

From: [AC, Liquor](#)
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: RAMP Amendment - Canberra Tradesmen's Union Club License # 12000160
Date: Wednesday, 3 March 2021 12:36:00 PM
Attachments: image001.jpg
Application to Amend a Liquor Licence.pdf

OFFICIAL

Good morning [REDACTED]
Sorry you couldn't get through to anyone the other day.
You will need to apply for an amendment to the RAMP. Please find attached application form.
The fee for the amendment is \$271.00. Please find the link to pay for this online:
<https://form.act.gov.au/smartforms/servlet/SmartForm.html?formCode=1009-liquor&Acc=LLRM&CRN=AB12000160&Name=CanberraTradesmen'sUnionClubLimited>
The amended RAMP looks fine. [REDACTED]

Please contact me if you have any further questions.

Kind regards

Amanda

Amanda Brown | Licensing Officer | Liquor and Gaming

Licensing and Registrations | Access Canberra | ACT Government

Phone: 02 6207 2343 | Email: ACliquor@act.gov.au

GPO Box 158, Canberra City ACT 2601 | www.act.gov.au/accessCBR



From: [REDACTED]@thetradies.com.au>
Sent: Monday, 1 March 2021 5:13 PM
To: AC, Liquor <ACliquor@act.gov.au>
Cc: [REDACTED]@thetradies.com.au>; [REDACTED]
[REDACTED]@thetradies.com.au>; [REDACTED]@thetradies.com.au>
Subject: RAMP Amendment - Canberra Tradesmen's Union Club License # 12000160

CAUTION: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Liquor team,
Please find attached some amendments (in track changes) to the RAMP for The Canberra Tradesmen's Union Club 12000160
I was unable to locate the payment form online or fees and had some issues getting put through to the Liquor Licensing area today.
Please feel free to contact me if you have any questions and please advise if amendments are acceptable and I can provide a final document if required.

[REDACTED] out of scope

The Tradies

p 02 6162 5656 | **f** 02 6162 5699
e [REDACTED]@[thetradies.com.au](mailto:[REDACTED]@thetradies.com.au)
a 2 Badham St, Dickson ACT, 2602
w thetradies.com.au

PURPOSE OF THIS FORM

This form is to be used to apply for an amendment to a current liquor licence or permit under the *Liquor Act 2010* (the Act). You can access the legislation and its regulation at www.legislation.act.gov.au. You may also obtain further information and forms at www.act.gov.au

PRIVACY

The Act authorises the Commissioner for Fair Trading (the Commissioner) to collect the personal information required by this form for the purposes of amending a liquor licence or permit issued under the Act. The Commissioner prevents any unreasonable intrusion into a person's privacy in accordance with the *Information Privacy Act 2014*. The Commissioner provides identifiable information to law enforcement organisations and authorised organisations that have legal authority to request information under prescribed circumstances.

INSTRUCTIONS FOR COMPLETION

- Read the Further Information below prior to completing the application form.
- Only complete and return the parts of the form relevant to your requested amendment. Identify on the checklist the attached supporting documentation for the appropriate amendment.
- Once your application has been received you will be contacted for payment. The amendment will not be assessed until payment of the application fee has been received.

TRANSLATING AND INTERPRETING SERVICE

If you require further information or require advice, a language assistance service is available by phoning the Translating and Interpreting Service (TIS) on 13 14 50.

CONTACT INFORMATION

Email: ACliquor@act.gov.au

In Person: Please visit www.act.gov.au/accessCBR

Or call **132281** to find an

Access Canberra Shopfront

FURTHER INFORMATION ABOUT APPLYING FOR AMENDMENT TO A LIQUOR LICENCE OR PERMIT

Types of applications

Change to Suitable Persons – A licence **must** be amended if someone new is to be a influential person, or person with day-to-day control. A permit **must** be amended if someone else is to be a close associate or influential person.

If a current close associate or influential person is no longer so for the licensee, you may remove them from the licence.

Amendment of a Partnership - if a partnership is to be dissolved, but one partner is to retain the licence/permit and all other details remain the same then this form can be used to amend the licensee/permit-holder details. Alternatively if another person/s are to join the partnership, and the licensee/permit-holder name will remain the same, this form can be used to amend the licensee/permit-holder details.

If the licensee is to change, other than by the dissolution of a partnership where one partner retains the licence, an application to transfer the liquor licence must be submitted. The form is available on the Access Canberra website. Permits **cannot** be transferred.

Change to Trading Times – request to extend or reduce trading times for the licensed or permitted premises. Where an increase in trading times is requested, you may be required to pay the difference between the paid renewal fee and the renewal fee for the amended trading times. The **30 day public notification period** must be complied with for an increase to trading hours.

Change to On Licence Class – request to alter the sub-class of an on licence. The **30 day public notification period** must be complied with. For changes to the licence class (other than on licence sub-class), a new licence application must be submitted.

Alteration to Premises – request to alter the public areas of the licensed or permitted premises. The **30 day public notification period** must be complied with for an increase to the occupancy loading for a public area at the licensed premises

Amendment to Licence/Permit – request to amend the licence or permit in a way other than as described above (including occupancy loading, adults-only areas and conditions).

Only complete the Parts of the application form relevant to the requested amendment to your licence or permit.

Suitability Information

If there have been changes to the persons involved with the supply of liquor under the licence or permit, suitability information for the new persons must be provided with the application. If there are proposed changes to the licensed/permitted premises, these must be approved prior to the works commencing.

An **influential person** for a corporation is: an executive officer; a person who may exercise a power in relation to the corporation's management, decision making, elections or appointments, and conduct; a related corporation; or an executive officer in a related corporation.

A person with **day-to-day control** is a person, beside the licensee, who has control of the business operated under the licence on a day-to-day basis.

Risk Assessment Management Plan

For all licences where alcohol is sold to be consumed on the premises (general, on, club or special licences) a Risk-Assessment Management Plan (RAMP) must be provided with the Application for a Liquor Licence form. A RAMP is also required for commercial permits. If the amendment/s applied for will alter the risks (e.g. longer trading hours) and/or the methods for dealing with them, an amendment to an approved [RAMP](#) form must be submitted with this application for approval by the Commissioner.

Licence / Permit Amendment Fee

The fee to amend a current licence or permit can be found on the [Access Canberra Website](#) or by contacting Access Canberra on 132281. Once your application has been received an Access Canberra Licensing Officer will contact the applicant for payment.

Personal information

Details of all licence applications, including personal information such as your name and date of birth, are collected and held by Access Canberra with specific details made available to the public via the public register. You can ask Access Canberra to remove or not place personal information on the public register. However, for this to occur Access Canberra must be satisfied that the safety or wellbeing of any person would be affected by not suppressing the information and that suppression would, on balance, be in the public interest.

