

Notification

Notice of right to use premises

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.

Notice of right to use premises

Note: This form must be lodged with Liquor Control Victoria within 7 days of the licensee/permittee gaining the legal right to use the premises as a licensed premises.

1. Contact details

Business hours contact details for you/your representative

Contact name:

Postal address:

Daytime phone number:

Mobile phone number:

Email:

2. Notice of right to use premises

In accordance with section 50A of the *Liquor Control Reform Act 1998*, I provide notice that the licensee or permittee specified in this notice has the legal right to use the premises as licensed premises.

I attach as evidence (tick relevant box and attach document):

a copy of the planning permit from the local council (or responsible planning authority) or

a copy of a letter from the local council (or responsible planning authority) that a planning permit is **NOT** required.

Specified licensee or permittee

Licence or BYO permit number:

Licensee or permittee name:

Premises address:

Premises name:

3. Signature of licensee or permittee giving this notice

Who must sign this notice?

If the licensee/permittee is:

- **a person:** that person
- **a partnership:** one partner
- **a company:** one director of the company
- **a club:** one committee member

Name of licensee or permittee giving this notice:

Signature of licensee or permittee giving this notice:

Position of person making this notice:

Date: (dd/mm/yyyy)