

# Permanent approval to permit underage persons on licensed premises

**Use this form to apply for a permanent approval to permit underage persons on licensed premises in Victoria.**

## Pre-lodgement checklist

Tick all boxes below when a requirement has been met.

### Application form

Please ensure:

- all fields on the application form are completed
- the application form is signed and dated by the applicant.

## How to apply

This is an interactive PDF form which allows you to:

- complete the form using a computer or tablet
- save your progress and continue at a later time
- print the completed form to sign and return.

You are still able to print the form and complete it by hand if you prefer.

This form has been designed to be completed using the free Adobe Acrobat Reader software. To download this free software, [please visit the following link](#) or search for the free "Adobe Acrobat Reader" on your device's app store.

**This form may not function as intended if you use any other software.**

**Send application to:**  
Liquor Control Victoria  
PO Box 1019  
Richmond VIC 3121

**or via email to:**  
[contact@liquor.vic.gov.au](mailto:contact@liquor.vic.gov.au)

## Need help?

For more information on how to apply for a liquor or gambling licence or permit:

- visit Liquor Control Victoria (LCV) website at [liquor.vic.gov.au](http://liquor.vic.gov.au)
- telephone LCV on 1300 182 457
- email LCV at [contact@liquor.vic.gov.au](mailto:contact@liquor.vic.gov.au)

## What happens next

You will be sent a letter that confirms we have received your application and outlines any further information required. Once we have received all the required information and documents, your application will be determined. You will be advised of the outcome in writing.

### Privacy

Liquor Control Victoria (LCV) is committed to protecting the privacy of your personal information. LCV endorses fair information handling practices and uses information in compliance with its obligations under the *Privacy and Data Protection Act 2014* (Vic). Personal information collected from you is only used for the purposes of the application for the licence or permit and/or legislation administered by LCV. Personal information is not disclosed to third parties unless required or authorised by law, or with your consent. As part of the application process, information provided may be forwarded to and retained by Victoria Police.

# Permanent approval to permit underage persons on licensed premises

Use this form to apply for a permanent approval to permit persons under the age of 18 years to be on the licensed premises other than in the company of a responsible adult.

A responsible adult means a person over the age of 18 years who is the younger person's parent, step-parent, guardian or grandparent, spouse, or a person who is acting in the place of a parent and who could reasonably be expected to exercise responsible supervision of the younger person.

I, the licensee or permittee apply for an approval to permit persons under the age of 18 years to be on the licensed premises to which this application refers.

## Licence/permit details

Licence or permit number

Name of current licence or permit holder (person/partnership/company/club)

ACN (if applicable)

## Contact details

Business hours contact details for you/your representative

Contact name

Postal address

Email address

Daytime telephone number

## Premises details

Trading name (ie registered business name)

Street address

## Premises details – continued

Postal address (if different from street address)

Premises email address

## Purpose of approval

Describe the purpose to which the approval will be put and the days and times you wish the approval to apply. Please indicate if all or only part of the licensed area is to be included.

## Signature/s of applicant/s

I/we certify that the information contained in this application is true and correct

X \_\_\_\_\_ Date / /  
Name

X \_\_\_\_\_ Date / /  
Name

**Note:** Liquor Control Victoria may request an applicant to provide any other information. If required to do so you will be notified in writing.