You can forward reasons why your personal information should not be included on the public register to the Commissioner for Fair Trading, Access Canberra, GPO Box 158, Canberra ACT 2601.

You can also access the personal information Access Canberra is holding about you. You can ask Access Canberra to make appropriate amendments to ensure that the personal information is accurate, relevant, up-to-date, complete and not misleading. Contact Compliance, Access Canberra, GPO Box 158, Canberra ACT 2601, or on 132281 for assistance.

APPLICATION CHECKLIST

Change to Suitable Person/s

You must provide the following as part of your application, for each Influential person/s or Person/s with day-to-day control of the premises:

| | |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Application Details (Part A) |
| <input type="checkbox"/> | Personal Particulars (Part B) |
| <input type="checkbox"/> | Two forms of identification (one to be current photographic ID) |
| <input type="checkbox"/> | Police certificate issued within the previous three (3) months (use the consent form available from http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx - fees apply) |
| <input type="checkbox"/> | Suitability Declaration (Part C) |
| <input type="checkbox"/> | ASIC Extract - <i>required if the licensee is an organisation and the officeholders are changing</i> |

Amendment of Partnership – Remove or add new partner as Licensee /Permit-holder

You must provide the following as part of your application

Remaining licensee/permit-holder

| | |
|--------------------------|---------------------------------------------------------|
| <input type="checkbox"/> | Application Details (Part A) |
| <input type="checkbox"/> | Dissolution of a partnership (Part D) |

Outgoing licensee/permit-holder

| | |
|--------------------------|---------------------------------------------------------|
| <input type="checkbox"/> | Dissolution of a partnership (Part D) |
|--------------------------|---------------------------------------------------------|

Incoming licensee/permit-holder

| | |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Personal Particulars (Part B) |
| <input type="checkbox"/> | Evidence of Citizenship or Resident Status (if born outside Australia) |
| <input type="checkbox"/> | Two forms of identification (one to be current photographic ID) |
| <input type="checkbox"/> | Police certificate issued within the previous three (3) months (use the consent form available from http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx - fees apply) |
| <input type="checkbox"/> | Suitability Declaration (Part C) |

Change to Trading Hours

The Licensee / Permit-holder must provide the following

| | |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Application Details (Part A) |
| <input type="checkbox"/> | Change to Current Trading Hours (Part E) |
| <input type="checkbox"/> | The Approved Risk-Assessment Management Plan (RAMP) for the premises must be amended when the trading times for a premises changes. Submit an new RAMP online with the relevant section amended. |
| <input type="checkbox"/> | Public Consultation Notice (Part F) |

Change to Trading Hours

The Licensee / Permit-holder must provide the following

| | |
|--------------------------|-------------------------------------------------------|
| <input type="checkbox"/> | Application Details (Part A) |
| <input type="checkbox"/> | Public Consultation Notice (Part F) |

Alteration to Licensed / Permitted Premises

You must provide the following as part of your application

A copy must be provided for the premises before approval will be granted to commence alterations

| | |
|--------------------------|------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Application Details (Part A) |
| <input type="checkbox"/> | Alteration to Premises Details (Part G) |
| <input type="checkbox"/> | A copy of the approved proposed alterations plans (or concept plans if not yet approved) |
| <input type="checkbox"/> | Plans of the entire premises, as they will be after alterations completed |
| <input type="checkbox"/> | Public Consultation Notice (Part F) (If Applicable) |

A copy must be provided before a final inspection and clearance by Access Canberra

| | |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Certificate of Occupancy (for building and fit-out) following completion of the alterations |
| <input type="checkbox"/> | EPD certificate issued within the previous three (3) months for the proposed premises (A <i>Provision of Lease Advice – Liquor Licensing</i> form can be obtained from http://www.planning.act.gov.au/publications_forms/forms) |
| <input type="checkbox"/> | The approved RAMP for the premises must be amended (pro forma and application form on Access Canberra website) |

To be arranged before the altered premises may be used

| | |
|--------------------------|------------------------------------------------------|
| <input type="checkbox"/> | Satisfactory inspection by Access Canberra inspector |
|--------------------------|------------------------------------------------------|

Amendment to Licence or Permit

The Licensee / Permit-holder must provide the following

| | |
|--------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> | Application Details (Part A) |
| <input type="checkbox"/> | Amendment to Licence or Permit (Part H) |

PART A - APPLICATION DETAILS (MUST BE COMPLETED)

Select from the following:

Liquor Licence Number:

Current licence type (select *one* of the following):

- CATERING
- GENERAL
- OFF
- CLUB
- SPECIAL

ON – select one of the following sub-classes:

- Bar
- Nightclub
- Café and Restaurant

Liquor Permit Number:

Current licence type (select *one* of the following):

- Commercial
- Non-commercial

| Applicant Details | | |
|------------------------------------------------------|------------|-----------|
| Licensee / permit holder name: | | |
| Registered business name of premises / trading name: | | |
| Licensed / permitted premises address: | | |
| Suburb: | State: ACT | Postcode: |
| Contact person for licensed / permitted premises: | | |
| Phone number: () | | |

| Amendment application type | | | |
|----------------------------------------------------------------------------------------|------------------------------|------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Change to Suitable Persons (complete Part B and Part C) | | | |
| <input type="checkbox"/> Change to Trading Hours (complete Part E) | | | |
| <input type="checkbox"/> Change of On Licence sub-class; to: (complete Part F) | <input type="checkbox"/> Bar | <input type="checkbox"/> Nightclub | <input type="checkbox"/> Café and Restaurant |
| <input type="checkbox"/> Alteration to licensed / permitted premises (complete Part G) | | | |
| <input type="checkbox"/> Amendment to licence /permit (complete Part H) | | | |

PART C - SUITABILITY INFORMATION – PERSON

This part must be completed for the proposed licensee/s, each influential person for a corporation, and the person/s who are to have day-to-day control of the business (if not the licensee)

DECLARATION

I, Name in full
of Full residential address
whose current position/occupation is
make the following declaration,

- That I will give true answers to all questions in this declaration by selecting the corresponding YES or NO box beside the questions; and
- That for each question I answer YES, I will provide full and accurate details of the facts or matters specified or associated with the question, attaching additional details on an annexure form.

