

# Reduce trading hours and/or patron numbers

Complete this form to **reduce your trading hours and/or patron numbers**. The trading hours or patron numbers **must be less than the numbers shown on your licence**. There is no fee to lodge this application.

## Pre-lodgment checklist

Please ensure on the **application** form:

all fields are completed                      the applicant signs and includes the date.

**Optional:** if you're requesting a reduction in patron numbers, LCV may ask for **one of the following documents**:

copy of the planning permit

certificate of occupancy (if applicable)

calculation of the patron capacity from a registered building surveyor (based on a ratio of one patron per 0.75 square metres).

## How to lodge this form

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)

## What happens next

If the requested reductions in trading hours or patron numbers are approved, the conditions on your licence will be amended and an updated copy of your licence will be sent to you.

Please lodge this form by **31 December** for reduction in trading hours or patron numbers to be applied to the calculation of the following year's renewal fees. You will receive a replacement renewal notice if your request is approved.

**Note:** If you wish to increase your hours or patron numbers, or change your category of licence you need to submit a 'Variation to an existing licence or permit' application. Application forms can be downloaded from [liquor.vic.gov.au](http://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](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)

## 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.

# Reduce trading hours and/or patron numbers

## Licence/permit details

Licence or permit number	Name of current licensee/permittee	Australian Company No. (ACN)
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Contact details

Business hours contact details for you/your representative

Contact name	Email
<input type="text"/>	<input type="text"/>
Daytime telephone number	Fax number
<input type="text"/>	<input type="text"/>
Postal address	Postcode
<input type="text"/>	<input type="text"/>

## Premises details

Name and address of licensed premises

Trading name (ie registered business name)	Premises email
<input type="text"/>	<input type="text"/>
Street address	Postcode
<input type="text"/>	<input type="text"/>
Postal address (for service of notices if different from street address)	Postcode
<input type="text"/>	<input type="text"/>

## Reducing trading hours and/or patron numbers

Complete the relevant section

Trading hours  Specify the hours you wish to trade.

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Patron numbers  Specify the maximum venue capacity for the licensed premises (must be less than the maximum patron capacity endorsed on your licence).

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## Signature/s of licensee/s

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

<input type="text"/>	Date	<input type="text"/>	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name		Name	

<input type="text"/>	Date	<input type="text"/>	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name		Name	