

Temporary limited licence

A temporary limited licence authorises the licensee to supply alcohol at specific times, under restricted licence conditions including a limited scale and scope. A temporary limited licence may be granted for the supply of alcohol at one-off events or a series of one-off events or to increase trading hours or the size of the licensed premises for one-off event.

Scale and scope

To grant a temporary limited licence, the scale and scope of the supply of alcohol must be limited in nature.

Scale and scope of supply may be limited by reducing:

- range of products
- customers
- hours
- size of premises
- means of delivery.

Events

If you are holding an event, a licence is required when the supply of alcohol is dependent on the sale or purchase of some good or service.

Examples of events where a temporary liquor licence is required:

- events (such as exhibitions, awards nights) where complimentary alcohol is provided and attendees are paying members
- retailers/galleries/companies offering complimentary alcohol when a good or service is purchased
- balls, award nights, fundraising events where alcohol is included in the ticket price
- a private function being held at an unlicensed restaurant or sporting club where alcohol is supplied free of charge.

A temporary limited licence is generally not required for private events where alcohol is free of charge.

Examples of events where a temporary limited licence is not required:

- a private function at a town hall where alcohol is free (for example birthday parties, weddings, christenings)

retailers, schools or work places, where provision of alcohol is not dependant on the purchase of a good or service.

Private events

If the premises hired for the private event is unlicensed and falls within one of the below categories, then a temporary limited licence is required:

- premises where meals are usually served to the public for consumption on the premises
- premises occupied by a club
- premises where light refreshments and non-intoxicating drinks are sold to the public for consumption on the premises.

Common premises that would fall within the above categories would be an unlicensed restaurant, boat or football club. A function hall with a commercial kitchen would not fall within this category as the premises are not used "ordinarily" to serve food to the public.

If a catering company supplies alcohol at an event, the catering company will require a liquor licence. This is because the alcohol is being purchased through the catering company.

If the premises hired for the private event is licensed (for example a licensed restaurant) then a temporary limited licence is not required. The licensee is responsible for ensuring that alcohol is supplied in accordance with the conditions of its licence.

It is a good practice to register your event with Victoria Police through the partysafe initiative at police.vic.gov.au and let your local council know.

Raffles

Where there is a raffle and each participant has a chance of winning a prize and one or more of those prizes is alcohol, a liquor licence is not required. If a raffle is conducted and each participant wins an alcohol prize, then a liquor licence may be required.