| | | | |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------------------------|
| 1. | Have you ever been convicted or found guilty of an offence under any of the laws in any State or Territory in Australia listed below? You may refer to your attached police certificate in the attached additional details. | | |
| | - ACT <i>Liquor Act 2010</i> or any corresponding liquor laws | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| | - ACT <i>Crimes Act 1900</i> or the <i>Crimes Act 1914</i> (Cwlth) | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| | - ACT <i>Criminal Code 2002</i> or the <i>Criminal Code Act 1995</i> (Cwlth) | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| | - ACT <i>Unlawful Gambling Act 2009</i> | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| | - <i>Trade Practices Act 1974</i> (Cwlth) | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| | - ACT <i>Fair Trading Act 1992</i> or corresponding fair-trading laws | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| | - A law of the ACT or elsewhere with a maximum penalty of imprisonment for 1 year or more | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 2. | Have you ever been convicted or found guilty of an offence against a law in Australia or anywhere else relating to the supply or consumption of liquor? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 3. | Have you ever been the subject of a cancellation order relating to a liquor licence or permit? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 4. | Have you ever been proven to be non-compliant with any legal obligation in relation to the supply of liquor? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 5. | Have you ever been refused a licence, permit or other authority (however described) in relation to the supply of liquor? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 6. | In the last five (5) years have you been declared bankrupt, personally insolvent, or been involved in the management of a corporation when the corporation was insolvent? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 7. | If the proposed licensee is a corporation, in the last five (5) years has the corporation been insolvent? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 8. | If the proposed licensee is a club, is the club an eligible club ? (see page 2 for definition of an eligible club) | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

Understanding of Obligations under the Act:

| | | | |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------------------------|
| 9. | I understand that I may not serve liquor without a current Responsible Service of Alcohol (RSA) Certificate or equivalent interstate qualification | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 10. | I understand that I may not serve liquor to persons under the age of 18 | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 11. | I understand that I may not serve liquor to intoxicated persons | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 12. | I understand that I must supply water free of charge and ensure food is available to patrons | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 13. | I understand that I am required to report incidents directly to Access Canberra within 24 hours of an incident occurring | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

I understand that a person who intentionally makes a false statement may be guilty of an offence. I believe that the statements in this declaration are true and correct.

Signature of person making the declaration

Full Name (Print)

Date: / /

PART D - DISSOLUTION OF A PARTNERSHIP

DECLARATION – FOR COMPLETION BY LICENSEE/PERMIT-HOLDER

I, name

being the proposed licensee/permit-holder

- a) declare that I have read and understood the information provided in this form, and that the details shown are true and correct;
- b) declare that this application is made due to the dissolution of the partnership that currently holds the licence for the above premises;
- c) understand that I will retain the licence for the premises;
- d) agree to abide by any conditions that form part of the licence issued by the Commissioner;
- e) consent to Access Canberra having access to the records relating to my history, only for the purposes of this application; or in relation to a liquor licence subsequently granted by the Commissioner; and
- f) understand that it is an offence to provide false or misleading information.

Signed:

Date: / /

DECLARATION – FOR COMPLETION BY THE EXITING PARTNER

I, name

being a current licensee

- a) declare that I have read and understood the information provided in this form, and that the details shown are true and correct;
- b) confirm that I am no longer a partner in partnership name
and that I consent to licensee name
retaining the licence in their name; and
- c) understand that it is an offence to provide false or misleading information.

Signed:

Date: / /

PART E - CHANGE TO CURRENT TRADING HOURS

CURRENT TRADING HOURS ARE WITHIN THE FOLLOWING TIMEFRAMES: (select **one** of the following):

- 7am – 6pm (OFF only*) 7am – 11pm (OFF only**) 7am – Midnight (standard) 7am – 1 am
 7am – 2am 7am – 3am 7am – 4am 7am – 5am

AMENDED TRADING HOURS WILL BE WITHIN THE FOLLOWING TIMEFRAMES: (select **one** of the following):

- 7am – 6pm (OFF only*) 7am – 11pm (OFF only**) 7am – Midnight (standard) 7am – 1 am
 7am – 2am 7am – 3am 7am – 4am 7am – 5am

* This early licenced time is available only for off licensees that have provided liquor purchase information exceeding \$3,000,000 in a reporting year.

** Note – Premises that sell liquor for consumption off the premises are permitted to trade until 11pm only.

Note - The licensee may apply (in writing) to the commissioner to extend trading hours for special events on 6 occasions within a 12 month period. (A special event is defined under Section 214A Liquor Act 2010). On 25 April, 24 December and 31 December, standard licensed times are 7am – 1am the following day.

AMENDED TRADING HOURS TO COMMENCE

/ /

If the commercial permit or licence authorises the sale of liquor to be consumed on the premises, you must amend the trading hours nominated on your approved RAMP and submit it to the Commissioner for re-approval. The pro-forma and application form can be found on the Access Canberra website.

PART F - PUBLIC CONSULTATION NOTICE

I approve Access Canberra to post the Public Consultation Notice on the Open Government Website.

Declaration

I agree that,

1. A public sign of the size and format required by the Commissioner and containing all the relevant details of the application will be displayed on the premises or site to which the application relates.
2. The Public Sign will be continuously and conspicuously displayed for 30 days.

I understand that a person who intentionally makes a false statement may be guilty of an offence. I believe that the statements in this declaration are true and correct.

Signature of person making the declaration

Full Name (Print)

Date: / /

PART G - ALTERATION TO PREMISES DETAILS

(This part is to be submitted prior to commencing the alterations to the premises)

Note: An application to increase the occupancy loading for a public area at the licensed premises is subject to 30 days public consultation. If this applies please complete Part F of this form.

| |
|--------------------------------------------------------------------------------------------------------------------------------------|
| Contact person for the alterations |
| Contact phone number () |
| Mobile |
| Email address |
| Expected commencement date / / |
| Expected completion date / / |
| Details of the proposed alterations <i>(Briefly describe the nature of the proposed alterations. May refer to attached plans)</i> |

PART H - AMENDMENT TO A LICENCE OR PERMIT

Complete this part if you wish to amend a licence or permit in a way not already described, e.g. occupancy loading, adults-only area or a condition. Attach any supporting documentation to the application.

Provide a brief description of what you wish to have amended on your licence or permit:

Provide a rationale for why you require this amendment:

DECLARATION AND PAYMENT (REQUIRED)

The Commissioner may only amend the licence or permit if satisfied that the following continue to be suitable persons:

- a) the licensee or permit-holder;
- b) close associates;
- c) influential persons;
- d) the premises; and
- e) for licences, the persons with day-to-day control.

It is an offence for a person to fail to inform the Commissioner about changes to their suitability information within seven (7) days of the change occurring. The maximum penalty is 20 penalty units.

I, name

being the licensee / permit-holder for premises address/business name

confirm that the suitability information for persons and the permitted premises, provided for this licence is still true and correct.

Signature of person making the declaration

Full Name (Print)

Date: / /

LODGEMENT AND PAYMENT METHODS

This form should be lodged via email to ACliquor@act.gov.au

You will be contacted for payment once your application has been received.

Please note that the licence fee is GST exempt.

