



**Liquor Application Fees**

An application is not considered lodged until the fee has been received. For paper-based applications an invoice for payment will be issued on receipt of your emailed or posted form.

**Payment Options:** Payment be made through via;-

- the applicant’s online portal account\*;
- posting a cheque made payable to The Department of Local Government, Sport and Cultural Industries; or
- a BPOINT payment link can be emailed on request.

Application fees are not subject to GST.

Applications will not be progressed until the fee is received. Generally the application fee is not refundable, even if the application is refused or withdrawn.

DESCRIPTION <i>(Please note: Fees are generally not refunded if an application is not approved)</i>	FEE
<b>ADD, VARY OR CANCEL</b> a condition of a licence or permit	
<b>Permanent</b>	
• Club restricted licence	\$45.50
• Any other type of licence	\$248.50
<b>One-Off</b> <i>(for a period of 21 days or less)</i>	
• Club restricted licence	\$45.50
• <sup>2</sup> Any other licence type if the anticipated number of patrons is:	
○ Up to 500	\$114.50
○ Between 501 and 1,000	\$235.00
○ Between 1,001 and 5,000	\$1190.50
○ Between 5,001 and 10,000	\$2384.00
○ Over 10,000	\$4779.50
<b>Alteration or redefinition</b> of a licensed premises	\$417.00
<b>APPROVAL OF MANAGER</b>	
Application for <b>Approval of Manager lodged at Australia Post</b>	\$186.50
<b>Upgrade from restricted licence to unrestricted licence</b>	
• Lodged at Australia Post	\$61.50
• Lodged online	\$16.00
<b>Renewal of Manager’s Approval (Identification Card) for a period of five years</b>	
• Application for renewal lodged at Australia Post	\$168.00
• Lodged online	\$131.50
<b>Replacement identification Card</b>	
○ Lodged at Australia Post	\$53.50
○ Lodged online	\$10.00
<sup>5</sup> Approval of <b>person in position of authority</b> – All licenses other than a club or club restricted licence	\$165.00
<sup>5</sup> Approval of <b>person in position of authority</b> – club or club restricted licence	\$113.50

Approval to <b>conduct non-liquor business on licensed premises</b>	<b>\$230.00</b>
<b>Change of name of licensed premises</b>	<b>\$76.00</b>
<b>EXTENDED TRADING PERMIT</b> <b>Ongoing</b> <ul style="list-style-type: none"> <li>• Alfresco / Area <span style="float: right;"><b>\$364.00</b></span></li> <li>• Liquor without a meal (not restricted to 120 persons) <span style="float: right;"><b>\$488.00</b></span></li> <li>• Liquor without a meal (restricted to 120 persons or less) <span style="float: right;"><b>\$54.50</b></span></li> <li>• Associations <span style="float: right;"><b>\$364.00</b></span></li> <li>• Catering <span style="float: right;"><b>\$364.00</b></span></li> <li>• Hours, dining, late delivery, restaurant with accommodation <span style="float: right;"><b>\$1224.00</b></span></li> <li>• Cellar Door Operation (producers only): <ul style="list-style-type: none"> <li>- new cellar door operation (one licensee only) <span style="float: right;"><b>\$364.00</b></span></li> <li>- new cellar door operation (two or more licensees) – applications must be lodged concurrently <span style="float: right;"><b>\$364.00 plus \$306.50 per additional licensee</b></span></li> <li>- existing cellar door permit where an additional licensee is seeking approval to operate under a permit <span style="float: right;"><b>\$306.50 per additional licence</b></span></li> </ul> </li> </ul>	
<b>EXTENDED TRADING PERMIT</b> <b>One-Off</b> Increase hours, extend the licensed area and/or sell liquor to non-members <ul style="list-style-type: none"> <li>• Club restricted licence <span style="float: right;"><b>\$44.50</b></span></li> <li>• <sup>2 &amp; 4</sup> For all other licence types <ul style="list-style-type: none"> <li>○ Up to 500 <span style="float: right;"><b>\$114.50</b></span></li> <li>○ Between 501 and 1,000 <span style="float: right;"><b>\$235.00</b></span></li> <li>○ Between 1,001 and 5,000 <span style="float: right;"><b>\$1190.50</b></span></li> <li>○ Between 5,001 and 10,000 <span style="float: right;"><b>\$2384.00</b></span></li> <li>○ Over 10,000 <span style="float: right;"><b>\$4779.50</b></span></li> </ul> </li> </ul>	
<sup>3</sup> <b>Grant or Removal of a club, club restricted, restaurant, small bar, producer's or wholesaler's licence</b>	<b>\$928.50</b>
<sup>3</sup> <b>Grant or Removal of a hotel, hotel restricted, tavern, tavern restricted, casino liquor, nightclub, special facility or liquor store licence</b>	<b>\$3620.50</b>
<b>Juvenile function</b> (under section 126A)	<b>\$66.50</b>
Application for Liquor Restricted Premises Declaration: <ul style="list-style-type: none"> <li>• Where the applicant is the occupier of the premises <span style="float: right;"><b>No Charge</b></span></li> <li>• Where the applicant is the owner of the restricted premises; or a prescribed class of persons as defined in the <i>Liquor Control Regulations 1989</i> <span style="float: right;"><b>\$276.00</b></span></li> </ul>	
<sup>1 &amp; 4</sup> <b>OCCASIONAL LICENCE</b> <ul style="list-style-type: none"> <li>• Up to 250 <span style="float: right;"><b>\$54.50</b></span></li> <li>• Between 251 and 500 <span style="float: right;"><b>\$114.50</b></span></li> <li>• Between 501 and 1,000 <span style="float: right;"><b>\$235.00</b></span></li> <li>• Between 1,001 and 5,000 <span style="float: right;"><b>\$1190.50</b></span></li> <li>• Between 5,001 and 10,000 <span style="float: right;"><b>\$2384.00</b></span></li> <li>• Over 10,000 <span style="float: right;"><b>\$4779.50</b></span></li> </ul>	
<sup>4</sup> <b>Profit Sharing</b>	<b>\$242.50</b>
<sup>3</sup> <b>Protection order</b> under section 87(1)	<b>\$242.50</b>

