



Anvisningar Tillståndsenheten

Application for a temporary license to sell alcoholic beverages

This form is used for:

Temporary license for public event

- For it to be a matter of a temporary license, the serving of alcohol must not be of a permanent nature. One and the same actor can be granted a temporary alcohol permit in the same premises for a maximum of 12 days per year.
- A temporary alcohol license for festivals and similar events is granted for a maximum period of 10 days.
- There is a restrictive policy regarding licenses to serve spirits.
- A temporary license for public events is granted until no later than 01:00.
- A temporary license for public events is provided to events that mainly target an audience over the age of 18 years.
- A temporary license for public events is provided to events that mainly addresses to an audience over 18.

A temporary license for private parties

- A private party is a limited group of people with some form of common interest outside of the event in question, where the participants of the event are known in advanced.
- For it to be a matter of a temporary license, the serving of alcohol must not be of a permanent nature. One and the same actor can be granted a temporary alcohol permit for a private party in the same premises for a maximum of 12 days per year.

Requirements for the person applying for an alcohol license

Financial and personal suitability

The applicant shall be financially eligible and may not have a criminal past. In addition, they must have knowledge of the Alcohol Act. You must be at least 20 years old in order to be granted a license to sell alcohol.

Knowledge of the Alcohol Act

In general, half of the people with a significant influence over the business and, who are actively involved in the serving operations, shall have knowledge of the Alcohol Act. To prove that they have sufficient knowledge, the applicant must generally take the Public Health Agency of Sweden's knowledge test on the Alcohol Act. The test is taken at the licensing unit's premises.

The food requirement

A temporary license to sell alcohol at a public event or to a private party will only be granted if the establishment offers prepared food. The food requirement applies the whole time alcohol is served.

How to apply:

1. Pay the application fee

The fee shall be paid into the licensing unit's bankgiro, account no. 5089-5812. Specify the reference number 8535, the name of the restaurant and what the application refers to on the payment form (or in the message box if you are using online banking). The fees are indexed annually.

Public

The application and supervisory fee for a temporary license for a public event for one day is SEK 3 100 (of which SEK 1 900 refers to the supervisory charge). The application and supervisory fee for a temporary license for a public event for more than one day is SEK 4 900 (of which SEK 3 700 refers to the supervisory charge).

Private party

The application and supervisory fee for a temporary license for a private party is SEK 1 200 (of which SEK 600 refers to the supervisory charge). If the application refers to more than three days, the supervisory fee will be SEK 1800 (of which SEK 1200 refers to the the supervisory charge).

2. Fill in the application and attach the following documents

1. Receipt for the paid application fee
2. Land lease/lease agreement/rental agreement.
3. Description of the event.
4. Menu
5. Drawing showing the establishment and seating. Carefully demarcate the area where alcohol is to be served and where the guests are to be with their alcoholic beverages.
6. Decision for registration of approved food handling (only if the application refers to more than one day).
7. Certificate of incorporation from the Swedish Companies Registration Office (only for business owners).
8. Statutes (only for associations).
9. Minutes indicating the composition of the board, who the authorised signatories are, and the personal identity numbers of all board members.

3. Submit the application

Arbetsmarknads- och socialförvaltningen
Tillståndsenheten
205 80 Malmö

The application should have been received by the licensing unit a month prior to the event.

If you have any questions, contact the licensing unit by telephone: 040-34 55 50 or by e-mail: tillstandsenheten@malmo.se

Serving policy

- You may only serve alcoholic beverages to people who have turned 18 years old.
- You may not serve alcoholic beverages to people who are noticeably under the influence of alcohol or other intoxicants.
- Order and sobriety shall prevail at the establishment.
- People who are noticeably under the influence shall be refused from the establishment.
- Only the drinks sold at the premises may be consumed or kept there. It is not allowed to take alcoholic beverages away from the premises.
- When served, the price of alcohol may not be lower than cost along with reasonable overheads (at least 25 %).
- Serving alcohol is only allowed during the time specified in the license. The establishment shall be empty no later than 30 minutes after the end of serving hours.
- When it comes licenses for public events, the license holder may only purchase alcoholic beverages from wholesalers or Systembolaget. Those with a license for a private party may only purchase alcoholic beverages from Systembolaget.
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APPLICANT

