

Liquor Licensing

A Liquor Licence is required wherever liquor is being sold.

'Selling' liquor includes:

- Where the consumption of liquor is included in a cover charge, e.g. food, drinks and entry included in the one ticket price, even at a private home;
- Where entry is by donation;
- Where wine tasting is being offered with a view to selling wine, whether at the event or in the future;
- Where liquor is offered as a 'gift' when an item is purchased; and
- Selling by wholesale/retail.

A licence is also required when liquor is consumed on regulated premises (even if there is no sale of liquor). Regulated premises include:

- A restaurant, café, or shop;
- A bus, limousine, train, or tram; and
- A public place that is being used for the purposes of an organised event where guests pay an admission charge.

All applications for liquor licences must be lodged with Consumer and Business Services (CBS) for consideration by the Liquor and Gambling Commissioner.

Click on a link below to download the relevant application form for your circumstances –

- [Hotel Licence](#)
- [Residential Licence](#)
- [Restaurant Licence](#)
- [Entertainment Venue Licence](#)
- [Retail Liquor Merchant's Licence](#)
- [Wholesale Liquor Merchants's Licence](#)
- [Producer's Licence](#)
- [Direct Sales Licence](#)
- [Small Venue Licence](#)
- [Special Circumstances Licence](#)
- [Club Licence](#)
- [Limited Club Licence](#)

As part of the liquor licence application process, CBS will require comments from the relevant council before the licence proceeds to hearing.

It is the applicant's responsibility to seek comment from the Council within the relevant timeframes. This includes notifying Council of an application (excluding a transfer of licence application), generally by providing a copy of the "[Form 1](#)" https://www.cbs.sa.gov.au/assets/files/ADV-FORM1_Advertising.pdf

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More information on the liquor licence application process can be found on the CBS website: www.cbs.sa.gov.au/liquor-and-gambling-licenses/

Limited Licenses

If you are intending to host a party or you are organising an event (or a series of events) where liquor will be sold or liquor will be consumed on a regulated premises, you are required to obtain a limited licence. This requirement applies even if your party or function will be held at a private place.

An application for a Limited Licence must be lodged with Consumer and Business Services (CBS) at least 14 days prior to the event. However, applications for large events such as festivals, street closures, Christmas and New Year's Eve functions should be lodged as early as possible and at least 60 days prior to the event.

A Limited Licence application form is available from the CBS website:
<https://www.cbs.sa.gov.au/licensing-and-registration/liquor/limited-licence/>

How Do I Apply?

Applications for Liquor License are made directly with Consumer Business Services. Complete an application form available at www.cbs.sa.gov.au - Liquor Apply on Line.

What Information Do I Need to Provide with My Application Form?

- Approval - Local Council, SA Police, Landlord
If you will be holding an event in a public place, or on premises not owned by you, you will need to provide evidence that you have approval for the event from the relevant land owner.
- Seating numbers or likely numbers of people in attendance
- Hours of operation/ duration of the event
- Map of the area to be licensed
A sketch or site plan clearly outlining the extent of what areas the licence is required
- Safety Measures that are to be in place
Risk management plan and emergency procedures;
Provide details of any licensed security or approved crowd controllers at the function;
Details of any safety equipment that may be provided; and
First aid, medical or ambulance services
- Entertainment
You are required to provide details of the type of entertainment being provided (eg live music or DJ), including location and duration

Website www.cbs.sa.gov.au
Phone Ph:08 8226 8555

In person
Customer Service Centre
91 Grenfell Street
ADELAIDE SA 5000

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