

# Fast track, low risk underage events

## Temporary approval of unaccompanied minors on licensed premises

### Information and lodgement checklist

This form is to be used by a licensee to request that the Victorian Liquor Commission (the Commission) approve under section 120 of the *Liquor Control Reform Act 1998* the presence at an underage event/s on licensed premises of persons under the age of 18 years without the company of a parent, spouse, legal guardian or responsible adult.

Only licensees who are eligible for fast track, low risk applications should use this form. Please note that licensees are responsible for compliance with all liquor laws and conditions of approval for underage persons on licensed premises for events. Licensees should ensure adequate supervision of events organisers or promoters and events occurring in their premises to make sure they are fully compliant. To help determine if you are eligible, please answer the questions on the application checklist below.

### What are Fast Track, Low Risk Events?

Low risk applications have a lower risk of harm to the community. The Commission will determine these applications more quickly – or ‘fast track’ them – because Victoria Police is not asked to comment on these applications. Licensees may also have to submit fewer documents with their Fast Track, Low Risk application than with other applications.

Applications should be submitted at least 20 calendar days prior to an event to ensure a determination is made in enough time prior to the event.

You can apply for up to three events on this form.

#### Important note:

The lodging of an application does not automatically mean that the application will be approved. The Commission recommends that licensees not advertise or promote their event before they have received approval from the Commission. If licensees choose to advertise or promote an event before the Commission has provided approval, they do so at their own risk. The Commission is not liable for any costs licensees may incur if the Commission does not provide approval in the manner applied for. Applicants are advised that the Commission usually imposes conditions requiring underage events to be advertised and promoted in a particular way. Please see below for more information on standard conditions.

Follow the checklist to see if you are eligible – you must answer ‘yes’ to all questions to qualify. Please note that Victoria Police can advise the Commission that a particular licensed premises, location or event is not low risk. If this applies to you, you will be notified by the Commission. If you are not sure whether you are eligible, please contact the Liquor Control Victoria on 1300 182 457 to check before lodging your application.

## Application checklist

### Experience

Have you (the licensee) had approval from the Commission for unaccompanied underage persons for an event within the last 24 months? Yes No

### Good compliance history

- (a) Did you comply with the conditions of previous approval/s obtained from the Commission within the last 24 months for unaccompanied underage persons for an event? Yes No

**Note:** The Commission must be satisfied that there was compliance with conditions of the previous approval and may check its own records, or those of Victoria Police, to verify your answer to this question.

- (b) Do you have a history of complying with liquor laws during the last 24 months? Yes No

**Note:** The Commission may check its own records, or those of Victoria Police, to verify your answer to this question.

### Low risk event

- (a) Will your event be 'alcohol free' in that no alcohol will be available on the part of the licensed premises where the underage event/s will take place for the duration of the event/s? Yes No
- (b) Will your event/s be underage event/s where patrons over 18 years will only permitted if they are members of staff or bona fide adult supervisors? Yes No
- (c) Will your event/s conclude by 10pm? Yes No

## What documents do I need to provide with this application?

You may not need to provide any further documents apart from completing this form. Follow this checklist to find out.

- (a) Will you hold the underage event in the same part/s of the premises as last time you applied (within the last 24 months) for approval from the Commission for unaccompanied underage persons for an event? Yes No

If No, please provide a plan of the licensed premises, specifying the part/s of the premises where the event/s will be held.

- (b) Is your licensed premises safe exit strategy the same as the last time (within the last 24 months) you had approval from the Commission for unaccompanied underage persons for an event? Yes No

If No, please provide a written document demonstrating a safe exit strategy for underage persons to leave the premises.

- (c) Are the transport arrangements relating to your licensed premises the same as the last time (within the last 24 months) you had approval from the Commission for unaccompanied underage persons for an event? Yes No

If No, please provide a written document demonstrating adequate transport arrangements for underage persons to leave the premises.

## How long will my application take?

Applications should be submitted at least 20 calendar days prior to an event to ensure a determination is made in enough time prior to the event.

## What are the conditions for fast track, low risk underage events?

The Commission applies standard conditions to Fast Track, Low Risk Underage Event Approvals. They are:

