

Surrender a licence or permit

Please ensure the following forms/documents are attached to this application

Below listed documents must be included with your application. This will assist Liquor Control Victoria (LCV) in assessing your application and can reduce processing time. Your application may be returned if the required documents do not meet the requirements below.

LCV may contact applicants to request additional documentation depending on the circumstances of their business.

Tick all boxes below when a requirement has been met, then sign and date your confirmation at the end of this form.

Application form

Please ensure:

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

Owner's consent

- a letter from the freehold owner of the licensed premises consenting to the surrender. This is not mandatory. It may assist us in approving your application earlier.

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

Need help?

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

- visit Liquor Control Victoria (LCV) website at liquor.vic.gov.au
- telephone LCV on 1300 182 457
- email LCV at contact@liquor.vic.gov.au

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.

Surrender a licence or permit

Licence/permit details

Name of Licensee/Permittee

Licence/permit number

ACN (if applicable)

Contact details

Business hours contact details for you/your representative
Contact name

Daytime telephone number Fax number

Postal address

Email

Premises details

Trading name (ie registered business name)

Street address

Postal address (for service of notices if different from street address)

What is the reason you wish to surrender your licence?

Should this application **NOT** be approved, do you wish to be released from your obligations pursuant to section 64 of the *Liquor Control Reform Act 1998*?

Yes No

If yes, what was the date your tenancy ended or the date you ceased your right to occupy the premises
Date

Signature/s of licensee/permittee

I/we the licensee/permittee, make application to surrender the licence/permit number shown above.

Signature

Date

Name

Signature

Date

Name

Other application requirements

If you are able to provide a letter from the freehold owner of the licensed premises consenting to the surrender of the licence this will assist us in approving your application. If you are unable to provide a letter, please outline the reasons why and if possible, provide contact details for the freehold owner.

How to lodge this application and accompanying documents

By post to:

Liquor Control Victoria
PO Box 1019, Richmond VIC 3121

By email:

contact@liquor.vic.gov.au