



# Application to provide alcohol on University premises



This application form must be completed in conjunction with the Rules (refer Alcohol on Campus policy: <https://www.flinders.edu.au/content/dam/documents/staff/policies/governance-risk/alcohol.pdf>) and submitted to the appropriate delegate of the University Council **at least 14 days in advance of the proposed event.**

**The delegates appointed by the Council are:**

- Director, Property, Facilities and Development [pfd@flinders.edu.au](mailto:pfd@flinders.edu.au)
- The Principal of Flinders Living in respect of Flinders Living premises; and
- The General Manager of Flinders Campus Community Services (FCCS) in respect of sporting premises

| Section 1: Applicant Details  |   |                  |  |
|---|---|------------------|--|
| Applicant Name  |   | Position:        |  |
| Contact email:  |   | Phone Number:    |  |
| Host or event coordinator:  |   | Contact Details: |  |
| Name s) of proposed steward(s)  | <i>refer to Rules for definition of steward– cannot be an undergraduate or postgraduate student</i> |                  |  |
| I have read and understood the By-laws and Rules relating to the consumption of alcohol on University premises and I confirm that all stewards understand their responsibilities under the University Rules |   |                  |  |

| Section 2: Proposed Event Details          |  |       |     |
|--|--|-------|-----|
| Event Location:<br>(Building, room number) |  |       |     |
| Event Name:                                |  |       |     |
| Date of Event:                             | Period of alcohol service:               | From: | To: |
| Is alcohol being sold at this event?       | Is an entry charge or donation required? |       |     |
| Who is providing the alcohol?:             |  |       |     |
| Profile of Attendees:                      | No. of staff                             |       |     |
|  | No. of post-graduate students            |       |     |
|  | No. of undergraduate students            |       |     |
|  | No. of external guests                   |       |     |
|  | Total attendees                          |       |     |

| Section 3: Quantity and Types of Alcohol Details  |                          |                             |
|---|--------------------------|-----------------------------|
| <b>Note:</b> as a guide, alcohol consumption should not exceed two standard drinks per person in the first hour and one standard drink per person per hour thereafter. Refer to the standard drinks guide attached to assist with calculations. |                          |                             |
| <b>Note:</b> The organisers are required to supply at every function for which a permit has been granted a reasonable quantity of non-alcoholic drinks.   |                          |                             |
| Alcohol Details<br>(No of bottles)  | Non-alcoholic drinks     | Unlimited - Water available |
|   | Light Beer               |                             |
|   | Full Strength Beer/Cider |                             |
|   | Sparkling Wine           |                             |
|   | White Wine               |                             |
|   | Red Wine                 |                             |
|   | Other(Specify)           |                             |

### Section 4: Recommendation

**Note:** All applications must include a recommendation from the relevant Director of College Services or Director of Division or other senior manager (for administrative divisions and units) or Club President or Executive (for clubs and societies).

|  |  |                      |  |
|--|--|----------------------|--|
| <b>Name</b>  |  | <b>Position:</b>     |  |
| <b>Contact email:</b>  |  | <b>Phone Number:</b> |  |
| I recommend that a permit to consume alcohol be granted for this function. |  |                      |  |
| <b>Signature</b>   |  | <b>Date</b>          |  |

#### SUBMIT YOUR APPLICATION

**University staff** - submit applications via **Service One** on your Okta dashboard

**Non-University staff** - submit applications to [pfid@flinders.edu.au](mailto:pfid@flinders.edu.au)

### Section 5: For Office Use Only-Authorisation Requirements

**Note:** This permit is granted on condition that the Rules relating to alcohol on University premises are strictly complied with. The Rules are available on the University's web site at <https://www.flinders.edu.au/content/dam/documents/staff/policies/governance-risk/alcohol.pdf>

|  |  |                  |  |
|--|--|------------------|--|
| <b>Council Delegate Name</b>   |  | <b>Position:</b> |  |
| I hereby grant a permit to bring alcoholic liquor into the University premises and to consume it at the event and under the requirements stated in this application: |  |                  |  |
| <b>Signature</b>   |  | <b>Date</b>      |  |

