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Should you have further queries regarding this matter, please do not hesitate to contact the Customer Support Team on telephone (07) 3224 7131.

Yours sincerely



for

**MICHAEL SARQUIS**  
**Executive Director**  
8/01/2016



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Please note that annual liquor licence fees are payable by 31 July each year. If the liquor licence fee is not paid, the licence will be:

- Automatically suspended for 28 days if the licence fee is not paid on or before the due date.
  - Automatically cancelled if the licence fee is not paid within the suspension period.
- Prior to issuing the annual liquor licence fee notices in late June, it is important that correct and preferred contact details are recorded on the OLGR database to ensure receipt of all correspondence regarding fees.

Notification of correct and preferred contact details can be submitted in writing or updated through the OLGR Client Portal (please refer to [www.olgr.qld.gov.au](http://www.olgr.qld.gov.au) for further details on the Client Portal)

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Customer Call Centre: 13 74 68  
general email enquiries: [liquorandgaminglicensing@justice.qld.gov.au](mailto:liquorandgaminglicensing@justice.qld.gov.au)  
website: [www.business.qld.gov.au/liquor-gaming](http://www.business.qld.gov.au/liquor-gaming)

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The Office of Liquor and Gaming Regulation is committed to providing you with quality service. If you would like to provide feedback on the service you have received, please email to: [feedback@justice.qld.gov.au](mailto:feedback@justice.qld.gov.au)

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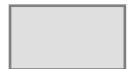
\*\*\*\*\* IMPORTANT LICENCE FEE INFORMATION – PLEASE READ \*\*\*\*\*

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<p><b>Section 3</b></p> <p><b>Nature of interest to be registered</b></p> <p>Explanation is below</p>	<p><input type="checkbox"/> <b>Owner of freehold land/landlord</b> (a certificate of title is required)</p> <p><input type="checkbox"/> <b>Lessee of premises</b></p> <p><input type="checkbox"/> <b>Mortgagee of premises</b> (who/what party is the mortgage over) .....</p> <p>.....</p> <p><input type="checkbox"/> <b>Secured creditor</b> (who/what party is the credit over) .....</p> <p>.....</p> <p><input type="checkbox"/> <b>Sub-lessee</b></p> <p><input type="checkbox"/> <b>Other</b> (please specify) .....</p> <p>.....</p> <p><b>Owner of freehold:</b> The owner of the land itself, sometimes referred to as the 'proprietor of the fee simple' and can be called the 'landlord' or the 'lessor', where there is a lease over the premises. The owner is stated on the certificate of title, available in a search from the Department of Environment and Resource Management (<a href="http://www.derm.qld.gov.au">www.derm.qld.gov.au</a>).</p> <p><b>Lessee of premises:</b> The lessee is a person/company who has a lease from a lessor over the premises.</p> <p><b>Mortgagee/secured creditor:</b> A bank, building society, financial institution or an individual providing finance under a legal contract of credit.</p> <p><b>Sub-lessee:</b> Where there is a second lease, the terms 'sub-lessor' and 'sub-lessee' are used.</p>
<p><b>Section 4</b></p> <p><b>Details of person/company/financial institution to be registered</b></p>	<p>Name of person/company/financial institution to be registered .....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>ABN number .....</p> <p>Street address .....</p> <p>Locality/suburb ..... State <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Postcode <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p>Postal address .....</p> <p>Locality/suburb ..... State <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Postcode <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p>Phone..... Fax.....</p> <p>Mobile..... Email.....</p>
<p><b>Section 5</b></p>	<p>Is the person/company to be registered (at <b>Section 4</b>) also the licensee/proposed licensee of the premises?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – please note that there is no fee required for the licensee to register their interest as lessee/owner/sub-lessee</p>
<p><b>Section 6</b></p> <p><b>Signature of applicant at Section 4</b></p>	<p>Name .....</p> <p>Signature.....</p> <p>Date <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p style="text-align: center;">D D M M Y Y Y Y</p>



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