1. All other conditions of the liquor licence remain valid for the period of the approval.
2. Persons over 18 years of age are not admitted to the area to which the approval relates unless they are members of the staff or bona fide adult supervisors and will wear wrist bands identifying themselves as over 18 years.
3. The licensee must ensure that liquor will not be advertised, sold, supplied or consumed in that part of the premises to which the minors will be admitted. Further, the licensee must ensure that all liquor must be removed, or securely locked away, or be made inaccessible to minors in the area where the event is taking place.
4. The event is to be alcohol and drug free. Patrons consuming, possessing or appearing to be affected by alcohol or drugs shall be refused entry to the premises. If detected within the venue, such patrons should be assisted to make contact with a responsible adult and be escorted from the venue by a crowd controller.
5. The licensee will not permit smoking at the venue either indoors or outdoors.
6. All advertising and promotion of the event must:
  - a. be targeted to those who are 12–17 years of age
  - b. not include any inappropriate titles or innuendos
  - c. state that the event is drug, alcohol and smoke free.
7. In regard to crowd controllers, you must ensure that:
  - a. crowd controllers, licensed under the Private Security Act, are to be employed at a ratio of two crowd controllers for the first 100 patrons and one crowd controller for each additional 100 patrons or part thereof
  - b. at least one of the crowd controllers must be female
  - c. one of the crowd controllers is to be present outside the premises to monitor patrons arriving at and departing from the premises.
8. The provision of 'pass outs' during the event(s) is prohibited.
9. A first aid officer (minimum qualification of St Johns Ambulance level 2) must be in attendance while this approval is in force.
10. Telephone facilities must be provided in the licensed premises.
11. If the premises (or relevant part of the premises) is to be open for adults on the same day as the underage event:
  - a. adults will not be admitted in the premises (or relevant part of the premises) until 45 minutes after the underage event is completed
  - b. in the case of an event with a capacity in excess of 500 people, adults will not be admitted in the premises (or relevant part of the premises) for at least 60 minutes after the completion of the underage event
  - c. queuing procedures must ensure minimum interaction between patrons exiting the underage event and those adults being admitted after the completion of the underage event.
12. The underage event must conclude by 10pm.

## Requesting different standard conditions

You can apply for different conditions and these applications will be considered by the Commission on a case-by-case basis. If you wish to apply for different conditions, you should set out the different conditions you would like when applying and explain to the Commission how you think these different conditions will appropriately manage any risks your event poses to unaccompanied underage persons, the community and amenity. The Commission may decide at its discretion to approve your request for different conditions, or impose some or all of the standard conditions above.

## Acceptance of standard conditions

Do you accept the Standard Conditions listed above?

Yes No

If No, please complete the relevant section in this application form. Be aware that if you are requesting different standard conditions, your application may take longer to determine and may not be determined within 20 calendar days.

## Signature of applicant/s

Having completed the checklist above, I believe I am eligible for a fast track, low risk event. In addition, I have attached all necessary documents, have fully completed the application form and provided the required application fee.

Name

Signature

Date

Name

Signature

Date

# Temporary approval of unaccompanied minors on licensed premises

- This form is for licensees requesting that the Victorian Liquor Commission approve under section 120 of the *Liquor Control Reform Act 1998* (the Act) the presence at an underage event/s on licensed premises of persons under the age of 18 years without the company of a parent, spouse, legal guardian or responsible adult.
- Only licensees who are eligible for fast track, low risk applications should complete this form.

Is this event under the FReeZa program?      Yes    No

## Licence/permit details

Licence or permit number

Name of licensee/permit holder\*

\*(person/partnership/company/club)

## Contact details

Contact name

Postal address for correspondence

  

Postcode

Email address

Contact number

## Premises details

Trading name (i.e. registered business name)

Street address

Email address

## Underage event/s details

Provide the following details regarding the youth event/s:

Date

Start/finish time

Number of persons to attend the youth event

Provide the following details regarding the youth event/s:

Date

Start/finish time

Number of persons to attend the youth event

Provide the following details regarding the youth event/s:

Date

Start/finish time

Number of persons to attend the youth event

Provide a description of the youth event/s including type of entertainment (e.g. name of band, DJ).

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## Standard conditions

Do you accept the standard conditions?      Yes    No

If No, i.e. you wish to apply for different conditions, you should set out the different conditions you would like below and explain to the Commission how you think these different conditions will appropriately manage any risks your event poses to minors, the community and amenity.

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## Signature/s of applicants

I declare/certify that:

- the information contained in this application, including attachments, is true and correct
- if a body corporate applicant, I am authorised to sign this application on behalf of the body corporate.

X _____	Date / /
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Name

X _____	Date / /
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Name

It is an offence under section 118 of the Act to make a statement that is false or misleading in relation to this application. An offence under section 118 of the Act carries a maximum penalty of 60 penalty units.

## Application fee

The fee can be paid by cheque, money order or credit card. Cheques and money orders are to be made payable to 'Liquor Control Victoria'.

**Please select your payment method:**

Money order

Cheque

### IMPORTANT INFORMATION

Applications must be accompanied by the relevant fee. Please note that once an application has been registered, the application fee is non-refundable. Visit [vic.gov.au/liquor-licence-application-fees](http://vic.gov.au/liquor-licence-application-fees) to confirm the licence application fee.

The application fee can be paid by:

- cheque or money order, made payable to Liquor Control Victoria; or
- credit card (Visa or MasterCard)

If you wish to make payment by credit card, please lodge your completed application with LCV and we will contact you directly to arrange payment if your application is accepted.

**Privacy** – Liquor Control Victoria (LCV) is committed to protecting the privacy of your personal information. LCV endorses fair information handling practices and uses information in compliance with its obligations under the *Privacy and Data Protection Act 2014* (Vic). Personal information collected from you is only used for the purposes of the application for the licence or permit and/or legislation administered by LCV. Personal information is not disclosed to third parties unless required or authorised by law, or with your consent. As part of the application process, information provided may be forwarded to and retained by Victoria Police. Your credit card details will not be retained once your payment has been processed.