From: smartforms@act.gov.au
To: [AC_Liquor](#)
Subject: Liquor Licensing and Permits Fees and Charges, [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]
Date: Friday, 12 March 2021 3:31:16 PM
Attachments: XMXMSN85.pdf

Liquor Licensing and Permits Fees and Charges

Form data summary

| | |
|-----------------------|----------|
| Reference code | XMXMSN85 |
|-----------------------|----------|

For issues or questions relating to SmartForms please contact the Payment Services Integration Team on *5 4607 or email smartforms.admin@act.gov.au.



Pay an Account - Tax Invoice

This transaction will appear on your credit card statement as ACCESS CBR INTERNET CANBERRA

| | | |
|------------------------|----------------|------------------------|
| Date and time | Reference code | Payment receipt number |
| 12 Mar 2021 3:20:21 PM | XXMMSN85 | 2912123706 |

| Quantity | Description of service | Unit value | GST | Total |
|------------------------------|------------------------------------|------------|---------|-----------|
| 1 | Application to Amend Approved RAMP | \$ 271.00 | \$ 0.00 | \$ 271.00 |
| Total amount includes GST of | | | | \$ 0.00 |
| Total amount paid | | | | \$ 271.00 |

Access Canberra - Liquor Licensing
ABN: 68 367 113 536

GPO BOX 158
Canberra ACT 2601

Phone: (02) 6207 2343

Liquor Licensing and Permits Fees and Charges

| |
|------------------------------------------------------|
| Payment 1 |
| Payment type * Application to Amend Approved RAMP |
| Customer reference * [REDACTED] |
| Payment amount * \$ 271.00 |

Total payment amount

| |
|-----------|
| \$ 271.00 |
|-----------|

From: [AC, Liquor](#)
To: [Compliance and Investigations; AFP \(\[REDACTED\]@afp.gov.au\)](#)
Subject: 12000160 - Amendment to RAMP - CANBERRA TRADESMEN'S UNION CLUB - Dickson
Date: Monday, 15 March 2021 10:11:00 AM
Attachments: 12000160 - RAMP - Pending.pdf

Good morning,

This email has been sent to your team to review/consider the RAMP lodged with an amendment to RAMP for CANBERRA TRADESMEN'S UNION CLUB. The licensee trading house are 7am to 4am, at 2 Badham Street DICKSON ACT 2602.

Please see document attached.

Could you please provide comment by **COB Thursday 18 March 2021**.

I am happy to provide further information if needed.

Kind regards,

Amanda

Amanda Brown | Licensing Officer | Liquor and Gaming

Licensing and Registrations | Access Canberra | ACT Government

Phone: 02 6207 2343 | Email: ACLiquor@act.gov.au

GPO Box 158, Canberra City ACT 2601 | www.act.gov.au/accessCBR



From: AC, Liquor
Sent: Monday, 15 March 2021 2:19 PM
To: [REDACTED] Compliance and Investigations
Subject: RE: 12000160 - Amendment to RAMP - CANBERRA TRADESMEN'S UNION CLUB - Dickson [SEC=OFFICIAL]

Hi [REDACTED]

We will include this information when we issue the approval.

Thank you

Amanda

Amanda Brown | Licensing Officer | Liquor and Gaming
Licensing and Registrations | Access Canberra | ACT Government
Phone: 02 6207 2343 | Email: ACliquor@act.gov.au
GPO Box 158, Canberra City ACT 2601 | www.act.gov.au/accessCBR



From: [REDACTED]@afp.gov.au>
Sent: Monday, 15 March 2021 12:22 PM
To: [REDACTED]@afp.gov.au>; AC, Liquor <ACliquor@act.gov.au>; Compliance and Investigations <ComplianceandInvestigations@act.gov.au>
Subject: RE: 12000160 - Amendment to RAMP - CANBERRA TRADESMEN'S UNION CLUB - Dickson [SEC=OFFICIAL]

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OFFICIAL

Hi Amanda

No issues with the [REDACTED] out of scope [REDACTED]

Thanks!

[REDACTED]

ACT POLICING

www.afp.gov.au



POLICING FOR
A SAFER AUSTRALIA

The Australian Federal Police acknowledges the traditional owners and custodians of country throughout Australia and their continuing connection to land, sea and community. We pay our respects to the people, the cultures and the elders past, present and emerging.



From: AC, Liquor <ACLiquor@act.gov.au>

Sent: Monday, 15 March 2021 10:11 AM

To: Compliance and Investigations <ComplianceandInvestigations@act.gov.au>; [REDACTED]
[REDACTED] <[\[REDACTED\]@afp.gov.au](mailto:[REDACTED]@afp.gov.au)>

Subject: 12000160 - Amendment to RAMP - CANBERRA TRADESMEN'S UNION CLUB - Dickson

Good morning,

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Could you please provide comment by **COB Thursday 18 March 2021**.

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Kind regards,

Amanda

Amanda Brown | Licensing Officer | Liquor and Gaming
Licensing and Registrations | Access Canberra | ACT Government
Phone: 02 6207 2343 | Email: ACLiquor@act.gov.au
GPO Box 158, Canberra City ACT 2601 | www.act.gov.au/accessCBR

**Access
Canberra.**

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act.gov.au/accessCBR

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any other person.

WARNING

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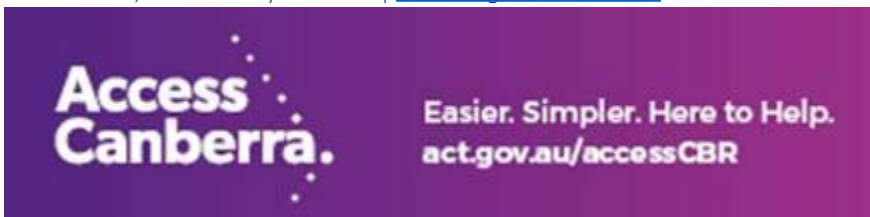
AFP Web site: <http://www.afp.gov.au>

From: [AC, Liquor](#)
To: [Brennan, Krista](#)
Cc: [Compliance and Investigations](#); [REDACTED]
Subject: RE: 12000160 - Amendment to RAMP - CANBERRA TRADESMEN'S UNION CLUB - Dickson
Date: Wednesday, 17 March 2021 7:20:00 AM
Attachments: image001.jpg
image002.png

OFFICIAL

Hi Krista,
Thank you for this feedback.
Kind regards
Amanda

Amanda Brown | Licensing Officer | Liquor and Gaming
Licensing and Registrations | Access Canberra | ACT Government
Phone: 02 6207 2343 | Email: ACLiquor@act.gov.au
GPO Box 158, Canberra City ACT 2601 | www.act.gov.au/accessCBR



