

**Application Form**  
**Advertising signage, outdoor eating and goods for display**  
**(Variation to existing permit)**

<b>Applicant Details:</b>	Home Phone:
Given Names:	Business Phone:
Surname:	Mobile Phone:
Business Name (if applicable):	
Email Address:	
Street Address:	
Suburb:	Postcode:
<b>What Location is this permit required for (if other than above):</b>	
Street Address:	
Suburb:	Postcode:
<b>What Location is this permit required for (if other than above):</b>	
Street Address:	
Suburb:	Postcode:

<input type="checkbox"/> YES	<input type="checkbox"/> NO	Do you understand the requirement to keep and maintain current Public Liability Insurance with at least \$10 million indemnity?
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Have you attached a copy of the Neighbouring Business Referral Letter?
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Have you attached a copy of your Site Plan?

If you are wanting to apply for an extension of your red line? (serving of alcohol) you are still required to make contact with the [THE VICTORIAN COMMISSION FOR GAMBLING AND LIQUOR REGULATIONS](#).

- To apply for an outdoor area temp licence, you will need to provide the following documents from your local council with your application:
1. Written permission from your local council allowing you to use the outdoor area (this may be a permit, licence, or letter issued by the local council).
  2. A plan that clearly describes the boundary of the outdoor area endorsed by your local council (this can be part of the written permission under item 1).
  3. Specified trading hours for the outdoor area, from your local council (this may be part of the written permission under item 1).

If an outdoor area temp licence is issued, you must adhere to the following limitations:

- Food must be available for purchase at all times when liquor is being supplied.
- The consumption of liquor may only occur when patrons are seated.
- The licensee must make available for inspection by a VCGLR gambling and liquor inspector or Victoria Police a copy of the local council's written permission to use the outdoor area (for example, a permit, licence or letter issued by the local council), including any plan of the outdoor area and the boundary.
- Trading hours are the **lesser** of the hours permitted under any Victorian Government directions and/or restrictions in relation to COVID-19, or local council's written permission to use the outdoor area, or your permanent licence.
- Maximum patron numbers are the **lesser** of those permitted under any Victorian Government directions and/or restrictions, or local council's written permission to use the outdoor area (if patron numbers are specified).
- The outdoor area temp licence will expire once your local council permission expires.

In providing these documents, the VCGLR will endeavour to process your application within three (3) business days.

Applicant Name:	Signature of Applicant:	Date:            /        /
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