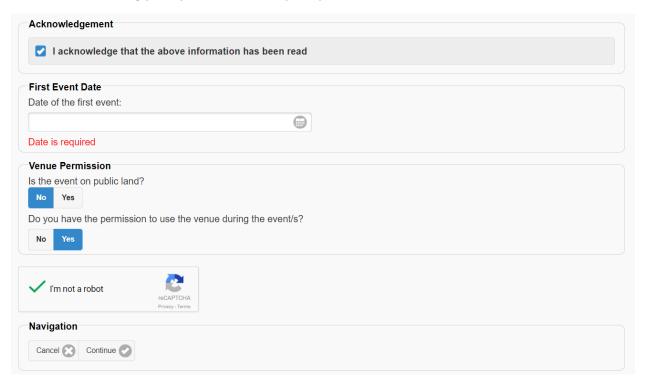
Applying for a liquor licence

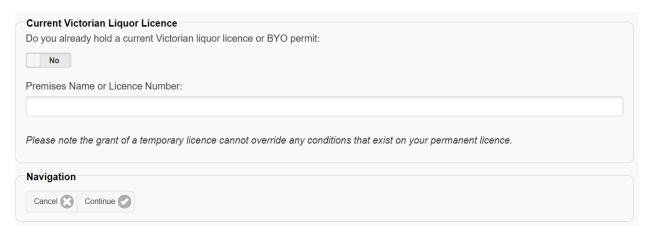
In order to apply for a temporary liquor licence please go to https://liquor.vcglr.vic.gov.au/templicence/

Ensure you read all the information presented to you, both on the website above and in the documents, we have prepared. Each screen shot shows a different page in the liquor application site.

Indicate the date your camp starts. Determine if the land your camp is on is government or private land and answer accordingly (they will almost always be private land).



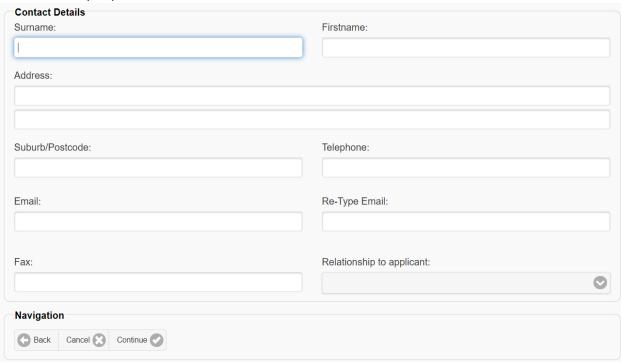
As no club already has a licence and the licence for camps is not affiliated to UMSU's licence, select "No" for this



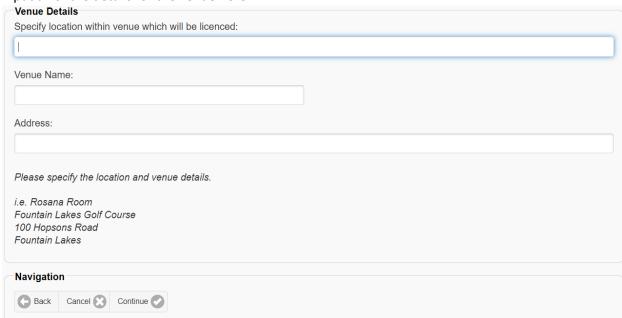
If your club is not an incorporated entity, you should select natural person for this. The person listed on the application will be the licence holder (licensee) and responsible for oversite of the camp and its safety. This must be an executive member of the club. If your club is incorporated, select that option.



Here is where you put all the contact details of the licensee.



Input all of the details for the venue here.

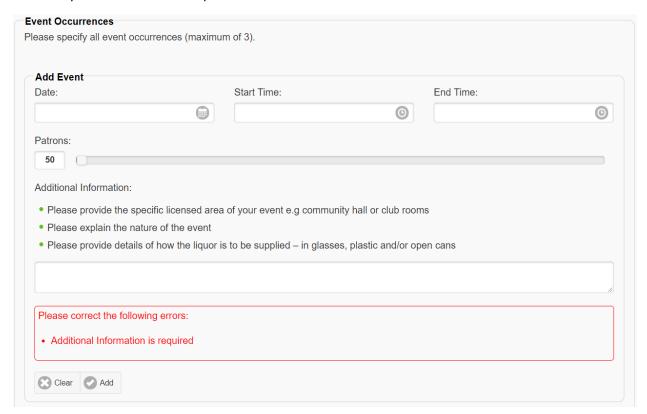


If your event is solely indoors then select indoor events but if it is only outside or a combination then select outdoor events. You can have up to 3 events meaning a maximum of 3 days.



For this section make it as detailed as possible. The more detailed this is, the more likely your application is to be accepted the first time. This should be written like an alcohol management plan. Indicate where the alcohol is to be served, how it is to be served, how you will monitor the intoxication levels of attendees, how will you ensure people keep drinks within the licenced area etc.

Indicate the times of all the events as well as what they are. For example, if you are running a sack race from 15:00-16:00 and then a party from 20:00-23:00 then when you add the event put the time from 15:00 (the earliest start time) to 23:00 (the latest finish time). Then in the additional information distinguish between the events and their times. If you do not specify the individual events and that there will be a dry period between the events than your application is likely to come under a higher level of scrutiny from the VCGLR and police.



Here is when you attach the red line plan of the site. The site map needs to be to scale with dimensions labelled, especially for the red lines. For more information on this go to https://www.vcglr.vic.gov.au/liquor/byo/manage-my-licence/request-redline-plan and select "Download the Plans of licensed premises fact sheet"

Ensure the first aid room is not inside the licenced area and you have a way to access it without going through the licenced area.



You will then be shown an overview of your entire application to ensure everything is correct and asked to verify the accuracy.

Once your application is finalised you are then required to pay for the liquor licence which costs \$59.40. You will be notified of the success of your application once it has been processed or be asked to provide extra information if required.

