

## Application process for a short term liquor licence

Before commencing your application, you will need a floor plan or site plan with the area you are seeking permission to temporarily licence and/or hold prescribed entertainment outlined. This document must be attached to your licence application. [Click here for details on how to prepare your plan](#)

1. To apply for a short term liquor licence open the Consumer & Business Services website; <http://www.cbs.sa.gov.au/>
2. Click the "Liquor, Gambling & Lotteries" tab on the menu bar
3. Under **Popular Links** click "Apply for a short term liquor licence"
4. Scroll down the page and click on the green **Start now** button
5. This will take you to the **LIQUOR AND GAMING ONLINE** portal:  
*If you don't already have an account you will need to create one by clicking on the "Register Now" link*
6. Once logged into the portal, click on the "Lodge an application" button
7. Click on the "Apply for a short term liquor licence" button (do NOT click the "Apply for a new licence" button, this is for permanent licences),
8. Click on the red **Start application** button
9. Take note of the application reference number which is shown in a blue box in the top right of the screen and is in format "Ref. LXXXX" - you will need this reference number for your Appian Functions & Facility Hire request
10. Complete all relevant fields in Steps 1 to 7  
*Note: In Step 3 you will be asked how you intend to trade. If your event will supply alcohol only (no sales, no takeaway and no BYO), select the "We will sell and supply liquor for attendees to consume on the premises" option.*  
*Note: In Step 4 you are required to attach a copy of your marked premises plan*
11. You will be emailed a PDF copy of your application summary which can be saved and uploaded to your Appian Functions & Facility Hire request.

### APPIAN – FUNCTIONS AND FACILITY HIRE FORM

12. Under the **Alcohol** section of your Appian application, you must enter the liquor licence reference number in the *Partial Limited Licence Required* field (refer step 9)
13. Under the Additional **Documents Section** of your Appian application, you must upload your liquor licence application summary (refer step 11).
14. Once you have received your approved short term liquor licence upload a copy of the approved licence by locating and opening your Functions & Facility Hire request in Appian and clicking on "Additional Documents" (top right corner of screen).