

## Additional information required for outdoor or large events

The following are to be provided to the Office of the Liquor and Gambling Commissioner at the time of making the application:

- » a plan clearly defining the area
- » views of the local council
- » views of local Police
- » number of male and female toilets available
- » full details of licensed security staff (if proposing to employ security staff)
- » full details of any marquees to be erected, including size, exits, fire retardant treatment
- » details of the target group for the event, eg is the event for people over the age of 18?

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Government  
of South Australia  
Office of the Liquor and  
Gambling Commissioner

## DO I NEED A LIQUOR LICENCE FOR MY PARTY?



*A GUIDE FOR PEOPLE INTERESTED  
IN HOSTING A PARTY OR  
ORGANISING AN EVENT WHERE  
LIQUOR WILL BE SOLD*

## Who needs a Limited Licence?

If you are intending to host a party or organise an event (or a series of events) where liquor will be sold, you are required to obtain a liquor licence known as a Limited Licence.

This requirement applies even if your party or function will be held at a private venue.

It includes parties/events where guests pay a cover charge and alcohol is provided.

**It is an offence to sell liquor without holding a licence.**

A Limited Licence may also be granted to a liquor licensee seeking a temporary extension to trading rights under his or her current liquor licence. The licensee may be seeking an extension to a trading area, trading hours or to permit entertainment on premises not subject to an entertainment consent.

## Regulated Premises

It is an offence to allow consumption of liquor without a licence on regulated premises even if there is no sale of liquor. In these circumstances a Limited Licence is required.

Regulated premises include:

- » restaurant, café or shop
- » bus, limousine, train or tram
- » boat
- » a public place that is being used for the purpose of an organised event, where guests pay an admission.

**For the sale or supply of liquor in a business context please contact the Office of the Liquor and Gambling Commissioner for advice.**

## How to get an application form?

The Limited Licence application form is available from:

- » the Office of the Liquor and Gambling Commissioner
- » the Office of the Liquor and Gambling Commissioner's website ([www.olgc.sa.gov.au](http://www.olgc.sa.gov.au))
- » all police stations

## Lodgements of a Limited Licence application

An application for a Limited Licence must be lodged with the Office of the Liquor and Gambling Commissioner at least 14 days prior to the event.

Applications for large events such as festivals, street closures, Christmas and New Year's Eve functions should be lodged at least 60 days prior to the event.

The Limited Licence application form can also be lodged electronically.

**It is recommended that applications for large events be lodged as early as possible.**

## Is there a fee for a Limited Licence?

An application for a Limited Licence must be accompanied by the correct fee. Details of the fee can be obtained by contacting the Office of the Liquor and Gambling Commissioner (details on the back of this brochure).

No fee is payable where the function is being held for a charitable purpose, under the *Collection for Charitable Purposes Act 1939*. If a waiver of fee is sought on this ground all relevant details must be provided with the application.

## Limited Licence conditions

A Limited Licence authorises the sale and/or consumption of liquor in specific circumstances. It is granted subject to the provisions of the *Liquor Licensing Act 1997* and any conditions attached to the licence.

Standard conditions include:

- » informing a member of the police force at the nearest station of the date, time and place of the function
- » displaying the licence in a prominent position for the duration of the function
- » ensuring the safety and comfort of those attending the function.

