



Entertainment Venues Permit Application

Local Law (Entertainment Venues and Events) 1999

GST does not apply to these Permits

Please read the Application Guidelines and the Entertainment Venues Guide before completing and submitting your application. Applications that are incomplete will not be accepted.

1 Application type *Select ONE only*

New Permit *Complete Parts A, B, C, F and G*

or

Amendment to Permit *Complete Parts A, D, F and G*

Existing Permit no.

or

Transfer of Permit *Complete Parts A, B, E, F and G*

Existing Permit no.

or

Plan Assessment/Design requirements only *Complete Parts A, B, C and F*

Office Use Only

DART Application no.

DART Permit no.

2 Fee reduction *Tick if applicable*

This application is for a charitable organisation

PART A

3 Premises address *Use official address of premises location*

Unit no.	Street no.	Street	Suburb	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4 Real Property description

Lot	Plan	Lot	Plan
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5 Development approval *For new permits or a change of use only*

Is a valid Development Permit for the activity in place?

Yes Reference number

Not applicable *The proposed use is exempt or self-assessable development and does not require a Development Permit*

No *You need to determine the suitability of the site for your use. See Application Guideline 5. Severe penalties exist for unlawful uses under the Integrated Planning Act 1997.*

PART B

6 Applicant

Individual's full name *Person/s applying to be the new permit holder*

Title	Surname/Family name	First name	Middle name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

or

Organisation's full name *Organisation applying to be the new permit holder*

PART B *Continued*

7 ABN *Mandatory*

8 Registered address *Not a PO Box*

9 Postal address

10 Business/Trading name *If applicable*

11 Contact person's name

12 Contact details

Business phone no.	Business fax no.	Business mobile no.
<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail		
<input type="text"/>		

13 Agent or Consultant *Details of person making application on behalf of the operator*

Name		
<input type="text"/>		
Address		
<input type="text"/>		
Business phone no.	Business fax no.	Business mobile no.
<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail		
<input type="text"/>		

PART C

Permit specific details

14 Entertainment Venue Categories *Excluding Events*

Category A *Tick ALL that apply*

- Amplified music concert – venue for conducting concerts as a primary activity and inside a building. **Concerts conducted outside a building must apply for a Permit as an Entertainment Event.**
- Boxing or wrestling – contest, display or exhibition
- Major sporting stadium **Amplified music concerts must apply for a Permit as an Entertainment Event.**
- RNA Showgrounds - for any purpose **Motor vehicle racing or amplified music concerts which must apply for a Permit as an Entertainment Event.**
- Dog racing
- Horse racing, trotting and pacing
- Motor vehicle racing

Category B *Tick ALL that apply*

- Amusement arcade
- Aquatic leisure park
- Basketball or netball – any number of courts
- Billiard saloon
- Cinema
- Circus – including associated entertainments
- Commercial swimming pool or spa
- Drive-in theatre
- Entertainment hall *Any entertainment hall operated by a religious or charitable organisation listed in Appendix A shall pay a nil fee for permit renewal*

Category B *Continued next page*

PART C Continued

Category B cont. Tick ALL that apply

- Flea markets and markets
- Entertainment by live artists not involving amplified music
- Golf links, driving ranges and practice centres
- Gymnasium or fitness centre
- Indoor cricket – any number of pitches
- Indoor volleyball – any number of courts
- Live music or entertainment involving application of a minor nature **Not an amplified music concert**
- Riding school
- Squash courts
- Tennis court – any number of courts
- Ten-pin bowling centre
- Theatre and theatre restaurant
- Outdoor sport and recreation
- Zoological park

Category C Tick ALL that apply

- Concert, lecture, public meeting
- Dancehall, ballroom dancing, display of dancing
- Enclosed premises **Does not include squash, tennis, basketball, indoor cricket and indoor volleyball**
- Indoor bowling **Not a ten-pin bowling centre, skittles, bowling green**
- Mechanical structure for amusement or entertainment *Maximum fee of five mechanical structures*
- Mini golf
- Night club **Not holding a liquor licence covering the whole of the premises**
- Outdoor bowls **Not holding a liquor licence covering the whole of the premises**
- Reception lounges – includes premises for wedding receptions, birthdays and other parties
- Skating rink – includes ice skating

