Clubs will usually fall into Class 1 and Class 2 levels of Short Term Liquor Licence, for which Clubs will not pay a fee where they are running the bar (unless it is a late application or deemed a high risk event). Classes 1, 2 and 3 are detailed at the end of the Guide.

See the *Application Fees for Clubs – Short Term Liquor Licence* guide for the latest fees in the Members Only section.

You will need:

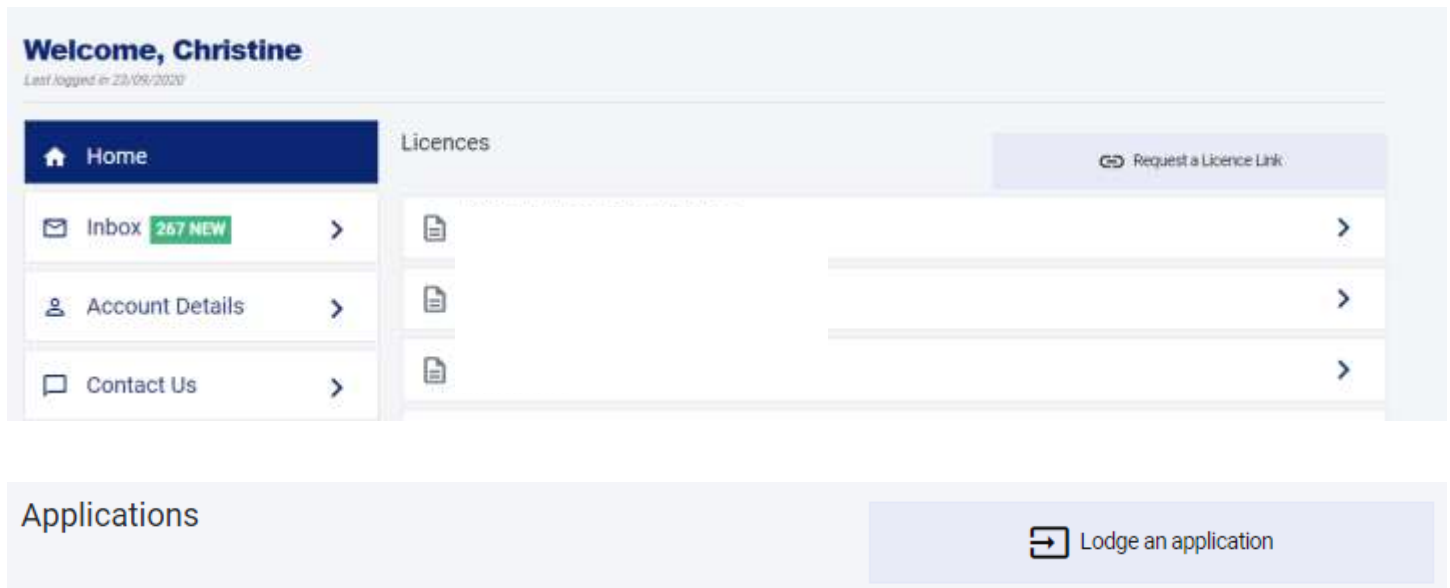
- Details of your function and a description of how liquor will be served.
- A plan of the licensed area in one of these formats:
 - Floorplan of the venue with the licensed area outlined in red.
A copy of your Premises Plan will suffice in most cases with the adjacent area added when needed. Download a copy from your LGO account prior to completing the online application.
- For large outdoor events you can lodge a satellite image - eg from Google maps - of the premises with the licensed area outlined in red on the image.
- A current Liquor Management Plan
- The name of the person in charge of the event - advisable to name more than one to cover sickness etc

- CBS may also ask for a completed Council Approvals - Short Term Liquor Licence Application form (available in Members Only or by email from Clubs SA staff)

To start your application click here: [**APPLY NOW**](#)

This then takes you to the LGO login section.

Once in your Home page, and **before selecting your licence** select the **Lodge an application** from the **bottom of page**



Select **Apply for a short term liquor licence**

Lodge an application

Step 1. What would you like to do?

Apply for a new licence	Transfer a licence
Apply for approval as a Responsible Person	Apply for a short term liquor licence
All other applications	

Can't find what you're looking for? Some applications require a licence. Select a licence from the home screen to access these.

Complete all the required information.

Option 1 - If Event at Club Premises:

Application details

Next: Licensee details
Ref. 106148

Step 1 of 5

Contact details for this application

Name * <input style="width: 95%;" type="text" value="Christine Carter"/>	Email * <input style="width: 95%;" type="text" value="ccarter@clubssa.com.au"/>
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TIP To find your licence, enter your licence number, then Search. Select your licence from result.

