

Application process for a Limited Licence

1. To apply for a Limited Licence click on Consumer & Business Services link; <http://www.cbs.sa.gov.au/>
2. Click 'apply & pay online' button, then expand the 'liquor and gaming' section.
3. Select 'Apply for a limited (one off) liquor licence' Consumer & Business Services ask if you would like to 'Lodge an Online Application' and 'Is This Limited Licence Application Partially saved' which you can select 'no' or 'yes'.
4. Complete online application for a Limited Liquor Licence with event information
5. Once you have entered the event information the last step (submit your application section) will ask you to declare & tick 'The Owner consents to the application'.
6. Once selected 'The Owner consents to the application' a drop down box will appear asking for the 'Owner's name (Campus Facilities Manager – CFM for relevant campus) and contact number.

City East – Damien Lawson 8302 2208

Magill – Damien Lawson 8302 4576

City West – Dominic Marafioti 8302 0770

Mawson Lakes – Justin Faggotter 8302 3347

Submit Your Application

Dated

Enter your full name

"I declare that -

- I am lawfully entitled to the use of the premises described in the application for the event to which the limited licence will apply as -
 - I own the premises
 - The owner consents to the application
 - Where the premises are leased, the lessor (landlord) consents to the application.
- All persons involved in the application for the licence (including the applicant, contact person, responsible person and person in charge) are over the age of 18 years, as required by Section 50 of the Liquor Licensing Act 1997."

Owner name

Contact Number

7. Save the application and record the generated application number.
8. Applicant is then required to print the online 'Application for Limited Licence' and attached to either the FM-112 'Student Group-Club-Society Function Approval' or the FM-153 Staff Function Approval' form and forward to FM Assist for the Campus Facility Manager to assess and authorise.
9. Once the FM-112 'Student Group-Club-Society Function Approval' or the FM-153 Staff Function Approval' form is authorised by the CFM the applicant will need to proceed to the apply section (steps 1 to 3 of this process) and complete/submit the application for processing by Consumer & Business Services.
10. You will be asked 'Is this Limited Licence Application Partially Saved' please select 'yes' and a drop down menu will appear asking you to enter the 'Partial Application ID:' and 'Applicant Name'.

Application for a Limited Licence

All applications for a limited licence must be lodged with Consumer and Business Services **at least 14 days before** the event's start date. The application must be accompanied by the [prescribed application fee](#) and required documents (as necessary).

If you are lodging an application **less than 14 days before** your event date you must read [Advice to Applicants - Late Lodgement and Processing Times](#) before you proceed.

Lodgement of your application does not mean your application will be granted. You will be notified of the outcome of your application to the address provided in your application. For more information about which type of Limited Licence you require, please refer to one of the Fact Sheets below.

Variations to limited licences may be made with the prescribed fee.

To read more about Limited Licences [click here](#)

Lodge an Online Application

Is this limited licence application partially saved?

No Yes

11. Once you have entered the 'Partial Application ID:' and 'Applicant Name' click on 'Proceed'
12. You will then be directed to your completed online application which you scroll to bottom of application and click on submit.