From: Brennan, Krista <Krista.Brennan@act.gov.au>
Sent: Tuesday, 16 March 2021 11:19 AM
To: AC, Liquor <ACLiquor@act.gov.au>
Cc: Compliance and Investigations <ComplianceandInvestigations@act.gov.au>; [REDACTED]
[REDACTED]@afp.gov.au>
Subject: RE: 12000160 - Amendment to RAMP - CANBERRA TRADESMEN'S UNION CLUB -
Dickson
Hi Amanda,



Happy to discuss.
Kind Regards
Krista Brennan | Senior Inspector - Compliance
Phone: 02 6205 5267 | Email: krista.brennan@act.gov.au

Access Canberra | ACT Government

GPO Box 158 Canberra ACT 2601 | www.act.gov.au/accessCBR



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From: Compliance and Investigations <ComplianceandInvestigations@act.gov.au>
Sent: Monday, 15 March 2021 10:46 AM
To: Brennan, Krista <Krista.Brennan@act.gov.au>
Subject: FW: 12000160 - Amendment to RAMP - CANBERRA TRADESMEN'S UNION CLUB - Dickson

OFFICIAL

From: AC, Liquor <ACLiquor@act.gov.au>
Sent: Monday, 15 March 2021 10:11 AM
To: Compliance and Investigations <ComplianceandInvestigations@act.gov.au>; AFP ([REDACTED]@afp.gov.au) < [REDACTED]@afp.gov.au>
Subject: 12000160 - Amendment to RAMP - CANBERRA TRADESMEN'S UNION CLUB - Dickson

Good morning,

This email has been sent to your team to review/consider the RAMP lodged with an amendment to RAMP for CANBERRA TRADESMEN'S UNION CLUB. The licensee trading house are 7am to 4am, at 2 Badham Street DICKSON ACT 2602.

Please see document attached.

Could you please provide comment by **COB Thursday 18 March 2021**.

I am happy to provide further information if needed.

Kind regards,

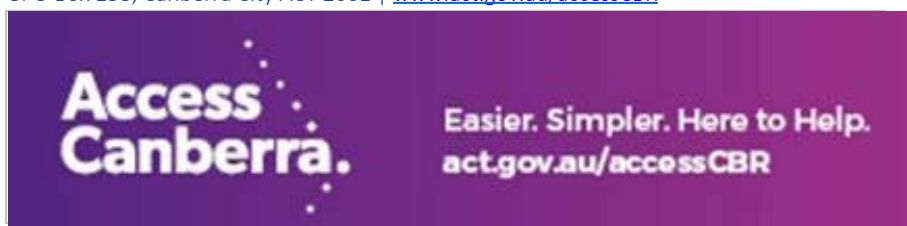
Amanda

Amanda Brown | Licensing Officer | Liquor and Gaming

Licensing and Registrations | Access Canberra | ACT Government

Phone: 02 6207 2343 | Email: ACLiquor@act.gov.au

GPO Box 158, Canberra City ACT 2601 | www.act.gov.au/accessCBR



From: [REDACTED]
To: [AC, Liquor](#)
Subject: Re: 12000160 - Application-Amendment-RAMP
Date: Thursday, 29 April 2021 1:15:33 PM
Attachments: image001.jpg

CAUTION: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Amanda

Yes I am fine with that amendment.

[REDACTED]

Get [Outlook for iOS](#)

From: AC, Liquor <ACLiquor@act.gov.au>
Sent: Thursday, April 29, 2021 11:20:41 AM
To: [REDACTED]@thetradies.com.au>
Subject: RE: 12000160 - Application-Amendment-RAMP

OFFICIAL

Good morning [REDACTED],

A recommendation from compliance and the AFP is [REDACTED]

[REDACTED]

I can add this in and have approved for you if you can confirm you agree with this?

Regards

Amanda

Amanda Brown | Licensing Officer | Liquor and Gaming

Licensing and Registrations | Access Canberra | ACT Government

Phone: 02 6207 2343 | Email: ACLiquor@act.gov.au

GPO Box 158, Canberra City ACT 2601 | www.act.gov.au/accessCBR



From: [REDACTED]@thetradies.com.au>
Sent: Monday, 19 April 2021 2:09 PM
To: AC, Liquor <ACLiquor@act.gov.au>
Subject: RE: 12000160 - Application-Amendment-RAMP

CAUTION: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Amanda

Please find attached amended RAMP with the changes you have requested.

Please let me know if there are any other changes required.

[REDACTED]

The Tradies

p 02 6162 5656 | f 02 6162 5699

e [REDACTED]

a 2 Badham St, Dickson ACT, 2602

w thetradies.com.au

From: AC, Liquor <ACLiquor@act.gov.au>

Sent: Wednesday, 17 March 2021 3:35 PM

To: [REDACTED] <[\[REDACTED\]@thetradies.com.au](mailto:[REDACTED]@thetradies.com.au)>

Subject: 12000160 - Application-Amendment-RAMP

Good afternoon [REDACTED],

Thank you for emailing me the RAMP.



Can you please review the above, amend the RAMP and email back to me.

Please contact me if you would like to discuss anything. My direct phone number is 6207 9396.

Kind regards

Amanda

Amanda Brown | Licensing Officer | Liquor and Gaming

Licensing and Registrations | Access Canberra | ACT Government

Phone: 02 6207 2343 | Email: ACLiquor@act.gov.au

GPO Box 158, Canberra City ACT 2601 | www.act.gov.au/accessCBR



From: [REDACTED] <[\[REDACTED\]@thetradies.com.au](mailto:[REDACTED]@thetradies.com.au)>

Sent: Monday, 15 March 2021 9:14 AM

To: AC, Liquor <ACLiquor@act.gov.au>

Subject: RE: Application-Amendment-RAMP

CAUTION: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Thanks Amanda,

Please find attached.



The Tradies

p 02 6162 5656 | **f** 02 6162 5699
e [redacted]@thetradies.com.au
a 2 Badham St, Dickson ACT, 2602
w thetradies.com.au

From: AC, Liquor <ACLiquor@act.gov.au>
Sent: Monday, 15 March 2021 9:06 AM
To: [redacted]@thetradies.com.au>
Subject: RE: Application-Amendment-RAMP

Good morning [redacted]

Thank you for submitting the application and making the application fee payment.

Can you please email me the final RAMP document.

Kind regards

Amanda

Amanda Brown | Licensing Officer | Liquor and Gaming

Licensing and Registrations | Access Canberra | ACT Government

Phone: 02 6207 2343 | Email: ACLiquor@act.gov.au

GPO Box 158, Canberra City ACT 2601 | www.act.gov.au/accessCBR



From: [redacted]@thetradies.com.au>
Sent: Friday, 12 March 2021 3:01 PM
To: AC, Liquor <ACLiquor@act.gov.au>
Subject: Application-Amendment-RAMP

CAUTION: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Please find attached an application to amend the RAMP for Canberra Tradesmen's Union Club Licence #12000160.

