

# Variation to an existing licence or permit

Use this kit to **change the following on your licence or permit:**

- **hours of operation**
- **area or size of the premises**
- **general conditions of the licence or permit in Victoria.**

The kit includes all required forms and support materials for your application:

1. Pre-lodgement checklist – variation to an existing licence or permit
2. Application form – variation to an existing licence or permit
3. Public notice (this must be displayed as A3 size) and guidelines
4. Statement of display
5. 'Red line plan' fact sheet

Visit [vic.gov.au/liquor-licence-application-fees](https://vic.gov.au/liquor-licence-application-fees) to confirm the licence application fee.

## 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.**

**Email your application to:**

[contact@liquor.vic.gov.au](mailto:contact@liquor.vic.gov.au)

**Or send it to:**

Liquor Control Victoria  
PO Box 1019  
Richmond VIC 3121

## 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](https://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.

# Variation to an existing licence or permit

This checklist details the documents required to accompany the lodgement of your application. Supplying these with your application will allow Liquor Control Victoria (LCV) to commence assessment of the application and can reduce processing time. Your application may be returned if the accompanying documents do not meet the requirements below.

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

All forms referred to are available on LCV website [liquor.vic.gov.au](http://liquor.vic.gov.au)

## Please tick that you have provided all the required documents with lodgement of your application

### Application form

Please ensure:

- all fields on the application form are completed
- the nature of the business is detailed, clearly demonstrating why a liquor licence is sought
- the application form is signed and dated by the applicant
- that correct fees are attached, as detailed at [vic.gov.au/liquor-licence-application-fees](http://vic.gov.au/liquor-licence-application-fees)

### Planning permit OR evidence that a permit is not required

A copy of a planning permit from the local council (or responsible planning authority) which shows that you have planning permission to supply liquor as outlined in your application. For example, this should show that you have planning permission for the new trading hours you are applying for, and/or the additional area where you would like to supply liquor (red-line area).

If a planning permit has not been granted at the time of application, you are required to provide a copy of an application for a planning permit made to the local council (or responsible planning authority). If the area where you would like to supply liquor includes the kerbside trading area, please provide a copy of a permit that shows you have permission to use that area.

Alternatively, you can provide evidence that a planning permit is not required to supply liquor as outlined in your application. For example, a letter from the local council (or responsible planning authority).

### The red line plan

A licence is granted for a defined area on the premises. A copy of the plan of the premises with the proposed licensed area outlined in red are required for an application to be accepted. The plan must meet requirements detailed on LCV's website at [vic.gov.au/red-line-plan](http://vic.gov.au/red-line-plan).

### Maximum patron capacity documents

Patron capacity is the maximum number of patrons allowed on the licensed premises at any one time. Please refer to [vic.gov.au/advice-completing-liquor-licence-form](http://vic.gov.au/advice-completing-liquor-licence-form) for more information.

### Late night (past 1am) liquor licence supplementary form

For more information please refer to the '[other application requirements](#)' section.

## What happens next

If your application is accepted, you will be emailed or sent an acknowledgement letter. This will confirm that LCV has received your application and outline any further information required and the date by which it must be submitted. Once LCV has received all required information and documents, your application will be determined. You will be advised of the outcome in writing.

## How to lodge this form

### By post:

Liquor Control Victoria  
PO Box1019  
Richmond VIC 3121

### By email:

[contact@liquor.vic.gov.au](mailto:contact@liquor.vic.gov.au)

## Please note

Applicants will be sent an acknowledgement letter when the application and required documentation detailed in the above checklist are lodged. The letter may also outline a list of additional information required and the date by which it must be submitted. LCV will then complete the assessment and determine the application.

**One applicant to sign and date below to confirm all required documentation has been completed and is attached to this application.**

Name

Signature

Date

X \_\_\_\_\_

/ /

# Variation to an existing licence or permit

This form should be used to vary the trading hours, size of licensed area or conditions of your licence.

## 1. Applicant details

Name of licensee (person/partnership/company/incorporated association)

Licence number

Australian Business Number  
(if applicable)

Australian Company Number  
(if applicable)

Full Name

Position held

Home address

Details of each individual, each partner, each director or each executive committee member (attach another page if necessary)

Full name

Position held

Home address

Full name

Position held

Home address

Full Name

Position held

Home address

## 2. Contact details

Business hours contact details for you/your representative

Contact name

Mobile number

Postal address

Email

## 3. Premises details

Trading name of the premises

Street address where you serve liquor

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

Premises email

#### 4. Variation details

What are you seeking to vary on your licence or permit?