| Option | Circumstances-   | Authorisation Requirements   | Tick |
|--------|--|--|------|
| A      | No sale of liquor as defined by the <i>Liquor Licensing Act 1997</i>   | No licence required- Calculated drinks per person fall within standard drinks guidelines   |      |
| B      | Sale of liquor as defined by the <i>Liquor Licensing Act 1997</i> outside of Flinders University Special Circumstances Licence defined areas   | Limited licence required-see Note 1 below  |      |
| C      | Sale of liquor as defined by the <i>Liquor Licensing Act 1997</i> within Flinders University Special Circumstances Licence defined areas and classified as high risk event                 | <ul style="list-style-type: none"> <li>• Suspension of Flinders Special Circumstances Licence-see Note 2 below</li> <li>• Limited licence required-see Note 1 below</li> </ul> |      |
| D      | Sale of liquor as defined by the <i>Liquor Licensing Act 1997</i> within Flinders University Special Circumstances Licence and alcohol supplied by Flinders University registered caterers | Flinders University Special Circumstances Licence-   |      |
| E      | Application Declined   | Application Declined   |      |

**Note 1:** Apply for a Limited Licence for the event by completing an application form available at <http://www.cbs.sa.gov.au>- Liquor Apply on Line.

**You must provide a copy of the Approved Limited Licence to Property, Facilities & Development** - via Service One (University staff) or email (non-University staff) [pfid@flinders.edu.au](mailto:pfid@flinders.edu.au)

When to lodge your application

Small events - no later than 14 days before the event

Large events - no later than 60 days before the event

**Note 2:** Flinders University will provide an authorised Suspension of Flinders Special Circumstances Licence form in support of your application.

For further information or queries regarding Limited Licence application contact Consumer and Business Services below.

|  |   |                 |
|--|---|-----------------|
| <a href="mailto:limitedlicences@sa.gov.au">limitedlicences@sa.gov.au</a> | <a href="http://www.cbs.sa.gov.au">http://www.cbs.sa.gov.au</a> | Ph:08 8226 8555 |
|--|---|-----------------|

## STANDARD DRINKS GUIDE

### Wine

#### *Red wine (13% alc. vol)*

1 x 750 ml bottle = 7.7 standard drinks  
2 x 750 ml bottle = 15.4 standard drinks  
3 x 750 ml bottle = 23.1 standard drinks  
4 x 750 ml bottle = 30.8 standard drinks  
5 x 750 ml bottle = 38.5 standard drinks  
6 x 750 ml bottle = 46.2 standard drinks  
7 x 750 ml bottle = 53.9 standard drinks  
8 x 750 ml bottle = 61.6 standard drinks  
9 x 750 ml bottle = 69.3 standard drinks  
10 x 750 ml bottle = 77.0 standard drinks

4 litre cask = 41 standard drinks

#### *White wine (11.5% alc. vol)*

1 x 750 ml bottle = 6.8 standard drinks  
2 x 750 ml bottle = 13.6 standard drinks  
3 x 750 ml bottle = 20.4 standard drinks  
4 x 750 ml bottle = 27.2 standard drinks  
5 x 750 ml bottle = 34.0 standard drinks  
6 x 750 ml bottle = 40.8 standard drinks  
7 x 750 ml bottle = 47.6 standard drinks  
8 x 750 ml bottle = 54.4 standard drinks  
9 x 750 ml bottle = 61.2 standard drinks  
10 x 750 ml bottle = 68.0 standard drinks

4 litre cask = 36 standard drinks

#### *Champagne (12% alc. vol)*

1 x 750 ml bottle = 7.1 standard drinks  
2 x 750 ml bottle = 14.2 standard drinks  
3 x 750 ml bottle = 21.3 standard drinks  
4 x 750 ml bottle = 28.4 standard drinks  
5 x 750 ml bottle = 35.5 standard drinks  
6 x 750 ml bottle = 42.6 standard drinks  
7 x 750 ml bottle = 49.7 standard drinks  
8 x 750 ml bottle = 56.8 standard drinks  
9 x 750 ml bottle = 63.9 standard drinks  
10 x 750 ml bottle = 71.0 standard drinks

### Beer

#### *Full strength (4.8% alc. vol)*

375 ml bottle or can = 1.4 standard drinks  
6 x 375 ml bottle or can = 8.4 standard drinks  
24 x 375 ml carton = 34 standard drinks

#### *Light strength (2.7% alc. vol)*

375 ml bottle or can = 0.8 standard drinks  
6 x 375 ml bottle or can = 4.8 standard drinks  
24 x 375 ml carton = 19 standard drinks

(Source: Australian Government, Department of Health and Ageing Standard Drinks Guide – [www.alcohol.gov.au](http://www.alcohol.gov.au))