Licensee details

Next: Short term licence details
Ref. 106148

Step 2 of 5

Licensee - ▼

Does the applicant currently hold a liquor licence, other than a short term licence, and will the event be held on or adjacent to the existing licensed premises? *

Yes
 No

Please enter the relevant licence number and press search

Search

Back

Save

Next

Option 2 – If Event NOT at Club Premises:

Do NOT tick Yes that you have a liquor licence. Instead, select No and complete form as below.

You will be required to enter your Association number.

If you don't know this, enter the Club Name in this [search page](#) to find it.

Incorporated Associations Search

By Name / Reg No

By Public Officer

Name / Reg No

Search

The search can also return results when only a part of a name is entered.

Licensee details

Next: Short term licence details

Ref: L41763

Step 2 of 6

Licensee -

Does the applicant currently hold a liquor licence, other than a short term licence, and will the event be held on or adjacent to the existing licensed premises? *

Yes No

Is the applicant acting for a trust or as part of a partnership? *

Yes, for a trust Yes, for a partnership No

Do you have an ABN or ACN? *

Yes, an ABN Yes, an ACN No

Name of entity *

Are you incorporated under the Associations Incorporation Act 1985 (SA)? *

Yes No

Association number *

A12345

[Add licensee](#)

[Back](#) [Save](#) [Next](#)

Page 3: Complete details of event

Short term licence details

Ref: L20188

Next: Supporting documents

Step 3 of 8

Event -

Event details

How do you intend to trade during the event? *

- There will be no sale or supply of liquor, attendees will bring their own liquor to consume
- We will sell and supply liquor for attendees to consume on the premises
- We will sell and supply liquor for attendees to consume on the premises and to takeaway with them
- We will sell liquor through Direct Sale Transactions Only

Name of the Function/Event *

Address of where the event will be held *

Nurman Road

Suburb *

SILVER SANDS

State *

SA

Postcode *

5173

Describe the function or event *

Describe the type of liquor to be sold and/or supplied *

Method of serving liquor: *

- Glass Containers
- Paper/plastic/polycarbonate containers
- Wine by the bottle
- Commemorative glassware
- Other

Event dates

Persons in charge

ack

Save

Next

TIP In the description of the event, include wording along lines of:

“This event is for a community purpose. Our Club is a not for profit association whereby all profits earned from the sale or supply of liquor are returned to the community.”

Next, add the Event date(s) that it will be held. You can add more days by clicking the BLUE Add more dates button for a series of events.

You need to select both hours and minutes.

Time from *

16:00

Time to *

No time selected

hour	minute
00	00
01	15
02	30
03	45

+ Add more

TIP If your event will go past midnight, choose 1am (for example) on the same date. System will recognise it goes into next day

Next, add details of Persons in Charge. Save and Next.

Supporting documents Ref: 100168
Next: Lodgement Step 4 of 8

Supporting documents

Premises plan (marked) ✓
For information about the requirements of this document, click here.
EXAMPLE PLAN.pdf
PDF Document (17KB) Select files

REQUIRED 7 DAYS PRIOR TO DETERMINATION DATE
Other supporting documents Select files

Back Save Next

Upload your premises plan and current Liquor Management Plan at this point plus letter of support from council if applicable.

Lodgement

Ref: L04188

Next: Payment

Step 5 of 7

Application fee summary

Fee Type	Amount
Sch 1, Item 3 - Application for new Short Term Licence (Class 1 & 2 - Charity or Incorp.)	N/A
Sch 1, Item 2(b) - Late application for the grant of a short term licence (permanent licensee) (class 2)	\$95.00
TOTAL	\$95.00

Declaration

I, Christine Carter, declare that:

- I am authorised to make this application
- All the information provided in this application is true and correct to the best of my knowledge and belief.
- I have read and understood the **outline of responsibilities**

I agree to the above

Back

Submit and go to Payment

IMPORTANT

When submitted within the timeframe, Classes 1 and 2 Short Term Licences are FEE FREE for licensed Clubs. If a fee shows on the page, please contact Christine Carter on 0437 95 95 89 for assistance.

Class 1	Class 2	Class 3
One day only	One or more days in duration	One or more days in duration
Trade until midnight	Trade until 2.00 am	Trade at any time
No more than 200 people in attendance at one time	No more than 1,200 people in attendance at one time	More than 1,200 people in attendance at any one time permitted
No prescribed entertainment	No prescribed entertainment	Can have approved prescribed entertainment
		All persons involved in the sale or supply of liquor must have RSA certificate
		Must comply with the late night code of practice where applicable
Nominated person in charge	Nominated person in charge	Responsible Person present at all times
		Must provide copy of Management Plan

For all classes of licence, you must comply with the General Code of Practice

APPLY NOW