##### Existing trading hours

- ▶ Tell us the new trading hours and days you want (list all hours and days of trading)

##### The conditions of the licence or permit

- ▶ Describe the changes to the conditions

##### The size or perimeter of the licensed area

- ▶ Describe the changes. You must also attach to this application a plan of the premises. (Refer to the document checklist overleaf for details.)

If this variation application is granted, are you able to commence trading immediately?

Yes

- No ▶ Give details of why you cannot commence trading immediately and the likely date of commencement.

#### 5. Signatures of licensee or permit holder(s)

**Who must sign this application – If the licensee/permit holder is:**

**An individual** The individual person, **A company** One director of the company, **A partnership** All partners, **An incorporated association** One executive committee member.

##### Certification

As the licensee or permit holder, I/we apply to vary the licence or permit as described in this application.

X _____	Date / /
---------	-------------

Name

X _____	Date / /
---------	-------------

Name

#### 6. Payment method

##### IMPORTANT INFORMATION

Applications must be accompanied by the relevant fee. Please note that once an application has been registered, the application fee is non-refundable. Visit [vic.gov.au/liquor-licence-application-fees](http://vic.gov.au/liquor-licence-application-fees) to confirm the licence application fee. The application fee can be paid by:

- cheque or money order, made payable to Liquor Control Victoria; or
- credit card (Visa or MasterCard)

If you wish to make payment by credit card, please lodge your completed application with LCV and we will contact you directly to arrange payment if your application is accepted.

Please select your payment method:

Money order

Cheque

If you wish to make payment by credit card, please lodge your completed application with LCV and we will contact you directly to arrange payment if your application is accepted.

**Privacy** – LCV is committed to responsible and fair handling of personal information consistent with the *Policy and Data Protection Act 2014 (Vic)* and its obligations under the *Liquor Control Reform Act 1998*. Your credit card details will not be retained once your payment has been processed.

## 7. Other application requirements

As part of your application you will also be required to provide:

### 1. The application fee

If you are paying by cheque or money order you must submit your payment with your application. If your application is incomplete or incorrect, we will return your cheque or money order to you. If you wish to pay by credit card and if your application is complete and correct, we will contact you for payment. Otherwise we will let you know that we have not accepted your application. If your application is granted the annual renewal fee for the licence is due **every year by 31 December**. This is regardless of when your licence is issued. A renewal notice will be issued prior to the due date detailing how to make payments.

### 2. Planning permission (not required for variations of all types of renewable limited licences).

A copy of a planning permit from the local council (or responsible planning authority) which shows that you have planning permission to supply liquor as outlined in your application. For example, this should show that you have planning permission for the new trading hours you are applying for, and/or the additional area where you would like to supply liquor (red-line area). If a planning permit has not been granted at the time of application, you are required to provide a copy of an application for a planning permit made to the local council (or responsible planning authority).

**Note: Kerbside trading** – If the area where you would like to supply liquor includes the kerbside trading area, please provide a copy of a permit that shows you have permission to use that area.

Alternatively, a letter from the local council (or responsible planning authority) advising that a planning permit is not required to supply liquor as outlined in your application.

### 3. The red line plan

A plan or drawing of the premises drawn to scale including relevant measurements, showing:

- the official address
- the location and boundaries of the proposed licensed premises and
- the area/s within the premises that are to be licensed depicted by a red line.

The plan must meet requirements detailed on LCV's website at [vic.gov.au/red-line-plan](http://vic.gov.au/red-line-plan).

### 4. Maximum patron capacity

If you are applying to change your licence category to a

- general licence
- on-premises licence
- late night general or on-premises licence
- restaurant and cafe licence
- restricted club licence
- full club licence

And the current licence does not have a maximum patron capacity endorsed you must provide documentation to assist LCV to determine a maximum patron capacity.

Please refer to the LCV website at [vic.gov.au/advice-completing-liquor-licence-form](http://vic.gov.au/advice-completing-liquor-licence-form).

### 5. Display of application (not required for BYO permits)

A public notice must be displayed at the premises that are the subject of the application.

After the application has been accepted, you or your representative will be advised in writing of the period the public notice must be displayed.