I will make payment for amendment shortly.

Regards [redacted]



The Tradies

p 02 6162 5656 | **f** 02 6162 5699
e [redacted]
a 2 Badham St, Dickson ACT, 2602
w thetradies.com.au

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APPLICATION TO AMEND A LIQUOR LICENCE OR PERMIT

Liquor Act 2010
Liquor Regulation 2010

PART A - APPLICATION DETAILS (MUST BE COMPLETED)

Select from the following:

Liquor Licence Number: 12000160

Current licence type (select one of the following):

- CATERING
- GENERAL
- OFF
- CLUB
- SPECIAL

ON – select one of the following sub-classes:

- Bar
- Nightclub
- Café and Restaurant

Liquor Permit Number:

Current licence type (select one of the following):

- Commercial
- Non-commercial

| Applicant Details | |
|------------------------------------------------------|--------------------------------------------------------|
| Licensee / permit holder name: | [REDACTED] |
| Registered business name of premises / trading name: | The Tradies Dickson Canberra Tradesmen's Union Club |
| Licensed / permitted premises address: | 2 Badham Street Dickson. |
| Suburb: | DICKSON |
| State: | ACT |
| Postcode: | 2602. |
| Contact person for licensed / permitted premises: | [REDACTED] |
| Phone number: | (02) 6162 5656 |

| Amendment application type | |
|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Change to Suitable Persons (complete Part B and Part C) | |
| <input type="checkbox"/> Change to Trading Hours (complete Part E) | |
| <input type="checkbox"/> Change of On Licence sub-class; to: | <input type="checkbox"/> Bar <input type="checkbox"/> Nightclub <input type="checkbox"/> Café and Restaurant |
| (complete Part F) | |
| <input checked="" type="checkbox"/> Alteration to licensed / permitted premises (complete Part G) | |
| <input checked="" type="checkbox"/> Amendment to licence / permit (complete Part H) | |



APPLICATION TO AMEND A LIQUOR LICENCE OR PERMIT

Liquor Act 2010
 Liquor Regulation 2010

APPLICATION CHECKLIST

Change to Suitable Person/s

You must provide the following as part of your application, for each Influential person/s or Person/s with day-to-day control of the premises:

| | |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Application Details (Part A) |
| <input type="checkbox"/> | Personal Particulars (Part B) |
| <input type="checkbox"/> | Two forms of identification (one to be current photographic ID) |
| <input type="checkbox"/> | Police certificate issued within the previous three (3) months (use the consent form available from http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx - fees apply) |
| <input type="checkbox"/> | Suitability Declaration (Part C) |
| <input type="checkbox"/> | ASIC Extract - required if the licensee is an organisation and the officeholders are changing |

Amendment of Partnership – Remove or add new partner as Licensee /Permit-holder

You must provide the following as part of your application

Remaining licensee/permit-holder

| | |
|--------------------------|---------------------------------------|
| <input type="checkbox"/> | Application Details (Part A) |
| <input type="checkbox"/> | Dissolution of a partnership (Part D) |

Outgoing licensee/permit-holder

| | |
|--------------------------|---------------------------------------|
| <input type="checkbox"/> | Dissolution of a partnership (Part D) |
|--------------------------|---------------------------------------|

Incoming licensee/permit-holder

| | |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Personal Particulars (Part B) |
| <input type="checkbox"/> | Evidence of Citizenship or Resident Status (if born outside Australia) |
| <input type="checkbox"/> | Two forms of identification (one to be current photographic ID) |
| <input type="checkbox"/> | Police certificate issued within the previous three (3) months (use the consent form available from http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx - fees apply) |
| <input type="checkbox"/> | Suitability Declaration (Part C) |

Change to Trading Hours

The Licensee / Permit-holder must provide the following

| | |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Application Details (Part A) |
| <input type="checkbox"/> | Change to Current Trading Hours (Part E) |
| <input type="checkbox"/> | The Approved Risk-Assessment Management Plan (RAMP) for the premises must be amended when the trading times for a premises changes. Submit a new RAMP online with the relevant section amended. |
| <input type="checkbox"/> | Public Consultation Notice (Part F) |

Change to Trading Hours

The Licensee / Permit-holder must provide the following

| | |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | Application Details (Part A) |
| <input type="checkbox"/> | Public Consultation Notice (Part F) |



APPLICATION TO AMEND A LIQUOR LICENCE OR PERMIT

Liquor Act 2010
Liquor Regulation 2010

Alteration to Licensed / Permitted Premises

You must provide the following as part of your application

A copy must be provided for the premises before approval will be granted to commence alterations

| | |
|-------------------------------------|------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Application Details (Part A) |
| <input checked="" type="checkbox"/> | Alteration to Premises Details (Part G) |
| <input type="checkbox"/> | A copy of the approved proposed alterations plans (or concept plans if not yet approved) |
| <input type="checkbox"/> | Plans of the entire premises, as they will be after alterations completed |
| <input type="checkbox"/> | Public Consultation Notice (Part F) (If Applicable) |

A copy must be provided before a final inspection and clearance by Access Canberra

| | |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Certificate of Occupancy (for building and fit-out) following completion of the alterations |
| <input type="checkbox"/> | EPD certificate issued within the previous three (3) months for the proposed premises (A Provision of Lease Advice – Liquor Licensing form can be obtained from http://www.planning.act.gov.au/publications/forms/forms) |
| <input type="checkbox"/> | The approved RAMP for the premises must be amended (pro forma and application form on Access Canberra website) |

To be arranged before the altered premises may be used

| | |
|--------------------------|------------------------------------------------------|
| <input type="checkbox"/> | Satisfactory inspection by Access Canberra inspector |
|--------------------------|------------------------------------------------------|

Amendment to Licence or Permit

The Licensee / Permit-holder must provide the following

| | |
|-------------------------------------|-----------------------------------------|
| <input type="checkbox"/> | Application Details (Part A) |
| <input checked="" type="checkbox"/> | Amendment to Licence or Permit (Part H) |



APPLICATION TO AMEND A LIQUOR LICENCE OR PERMIT

Liquor Act 2010
Liquor Regulation 2010

PART G - ALTERATION TO PREMISES DETAILS

(This part is to be submitted prior to commencing the alterations to the premises)

Note: An application to increase the occupancy loading for a public area at the licensed premises is subject to 30 days public consultation. If this applies please complete Part F of this form.

| | |
|--------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Contact person for the alterations | [REDACTED] |
| Contact phone number | (02) 6162 5656 |
| Mobile | [REDACTED] |
| Email address | [REDACTED] |
| Expected commencement date | / / [REDACTED] |
| Expected completion date | / / [REDACTED] |
| Details of the proposed alterations <i>(Briefly describe the nature of the proposed alterations. May refer to attached plans)</i> | |
| [REDACTED] | |



APPLICATION TO AMEND A LIQUOR LICENCE OR PERMIT

Liquor Act 2010
Liquor Regulation 2010

PART H - AMENDMENT TO A LICENCE OR PERMIT

Complete this part if you wish to amend a licence or permit in a way not already described, e.g. occupancy loading, adults-only area or a condition. Attach any supporting documentation to the application.