15 Proposed operating hours

Monday to Friday	Saturday	Sunday
<input type="text"/>	<input type="text"/>	<input type="text"/>

PART D

16 Amendment/s to current Permit Give details of proposed amendments

PART E

17 Transfer of Permit **The current permit holder MUST sign this section. NOTE: If the existing operation has been modified without Council approval the permit cannot be transferred.**

Current Permit Holder's name *Individual or organisation*

Current Permit Holder's name *Individual*

Name of Signatory *If applicant is an organisation*

Position *Proprietor, Director, Manager*

Signature

PERMIT HOLDER 1

Signature

PERMIT HOLDER 2

Date

Date

PART F

18 Completion checklist *Required with this application*

Tick box/es

- | | |
|---|--------------------------|
| 1. Completed and signed application form | <input type="checkbox"/> |
| 2. Correct fee | <input type="checkbox"/> |
| 3. Two sets of plans to scale - maximum A 3 | <input type="checkbox"/> |
| 4. Property Owner's written consent <i>If applicable</i> | <input type="checkbox"/> |
| 5. Attachment relating to suitability statements required if answering 'yes' to question 19 | <input type="checkbox"/> |
| 6. Development assessment check - if you ticked either 'yes' or 'not applicable' to question 5, you do not need to lodge a Development Approval under the City Plan | <input type="checkbox"/> |
| 7. Proof of Charity Status if requesting reduced fee | <input type="checkbox"/> |

Office Use Only

NOTE: *Where your proposal involved new or altered structures, etc. you may require Building Approval, Plumbing Approval, etc. It is your responsibility to ensure you obtain all relevant approvals. A Licence and Registration under the Local Law (Entertainment Venues and Events) 1999 does NOT constitute approval for other aspects of your business.*

PART G

19 Applicant's suitability statement, declaration and signature

Have you ever had a permit refused, suspended or cancelled, or been found guilty of an offence under Local Law (Entertainment Venues and Events) 1999 or corresponding law in Queensland or other States and Territories?

No Yes *Give details in an attachment*

I understand that the information provided in and with this application may be disclosed publicly under the Freedom of Information Act 1992 and the Evidence Act 1977.

I am aware that it is an offence to knowingly provide false or misleading information.

Name *Individual or organisation*

Name *Individual or organisation*

Name of Signatory *If applicant is an organisation*

Position *Proprietor, Director, Manager*

Signature

APPLICANT 1

Signature

APPLICANT 2

Date

Date

Application lodgement options

By mail:

Return completed application to:

Brisbane City Council
GPO BOX 1434
BRISBANE QLD 4001

In person:

Applications can only be lodged at the Regional Business Centres.

For further information

Please contact Brisbane City Council on **133 BNE (133 263)** or visit Council's website at www.brisbane.qld.gov.au.

Entertainment Venues Permit Application Guidelines

Notes in relation to specific fields on the application

For all fields, if the space is insufficient please provide the required information in a clearly marked attachment.

1 Application type

As this form can be used for several different application types in relation to Entertainment Venues, you must determine the purpose of your application. This also determines the fee payable for the application.

- Select **New Permit** where premises has not previously been approved for this purpose, or where a previous approval has lapsed. You would also select **New Permit** if you take over a business **and** plan to significantly alter the premises or operation.
- Select **Amendment to Permit** if you already hold the permit and intend on making significant alterations to the operation.
- Select **Transfer** only where you are taking over an existing permit. The premises must have a current permit, no changes to the operation must have been made and you must obtain the current permit holder's signature.
- Select **Plan Assessment/ Design Requirements only** where you need advice on the suitability or the requirements for the design of the premises, but you are not ready to operate the entertainment venue within 60 days. A permit will not be issued for this type of application.

2 Fee reduction – Charity status

Only tick this box if your activity is of a nature where a reduction or waiver of fee is applicable and your organisation is listed in Appendix A of the current Fees and Charges.

3 Premises address

You must use the official address of the location where the activity will be carried out, and include any unit number if applicable. If you are unsure of the official (rateable) address, please confirm by contacting the landowner or alternatively phone Council on 3403 8888. If you are proposing a Mobile Food Business, you must give us the address where the vehicle is stored, or your residential address. This address **cannot** be a post office box.

