

Notes for completing the liquor permit application

(Please retain for your information.)

Organisers (or their responsible delegates) of functions 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 Executive Director, Commercial Services & Development (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 (**This applies to University organisations or TUU clubs and societies only.**)
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 older and must be present at the function
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 and alcohol served then you must obtain an appropriate permit from the Tasmanian Commissioner for Licensing and attach a copy to the University liquor permit application form.
- If alcohol will be for sale and/or an entry fee will be charged and alcohol served then you must organise appropriate security and/or crowd control for your event.
- 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 Campus Services for external areas/centrally managed spaces) must approve the use of the space. For external users, this section must be signed by Campus Services.

Notes for completing step 3

- For functions organised by University 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, step 4 does not need to be completed as this application for a University liquor permit 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 and alcohol served.
- 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/university-council/>
 - **University Policy CORP 3.1 – Safe Consumption of Alcohol:** http://www.utas.edu.au/_data/assets/pdf_file/0006/38436/CORP-3.2-Safe-Consumption-of-Alcohol-Policy.pdf
 - **University Procedure CORPR 3.1 – Safe Consumption of Alcohol:** http://www.utas.edu.au/_data/assets/pdf_file/0004/38038/CORPR-3.2-Safe-Consumption-of-Alcohol-Procedure.pdf
 - **Alcohol, Tobacco & Drugs in the Workplace Policy:** www.admin.utas.edu.au/hr/ohs/pol_proc/alcohol.pdf
 - **University Stalls, Venues and Liquor Permit page on the Campus Services website:** www.utas.edu.au/campus-services
 - **Liquor and Gaming section of the Dept of Treasury & Finance website:** www.treasury.tas.gov.au
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.