Provide a brief description of what you wish to have amended on your licence or permit:

A number of ammendments to RAMP document
Document with track changes attached.

Provide a rationale for why you require this amendment:

DECLARATION AND PAYMENT (REQUIRED)

The Commissioner may only amend the licence or permit if satisfied that the following continue to be suitable persons:

- the licensee or permit-holder;
- close associates;
- influential persons;
- the premises; and
- for licences, the persons with day-to-day control.

It is an offence for a person to fail to inform the Commissioner about changes to their suitability information within seven (7) days of the change occurring. The maximum penalty is 20 penalty units.

I, name

being the licensee / permit-holder for premises address/business name

confirm that the suitability information for persons and the permitted premises. provided for this licence is still true and correct.

Signature of person making the

Full Name (Print)

Date:

LODGEMENT AND PAYMENT METHODS

This form should be lodged via email to ACliquor@act.gov.au

You will be contacted for payment once your application has been received.

Please note that the licence fee is GST exempt.

From: [Pegg, Dale](#)
To: [Brown, Amanda](#)
Subject: FW: 12000160 - Recommendation - Liquor Licence Amendment to RAMP - CANBERRA TRADESMEN'S UNION CLUB LIMITED
Date: Tuesday, 4 May 2021 2:08:14 PM
Attachments: image001.jpg
12000160 - Amendment to RAMP - Pending.pdf
12000160 - RAMP - Pending.pdf
image002.png

OFFICIAL

Thanks Amanda

Dale

Dale Pegg | Assistant Director | Liquor, Gaming and Hospitality Licensing

Phone: 02 6207 0458 | Email: dale.pegg@act.gov.au

Access Canberra | Chief Minister, Treasury and Economic Development Directorate | ACT Government

GPO Box 158, Canberra, ACT, 2601 | www.act.gov.au/accesscbr



From: Pegg, Dale
Sent: Monday, 3 May 2021 4:46 PM
To: Brown, Amanda <Amanda.Brown@act.gov.au>
Subject: FW: 12000160 - Recommendation - Liquor Licence Amendment to RAMP - CANBERRA TRADESMEN'S UNION CLUB LIMITED

OFFICIAL

Thanks Amanda, the updated RAMP has been approved.

Dale

Dale Pegg | Assistant Director | Liquor, Gaming and Hospitality Licensing

Phone: 02 6207 0458 | Email: dale.pegg@act.gov.au

Access Canberra | Chief Minister, Treasury and Economic Development Directorate | ACT Government

GPO Box 158, Canberra, ACT, 2601 | www.act.gov.au/accesscbr



From: Brown, Amanda <Amanda.Brown@act.gov.au>
Sent: Friday, 30 April 2021 8:27 AM
To: Pegg, Dale <Dale.Pegg@act.gov.au>
Subject: FW: 12000160 - Recommendation - Liquor Licence Amendment to RAMP - CANBERRA TRADESMEN'S UNION CLUB LIMITED

OFFICIAL

Hi Dale,

Please find attached the updated RAMP for approval.

Regards

Amanda

Amanda Brown | Licensing Officer | Liquor and Gaming
Licensing and Registrations | Access Canberra | ACT Government
Phone: 02 6207 2343 | Email: ACliquor@act.gov.au
GPO Box 158, Canberra City ACT 2601 | www.act.gov.au/accessCBR



From: Brown, Amanda
Sent: Friday, 23 April 2021 7:45 AM
To: Pegg, Dale <Dale.Pegg@act.gov.au>
Subject: 12000160 - Recommendation - Liquor Licence Amendment to RAMP - CANBERRA TRADESMEN'S UNION CLUB LIMITED

OFFICIAL

Hi Dale,

Please review and approve the recommendation for the amendment to RAMP for liquor licence 12000160 - CANBERRA TRADESMEN'S UNION CLUB LIMITED – Dickson.

Regards

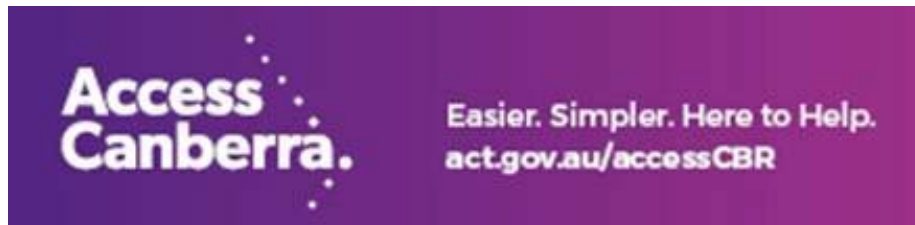
Amanda

Amanda Brown | Licensing Officer | Liquor and Gaming

Licensing and Registrations | Access Canberra | ACT Government

Phone: 02 6207 2343 | Email: ALiquor@act.gov.au

GPO Box 158, Canberra City ACT 2601 | www.act.gov.au/accessCBR



From: [AC. Liquor](#)
To: [REDACTED]
Subject: 12000160 – APPROVED - Liquor Licence Amendment – CANBERRA TRADESMEN’S UNION CLUB LIMITED
Date: Tuesday, 4 May 2021 3:13:00 PM
Attachments: image001.jpg
12000160 - RAMP - Approved (May 2021).pdf
12000160 - Receipt.pdf
Fact Sheet - Incident reporting.pdf

OFFICIAL

To whom it may concern,

An assessment of your application for the amendment to your liquor licence been undertaken in accordance with the *Liquor Act 2010*. Based on the information provided the Commissioner has **approved** your application.

Please find attached the relevant documentation pertaining to the issue of your amended licence and see below for the liquor licence amendment details;

Public Health Directions

You must comply with the Public Health Directions made under the *Public Health Act 1997* in force from time to time and adhere to public health guidance material issued. The current Public Health Direction is [available here](#).

You must have a COVID-19 Safety Plan which includes suitable mitigation measures in place to ensure adherence with Public Health Directions.

In addition to a COVID-19 Safety Plan, you must prominently display a sign showing the maximum number of patrons allowed in the venue under COVID-19 restrictions. A copy of the signs which you can print, and display with your maximum patron numbers is [available here](#).

Proactive and random checks by Access Canberra, Health Protection Service, and ACT Policing will continue to support compliance and community safety against the Public Health Directions.

