



**Basis of Approval**

- Under the provisions of the Senate Rules Site By-Laws No.10, the written permission of the Vice-Chancellor is required before an individual may bring, keep or consume intoxicating liquor on any University site (except licensed premises).
- Approval will only be given for compliance within the NHMRC Guidelines and the combination of drinks requested must be within the Guideline limits - <http://www.nhmrc.gov.au/your-health/alcohol-guidelines>.
  - For general quantity guidance only please refer to [http://www.nhmrc.gov.au/files/nhmrc/file/your\\_health/healthy/alcohol/std-drinks-large.jpg](http://www.nhmrc.gov.au/files/nhmrc/file/your_health/healthy/alcohol/std-drinks-large.jpg) and <http://www.qld.gov.au/transport/safety/road-safety/drink-driving/drink-responsibly/index.html>
- Alcohol quantity compliance may be checked on site by the Office of Liquor and Gaming Regulation or the Qld Police. A range of fines may be given to anyone organising and/or attending the event for any non-compliance breaches.
- In accordance to UQ's commitment to the safe consumption of alcohol compliance with UQ PPL documents 2.60.01 Alcohol, Smoking and Other Drugs Policy <http://ppl.app.uq.edu.au/content/2.60.01-alcohol-smoking-and-other-drugs> and 7.30.01 Event Approval and Control procedures <http://ppl.app.uq.edu.au/content/7.30.01-event-approval-and-control> must be met.
- The function must not interfere or disturb the use of the adjoining areas or usual business of the University and that an appropriate standard of conduct is maintained: i.e. University/Union property is protected; littering is minimised; noise restrictions are adhered to; legal requirements are met (e.g. licences/permits are obtained where applicable); and all other requirements of University Policies and Procedures are met.
- External security service may be required upon assessment of application.
- Security reserves the right to shut down any function.

**Declaration – Obligations of the Convenor – Please Tick and Sign Declaration**

The Convenor of this event is responsible for all aspects of the function/activity. As Convenor of this function/activity, I have read and agreed to comply with the conditions set out in the:

- UQ Policy document: 2.60.01 Alcohol, Smoking and Other Drugs Policy <http://ppl.app.uq.edu.au/content/2.60.01-alcohol-smoking-and-other-drugs> and 7.30.01 Event Approval and Control procedures <http://ppl.app.uq.edu.au/content/7.30.01-event-approval-and-control>
- OLGR Liquor Licensing Compliance: <http://www.olgr.qld.gov.au>
- NHMRC Alcohol Guidelines: <http://www.nhmrc.gov.au/your-health/alcohol-guidelines>

As Convenor of this event:

- I note that a permit does not absolve me from ensuring compliance with statutory requirements.
- I certify that the function will not interfere or disturb the use of the adjoining areas or usual business of the University.
- I will comply with all direction by UQ Security.
- I undertake to comply with all requirements of the Liquor Act pertaining to carrying (storage), sale or supply of alcohol and to impose those same conditions, should liquor be available but not for sale.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Signature of Convenor                      Date                      Print Name                      UQ Student/Staff Number (if applicable)

**Authority Responsible for Function Approval**

Comments of Authority Responsible for Function Area (e.g. Campus Manager, Union Manager, Head of School, Dean) if applicable:

General remarks on conduct at previous function: \_\_\_\_\_

Signed: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>Approval (P&amp;F Office Use Only)</b>			
Community Liquor Permit required:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Applicable <input type="checkbox"/> Convenor Informed: _____ (date)
Community Liquor Permit received:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Applicable <input type="checkbox"/> Licence Number : _____
Advertising:	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Security Section Approval:	Recommended <input type="checkbox"/>	Not Recommended <input type="checkbox"/>	
Special approval conditions/comments/history: _____			
_____/_____/_____ Manager Security	_____/_____/_____ Date	_____/_____/_____ DPF/ADAS approval	_____/_____/_____ Date
Convenor Notified of Approval Decision _____ Date			