



# Application for a University Liquor Permit

(Forms must be submitted 7 days prior to the date of the Function)

## STEP 1 Details of Function Organiser

**NOTE:** Please refer to the notes over page for responsibilities of Function Organisers.

Name of Function Organiser			
Position Title			
Full Name of Organisation (i.e. Budget Centre or TUU/SA Club/Society)			
Mailing Address			
Phone Number		Fax Number	
Email Address			

## STEP 2 Function Details

Name/Description of Function			
Approximate number of people expected to attend		Alcohol will be for sale and/or an entry fee will be charged	Yes <input type="checkbox"/> No <input type="checkbox"/>
Location of Function			
Date	/ /	Start Time	End Time
Use of Space Approved By:		Signature / /	

## STEP 3 Approval by Budget Centre or TUU/SA Club/Society President

*I endorse this function and the Application for a Liquor Permit as detailed above:*

Approved by:	Signature / /
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## STEP 4 Checklist and Declaration by Applicant

**NOTE:** Please tick the relevant boxes below to indicate that you have read and agree to the following:

• If Liquor is to be sold and/or an entry fee will be charged, I have an appropriate Permit from the Tasmanian Commissioner for Licensing and a copy is attached.	N/A <input type="checkbox"/> Yes <input type="checkbox"/>
• I have obtained appropriate Permits/Licences from the City Council (if required) and a copy is attached ( <i>please see item 4 over for more information</i> ).	N/A <input type="checkbox"/> Yes <input type="checkbox"/>
• I have obtained the approval of the appropriate Head ( <i>see item 2 over</i> ) prior to submitting this Application and their signature is above.	No <input type="checkbox"/> Yes <input type="checkbox"/>
• I have read, understood and agree to abide by the provisions contained within the Liquor Licensing Act 1990; Part II, Section 4 of the University By-Laws; and the University's policy and procedure on the Safe Consumption of Alcohol ( <i>see over page for references</i> ).	No <input type="checkbox"/> Yes <input type="checkbox"/>
<b>I agree to the above</b>	Name: _____ Signature: _____ Date: / /

<b>Restrictions:</b>			
<b>AMS Use ONLY</b>	Approved: YES / NO	Signature: _____	Date: / /
<b>Approval Sent to:</b>	• Applicant <input type="checkbox"/>	• Security Calendar <input type="checkbox"/>	• Records <input type="checkbox"/>

Please forward the completed form to AMS Hobart (Southern Campus Functions) or AMS Launceston (North/Cradle Coast Functions) at the addresses listed below:

Private Bag 35 Hobart Tasmania 7001 Australia. Telephone 03 6226 2791. Facsimile 03 6226 2797.  
 Locked Bag 1365 Launceston Tasmania 7250 Australia. Telephone 03 6324 3639. Facsimile 03 6324 3630.

# NOTES FOR COMPLETING THE LIQUOR PERMIT APPLICATION

(please retain for your information)

## **Notes for Completing Step 1**

Organisers of a Function to be held on University property (other than Licensed Premises) where alcohol will be served (either sold or provided at no cost) :

1. are responsible for obtaining all required Tasmanian and University Liquor Permits from the Commissioner for Licensing and the Director, AMS (or nominee) respectively;
2. must have the approval of the responsible Budget Centre Manager or President of the involved Club or Society where appropriate, before lodging the Application for Liquor Permits;
3. will be deemed to be directly responsible for the planning and management of the function, including the responsibility for ensuring that proof of age is obtained prior to the serving or consumption of alcohol;
4. must ensure that Responsible Serving of Alcohol principles are adhered to during the function;
5. must ensure that consumption of alcohol is a social adjunct to, and not the purpose of, the function;
6. must ensure that the function is fully inclusive and makes provision for people who are not of legal drinking age or do not drink alcohol for religious, cultural or other reasons;
7. must be 18 years of age or over and must be present at the Function; and
8. must ensure that they are fully aware of, understand and agree to comply with all relevant University and other legislation including the relevant policies and procedures detailed below.

## **Notes for Completing Step 2**

- If alcohol will be for sale and/or an entry fee will be charged then you must obtain an appropriate Permit from the Tasmanian Commissioner for Licensing and attach a copy to the University Liquor Permit.
- The owner of the space where the function is to be held (i.e. Head of School if the function is to be held in School managed rooms, or AMS for external areas/centrally managed spaces) must approve the use of the space. For External Users, this section must be signed by Venue Hire Officer.

## **Notes for Completing Step 3**

- For functions organised by staff, the application must be approved by the responsible Manager. That is, the Head of the University Budget Centre (Work Unit) which is sponsoring or hosting the event.
- For functions sponsored by student groups, the application must be approved by the President of the relevant club or society sponsoring the event.
- For External Users, this step does not apply as this application will form part of the Contract for Hire for University Venues.

## **Notes for Completing Step 4**

- The Function Organiser must ensure that an appropriate Permit is obtained from the Tasmanian Commissioner for Licensing and a copy is attached to the University Liquor Permit Application if Liquor is to be sold and/or an entry fee charged.
- Some Functions may require specific Licences and Permits from the City Council. Examples include Place of Assembly "Specific Event" Licence, Temporary Occupancy Permit (for erecting temporary structures such as marquees) and Temporary Food Premises Registration (if food is to be served in a temporary structure). Function Organisers are responsible for arranging for all Permits and Licences and for all costs associated with their issue. Function Organisers must contact the appropriate City Council prior to submitting this Application for Liquor Permit to determine whether the Function requires any additional Permits or Licences.
- The appropriate approvals for the use of the space and for the Function (see Notes for Completing Step 2 above) must be obtained prior to submitting the Application.
- The Function Organiser must agree to abide by all relevant policies, procedures and legislation. Liquor related information is available from the following websites:
  - **University By-Laws Part II, Section 4**  
<http://www.utas.edu.au/universitycouncil/legislation/bylaws.doc>
  - **University Policy CORP 3.1 – Safe Consumption of Alcohol**  
<http://www.utas.edu.au/policy/vcpol/corp3.1.html>
  - **University Procedure CORPR 3.1 - Safe Consumption of Alcohol**  
<http://www.utas.edu.au/policy/vcpol/corpr3.1.pdf>
  - **Alcohol, Tobacco & Drugs in the Workplace Policy**  
[http://www.admin.utas.edu.au/hr/ohs/pol\\_proc/alcohol.pdf](http://www.admin.utas.edu.au/hr/ohs/pol_proc/alcohol.pdf)
  - **University Liquor Permit website**  
<http://www.utas.edu.au/ams/liquor.htm>
  - **Dept of Treasury & Finance Liquor Licensing website**  
<http://www.treasury.tas.gov.au/domino/df/df.nsf/v-licensing/home>
    - Includes information on the Liquor Licensing Act, Permits, Responsible Serving of Alcohol information, and Information for Permit Holders and their Crowd controllers.

**In accordance with our commitment to the safe consumption of alcohol, the University will not authorise any Functions with a BYO (Bring Your Own) policy.**