Liquor Licensing - Some Key Obligations

Incident Reporting

- When an incident occurs in or around the licensed premises, the licensee must notify the Commissioner for Fair Trading of the incident within 24 hours.
- The incident report form can be found on the Access Canberra website or by clicking [here](#).

Paying Fees

- Perpetual licence fees must be paid quarterly or annually.
- If fees are not paid by the due date, it may result in the licence being suspended.

RSA Certificates

- Valid interstate RSA certificates are acceptable in the ACT, as long as the course was completed through a registered/approved registered training organisation and there is an

expiry date on the RSA certificate.

- RSA certificates must be kept on the premises.

Licence Certificate

- The liquor licence certificate does not need to be displayed but it must be kept on file at the premises.
- It is an offence under the *Liquor Act 2010* if the licence is not kept at the licensed premises.

Occupancy Loading

- Occupancy loading signs must be displayed at the premises at the entrance to the area that they relate to.
- It is an offence under the Liquor Act 2010 if the occupancy loading sign(s) are not displayed.
- The occupancy loading includes all patron and staff.

Change to Licence

- If there is a change to the licence (e.g. change of licensee, company structure (directors/secretaries), day to day managers, floor plan or trading hours) Access Canberra must be notified within 7 days.
- The amendment application form can be found on the Access Canberra website (Liquor Licensing and Permits) and then emailed to ACliquor@act.gov.au

Contact Details

- Contact details (e.g. postal address, contact numbers and email addresses) must be changed with Access Canberra as soon as possible to ensure all correspondence can be sent to the correct address. This can be done by email at ACliquor@act.gov.au
- All invoices for liquor fees will be sent via email.

For all licensee obligations refer to the [Liquor Act 2010](#)

If you require further information, please contact Liquor licensing on 02 6207 2343.

Kind regards

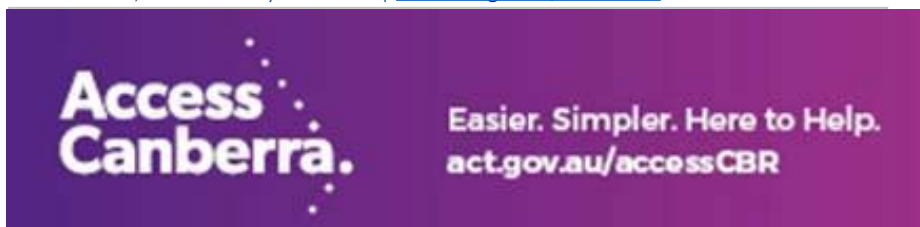
Amanda

Amanda Brown | Licensing Officer | Liquor and Gaming

Licensing and Registrations | Access Canberra | ACT Government

Phone: 02 6207 2343 | Email: ACliquor@act.gov.au

GPO Box 158, Canberra City ACT 2601 | www.act.gov.au/accessCBR





Pay an Account - Tax Invoice

This transaction will appear on your credit card statement as ACCESS CBR INTERNET CANBERRA

| | | |
|------------------------|----------------|------------------------|
| Date and time | Reference code | Payment receipt number |
| 12 Mar 2021 3:20:21 PM | XXMMSN85 | 2912123706 |

| Quantity | Description of service | Unit value | GST | Total |
|------------------------------|------------------------------------|------------|---------|-----------|
| 1 | Application to Amend Approved RAMP | \$ 271.00 | \$ 0.00 | \$ 271.00 |
| Total amount includes GST of | | | | \$ 0.00 |
| Total amount paid | | | | \$ 271.00 |

Access Canberra - Liquor Licensing
ABN: 68 367 113 536

GPO BOX 158
Canberra ACT 2601

Phone: (02) 6207 2343

Liquor Licensing and Permits Fees and Charges

| |
|------------------------------------------------------|
| Payment 1 |
| Payment type * Application to Amend Approved RAMP |
| Customer reference * [REDACTED] |
| Payment amount * \$ 271.00 |

Total payment amount

| |
|-----------|
| \$ 271.00 |
|-----------|

Liquor Act 2010

Incident reporting

Reporting requirements introduced on 1 July 2017 mean all incidents that happen in and around the licensed or permitted premises are to be reported directly to the Commissioner for Fair Trading within 24 hours of the incident happening. This replaces the need to maintain an incident register.

What is an incident?

For the purposes of reporting, an incident can be any one of the following:

- > Involves violent, unlawful or anti-social behaviour at a licensed or permitted premises that:
 - Occurs in the immediate vicinity of the licensed or permitted premises
 - Involves a person who has recently left, or been refused admission to, the premises
- > Results in a person being removed from a licensed or permitted premises
- > Occurs after midnight resulting in a person at a licensed or permitted premises requiring medical assistance
- > Involves the seizure of a document.

What information do I have to report?

If an incident occurs, you must provide the following information to the Commissioner within 24 hours of occurring:

- > A description of the incident
- > The date and time the incident happened
- > The name, address and contact details of each person connected with the incident including:
 - Each employee of the licensee or permit-holder
 - Each person working as a crowd controller at the premises
 - Each police officer that attended the premises
- > For a document seized you must include:
 - The date and time when the document was seized from the person
 - A copy of the receipt given to the person from whom the document was seized.

How do I report an incident?

You may use the Incident Report form which is available on the Access Canberra website, www.act.gov.au/accessCBR. Once completed, the online form is directly sent to the liquor licensing team and a copy will be sent to your nominated email for confirmation and record keeping. Alternatively, you may supply your own report if it covers the required information, directly to ACLiquor@act.gov.au.

Disclaimer: These are the key points relating to incident reporting as outlined in the Liquor Act 2010. This is not a detailed list of all the requirements and/or obligations you must comply with. It is your responsibility to be familiar with the Liquor Act 2010. Failure to comply with the requirements of the Act or report an incident within 24 hours to the Commissioner could result in financial penalties or occupational discipline.



ACT
Government

Justice and Community Safety

Dear Licensee

The Risk Assessment Management Plan (RAMP) for the CLUB Liquor Licence has been reassessed to ensure that the document continues to satisfy the requirements of the Liquor Act 2010.

Enclosed is approved RAMP (100102-1).

Licence number: 12000106

Permit Holder: CANBERRA TRADESMEN'S UNION CLUB LIMITED

Trading as: Canberra Tradesmen's Union Club Limited

For general information regarding the sale of liquor in the ACT, or your obligations as a licensee, please visit our website at www.ors.act.gov.au or call ORS, Compliance on (02) 6207 3000.

Regards

Liquor Licensing
June 2014

Office of Regulatory Services
Registration and Fair Trading

255 Canberra Avenue, Fyshwick ACT 2609
GPO Box 158 Canberra ACT 2601 / Phone 6207 3000 / Fax 6207 0538