<sup>3</sup> Transfer of liquor licence	<b>\$889.00</b>
Vary or substitute plans approved under a conditionally granted licence	<b>\$289.00</b>
<b>ANNUAL LICENCE FEE</b>	
<sup>6</sup> Club Restricted	<b>\$301.00</b>
<sup>6</sup> For all other licence types	<b>\$612.00</b>
<b>Extended Trading Permit – Ongoing:</b>	
<ul style="list-style-type: none"> <li>No more than 2</li> <li>3 or more</li> </ul>	<b>\$289.00</b> <b>\$581.50</b>
<b>SEARCH AND SUPPLY FEES</b>	
Address labels for licensed premises	<b>\$148.00</b>
Advertising Banner “Liquor Control Act – Notice of Application”	<b>\$28.00</b>
<b>Copy of a decision of the Commission or Director</b>	
<ul style="list-style-type: none"> <li>For each</li> <li>Additional fee for certification</li> </ul>	<b>\$28.00</b> <b>\$28.00</b>
Copy of documentation, other than already prescribed, per page	<b>\$4.00</b>
<b>Copy of plan</b> (requires licensee’s consent)	
<ul style="list-style-type: none"> <li>For each sheet (up to a maximum of \$200)</li> <li>Certified (for each sheet)</li> </ul>	<b>\$28.00</b> <b>\$41.50</b>
<b>Database printout of record of general licence details</b>	<b>\$41.50</b>
<b>Duplicate licence</b> (requires licensee’s consent)	<b>\$36.50</b>
<ul style="list-style-type: none"> <li>For each</li> </ul>	
<b>Certified licence / permit</b>	<b>\$56.00</b>
<ul style="list-style-type: none"> <li>For each</li> </ul>	
<b>Full search of a licence record</b> (requires licensee’s consent and will incur additional fees for copies of documents as listed above)	<b>\$53.50</b>
<b>List of licensed premises or owners of licensed premises</b>	
<ul style="list-style-type: none"> <li>Hardcopy</li> <li>Electronic format</li> </ul>	<b>\$92.00</b> <b>\$60.50</b>
<b>Search of postcodes</b>	
<ul style="list-style-type: none"> <li>1 to 10 postcodes</li> <li>More than 10 postcodes</li> </ul>	<b>\$41.50</b> <b>\$91.00</b>



**FOOTNOTES**

<sup>1</sup> With respect to an Occasional liquor licence application sought for a function or event that takes place over a number of dates, the fee will be calculated based upon the total maximum number of persons expected to be present in the licensed area at any one time over the period. For example: if a function or event runs for 2 days and the maximum number of persons expected to be present in the licensed area at any one time is 300, then the fee will be calculated on an attendance of 600 people in total and will be \$235.

<sup>2</sup> With respect to a One Off Extended Trading Permit application or Add, Vary or Cancel a condition of licence application sought for a function or event that takes place over a number of dates, the fee will be calculated based upon the total maximum number of persons expected to be present in the licensed area at any one time for each date. For example: if a function or event runs for 2 days and the maximum number of persons expected to be present in the licensed area at any one time is 300, then the fee will be calculated on an attendance of 300 for each date and will be \$229.

<sup>3</sup> In addition to the application fee, new applicants in respect of protection orders and permanent liquor licences (i.e. grant or transfer applications, with the exception of a club or club restricted licence) will pay an additional \$154.00 fee for each individual in a position of authority (including each director and shareholder of the applicant company). If a trustee is being appointed for a club or club restricted licence the \$154.00 fee applies for the trustee.

<sup>4</sup> In addition to the application fee, new applicants in respect of profit sharing agreements or arrangements will pay an additional \$154.00 fee for each individual who is party to the agreement or arrangement and in relation to whom a background check is sought from the Police Service.

<sup>5</sup> Application fee applies for each new director or individual shareholder of the licensee company. An additional \$154.00 fee applies for each person who is a party to the application in relation to whom a background check is sought from the Police Service. If a police report is sought for a new trustee of a club or club restricted licence an additional \$154.00 fee applies.

<sup>6</sup> Annual licence fees for newly granted licences are charged on a quarterly pro-rata basis as follows:

Licence Effective	Fee: Club Restricted	Fee – All Other Licences
1 January - 31 March (100%)	<b>\$301.00</b>	<b>\$612.00</b>
1 April – 30 June (75%)	<b>\$225.75</b>	<b>\$459.00</b>
1 July – 30 September (50%)	<b>\$150.50</b>	<b>\$306.00</b>
1 October – 31 December (25%)	<b>\$75.25</b>	<b>\$153.00</b>

\*If no account exists instructions to create an account will be issued with the invoice.