4 RPD

This is the Real Property Description. If you are unsure of the RPD, please confirm by contacting the landowner or alternatively phone Council on 3403 8888.

5 Development Approval

This question is only applicable for a new permit or where structural amendments are proposed

If your proposal involves a change of the use of the site or construction or alteration of buildings, you may require a Development Permit under the City Plan (previously known as Town Plan Approval or Consent), or other approvals. **You are responsible** for investigating if your proposal requires any other approvals. To determine if you need a Development Permit please phone Council on 3403 8888 and ask to speak with a Town Planning Consultant or a Customer Liaison Officer.

Enquiries in relation to building should be directed to a private certifier (see Yellow Pages) and plumbing matters can be directed to Council's Plumbing Section on phone 3403 8888. You must either have a Development Permit, or know that you do not need a Development Permit for your activity. If you answer NO or you do not know the answer to this question, DO NOT LODGE THE APPLICATION AT THIS TIME. You must determine the suitability of the site for your proposed use.

PART B

6 Applicant

The primary applicant must be the person who will hold the permit and be legally responsible for the operation.

- Where the applicant is an individual, provide full name, eg. *Mr John Peter Smith*
- Where the applicant is a partnership of individuals, provide full name of all individuals, eg. *Mr John Peter Smith, Mr David Geoffrey Smith and Miss/Mrs/Ms Mary Jane Smith*
- Where the applicant is a corporation, provide full name of corporation as registered, eg. *Queensland Best Pty Ltd* or *My Company Ltd*. Note a business name is not a legal entity and **cannot** be the permit holder.

8 Registered address

This is the address of the registered office where you can receive legal documents. This may be the same address as the location of the activity. A post office box **cannot** be a registered office.

11 Contact person

You may wish to nominate a contact person for the application, eg. *your manager*. An organisation **must** nominate a contact person.

12 Contact details

Give the contact details where you can be reached on a daily basis during business hours.

13 Agent or Consultant

If an agent or consultant is assisting you with the application, the relevant details must be supplied. This person will receive all correspondence in relation to the application, but will not be listed as the licence holder or receive future correspondence such as renewal notices. *Leave this section blank if you are not using an agent.*

PART C

Permit specific details

14 Entertainment Venue Categories

Select all that applies. In the case of an application to use any premises for more than one of the above entertainment categories, a comprehensive fee applies, being the highest fee payable. Please see the Entertainment Venues and Events Guide or phone Council on 3403 8888 and ask to speak with an Environmental Health Officer for further information about these categories.

15 Proposed operating hours

State proposed hours of operation.

PART D

16 Amendment to permit

This section is only applicable if you are requesting an amendment to your current permit. You need to clearly indicate the proposed amendment, eg. *alteration or expansion to the activity or change of operating hours*. Please attach supporting documentation where relevant.

PART E

17 Transfer of permit

The current permit holder must consent to the transfer of the permit to the applicant. A transfer may only be considered where there have been no alterations to the operation. It is strongly recommended to obtain an Inspection Report (pre-sale report) prior to applying for a transfer, as this report will indicate any outstanding issues with the current permit. Please phone Council on 3403 8888 for more information about an Inspection Report.

PART F

18 Completion checklist

The checklist is used both by the applicant to make sure that the application is complete and by Council officers to quickly assess if all vital elements of the application have been included. Please note that where you are required to attach additional information and plans, these needs to conform to the requirements as listed in this guideline or in the Entertainment Venues Guide.

Where the applicant is not the property owner, the property owner's written consent to the application must be provided.

PART G

19 Applicant suitability, declaration and signature

If you are supplying commercially sensitive or confidential information please ensure you mark such information clearly. If the application is made by an organisation, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the organisation.

Notes in relation to Plan Requirements

Plans are required for any new premises where the activity has not been previously approved or where any significant alterations are proposed. Plans are **not** required for transfers or an amendment of licence not involving structural alterations.

- two copies of all plans, maximum A3 and clearly legible
- all plans drawn to scale 1:100 or 1:200, with elevations and details not more than 1:50
- site plan showing location of site in relationship to surrounding land uses
- floor plan showing all areas, and location of all activities

Technical reports and other information such as brochures or photos can be attached as necessary to accompany the plans.