

Liquor Licensing Division

On-premises (Functions) Licences



Primary purpose

Various categories of on-premises licence are available, each for a different primary purpose:

- functions
- meals
- cabaret
- tourist
- transport
- sporting, cultural, theatrical presentations
- educational institution
- other activities approved by the chief executive.

If the primary purpose of a business changes, a new licence will be required.

Trading hours

Liquor may be served at any time from Monday to Sunday, between the hours of 10 a.m. and 12 midnight. If extended trading hours are required a separate application must be lodged, detailing how the extended hours are in the public interest.

Note that on Good Friday and Christmas Day, liquor may only be served during ordinary (not extended) hours, and only in conjunction with a **meal** in an area ordinarily set apart for dining. On Anzac Day, this provision applies until 1 p.m.

Definition of 'meals'

Under the Liquor Act, a meal means food that 'is eaten by a person sitting at a table, or fixed structure used as a table, with cutlery provided for the purpose of eating the food and is of sufficient substance as to be ordinarily considered as a meal'.

Trading conditions

Liquor may only be served to persons attending a function and must be consumed on the premises. The supply of liquor must be ancillary to the activity of the function.

The *Liquor Act 1992* describes a function as 'an event or occasion to which persons are invited by, or for, the organiser of the event or occasion'.

It does not include 'an event or occasion organised:

- (a) by the owner or licensee of the licensed premises where the event or occasion is for the owner's or licensee's benefit; or
- (b) by someone else if the owner or licensee of the premises where the event or occasion is held is entitled to receive a benefit other than a charge for using the premises and providing catering facilities'.

Additional privileges

The chief executive may also approve any of the following privileges for an on-premises (functions) licence. Separate applications are required in each instance:

- approval for extended hours before 10 a.m. or after 12 midnight;
- approval to cater for functions away from the premises, where the licensee is supplying catering services, including food.

Note: a separate permit is required to cater for public functions.

Applications for new licences

A completed [application form](#) and personal details schedules must be lodged, and accompanied by all minimum requirements stipulated in the form. The application fee must also accompany the form. If all attachments are not included, or the form is incomplete, the application will be returned to the applicant.

After applications are received:

1. An advertising period of 28 days will generally be required.
2. A conference may be held to hear any objections to the application.
3. The applicant will be required to attend a Responsible Management of Licensed Venues course if they:
 - have not completed the course in the last three years; or
 - have not held the same type of licence within Queensland in the last three years.

For a list of approved trainers and scheduled courses visit the Liquor Licensing Division website at www.liquor.qld.gov.au

Applications for new licences take **at least** 3–5 months to process. Applicants should be aware that lodgement of the application is no guarantee that the licence will be granted.