Name	Registrationnumber
Street address	Postal code and city
Telephone and fax (if available)	E-mail address
For questions about the application, how would like to be contacted?	
<input type="checkbox"/> E-mail	<input type="checkbox"/> Phone <input type="checkbox"/> Letter

ESTABLISHMENT

Name	Telephone
Street address	Postal code and city

SERVING SCOPE

Serving will be provided for	Estimated number of
<input type="checkbox"/> Public <input type="checkbox"/> Closed group <input type="checkbox"/> Tasting license	
Alcoholic beverages intended to be served	
<input type="checkbox"/> Strong beer <input type="checkbox"/> Wine <input type="checkbox"/> Spirits <input type="checkbox"/> Other fermented drinks*	

DATE OF EVENT

20	-	-
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SERVING HOURS

The hours when serving begins and ends in the restaurant premises
The hours when serving begins and ends in the outdoor area

SERVING AREA

According to the attached drawing	Maximum number of people in the premises	Number of seats in the table section/dining room
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NATURE OF THE EVENT

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RESPONSIBLE FOR SERVING

Name	Personal identity number
Name	Personal identity number
Name	Personal identity number

FOOD SELECTION

Food will be served according to the following		
Will there be a security guard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a permit for public dancing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there a permit to use the public space?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SIGNATURE

Applicant's signature (authorized signatory)	
Clarification of signature	Application date

* Other fermenter alcoholic beverage cider, fruit wines and berry wines.

PUL

The information provided in connection to the application will be registered in the licensing agency's data records



Answer the following questions about your business

Establishment (Restaurant, area, club room where the service will take place)

Name of the company	
Address of the company	
Postal code and city	Mobile telephone number

What kind of business will you run

<input type="checkbox"/> Pub	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Tasting at the manufacturing place	<input type="checkbox"/> Festival
<input type="checkbox"/> Nightclub	<input type="checkbox"/> Lunch only	<input type="checkbox"/> Catering of food and drinks	<input type="checkbox"/> Other

Age limit

What is the minimum age required to enter your establishment?	No minimum age <input type="checkbox"/>
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Other information about the business

Are you going to have a wardrobe?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, will you rent it out to another company? If yes, attach an agreement	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will you have entrance host?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will you charge an entrance fee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will you need permission for public dance? If yes, attach a license agreement from the police authority	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will you hire a party planner, event company? If yes, attach a contract with the event company	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will you have gaming machines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will there be indoor speakers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will there be outdoor speakers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Specify whether you will have security guards, if so, indicate how many and if you hire the guards yourself or if you hire a security company. If so, enter the company's name.

Name _____ Registration number _____

For permanent business**Describe the business activities**

Describe the restaurant's focus during daytime and night time and which target group your restaurant addresses. State what opening hours the restaurant is to have and whether dancing, music/live music or any other form of entertainment or gambling is to be offered.

Describe the activities for the outdoor seating area, i.e. serving hours, possible music equipment/live music etc.

State the maximum number of people allowed on the premises as well as the number of seats inside and outside.

For a temporary license**Describe the event**

Describe e.g. Type of event, concert, how tickets will be sold, scene, number of bars, demarcation, hosts, VIP, guest list, ev. partners. Please also indicate eventual Organizer's name.

Also describe how the event will be marketed. State where it is marketed (eg social networking, radio, TV, etc.)

Where and who will be administrating id controls? How will the serving of alcoholic beverages be controlled?

Estimated number of guests:

How do you intend to handle order and safety

Make a risk assessment and indicate how you intend to handle these risks?

Preventive procedures against disturbances

Describe how you prevent disturbances for local resident in the form of sound or other (for example smell). Describe how you have ensured that, for example, the music keeps an audio level that does not do disturb local residents. Describe how you will handle possible complaints from neighbors to the restaurant.

Signature

Applicant's signature (authorized signatory)

Clarification of signature

Application date