The enclosed 'Statement of display' must be returned at the end of the display period. Refer to the enclosed 'Guidelines for displaying public notices'.

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

### 6. Late night liquor licence

If you are applying to vary a general, on-premises, late night (general or on-premises) or renewable limited licence to trade after 1am and are located in the municipality of Melbourne (including Docklands), Stonnington, Yarra or Port Phillip. LCV must assess your application against the Victorian Government's Decision-Making Guidelines for late-night liquor licences in inner-Melbourne.

Please complete the 'Late night (past 1am) liquor licence supplementary form' available at [liquor.vic.gov.au](http://liquor.vic.gov.au) and lodge it with your application.

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# PUBLIC NOTICE

## Liquor licence application

Details of liquor licence application lodged  
with Liquor Control Victoria (LCV)

Liquor Control Reform Act 1998

Name of applicant: (person/partnership/company/club)		
Display period:	Start date (dd/mm/yyyy):	End date (dd/mm/yyyy):
Type of application:	Application no:	
Name and address of premises to which the application relates:		
Address of previous premises if relocating:		
The purpose of the application is to:		
The proposed days and hours of trade are:		
Will these hours apply to an external area?	YES	NO
The current days and hours of trade are: (if existing licensee)		
I/we have requested authority to supply liquor at the kerbside area	YES	NO

## Objections

All objections will be treated as public documents. Full details of the objection, including the name and address of the objector will be provided to the applicant.

### Grounds for objection

Any person may object to the grant of this application on the ground that it would detract from, or be detrimental to, the amenity of the area in which the premises are located.

### Objection periods

All objections must state the grounds and the reasons for the objection and be made within 30 days of this notice being first displayed.

### Additional grounds for objection to the grant relating to a packaged liquor licence

Any person may object to the grant of an application relating to a packaged liquor licence on the ground that the grant, variation or relocation would be conducive to encourage harm.

### The following are not valid reasons for objection:

- the business would not be successful
- another licensed business would be adversely affected, or
- there is insufficient need or demand to justify the grant of the application.

### LCV may refuse to accept an objection if:

- the person making the objection is not affected by the application,
- the objection is frivolous or vexatious, or
- the objection is not otherwise in accordance with the *Liquor Control Reform Act 1998*.

### Objections must be made in writing to LCV:

- online at [liquor.vic.gov.au](http://liquor.vic.gov.au)
- via email at [contact@liquor.vic.gov.au](mailto:contact@liquor.vic.gov.au)
- or via post to: Liquor Control Victoria, PO Box 1019, Richmond VIC 3121

## Display requirements

This notice must be displayed as A3 size.

This notice must be continuously displayed as A3 size on the site or premises that are the subject of the application for the period advised in writing by LCV. If you are unable to print the public notices as A3 size, email [contact@liquor.vic.gov.au](mailto:contact@liquor.vic.gov.au) or telephone 1300 182 457 to request a copy.

The notice must be displayed in a manner that invites public attention to the application on the main street frontage of the site or premises in a visible position and at eye level.

### Statement of Display requirements

Statement of Display forms cannot be lodged until the Public Notice display period has ended.

Liquor Control Victoria



# Guidelines for displaying public notices

*Liquor Control Reform Act 1998*  
Issued by Liquor Control Victoria

Insert the full name of the applicant(s) as written on the application form.

Once the application has been accepted, the applicant will be advised in writing of the start and end date that the public notice must be continuously displayed.

Describe the type of application (eg new packaged liquor licence, variation to an on-premises and restaurant and cafe licences, relocation of a general licence).

Insert the full name and address of the premises for which a licence is sought.

If relocating a licence, insert the address of the previous premises.

Provide details of your application. (Applications to vary the conditions of existing licences must clearly contrast your proposed conditions with your current conditions).

This section must be completed for all applications. Hours of trade for consumption off the premises must be shown separately. Insert "No change" if the hours on your existing licence are to remain unchanged.

Indicate "yes" or "no" if the proposed trading hours apply to an external area.

This section must be completed for all variation and relocation applications. Hours of trade for consumption on and off the premises must be shown separately.

On-premises licence holders may, with the consent of the local municipal authority, offer a kerbside area. Indicate "Yes" or "No" if you have requested an authority to supply liquor in such an area.

The public notice must be displayed in a manner that invites public attention to the application on the main street frontage of the site or premises in a visible position and at eye level.  
(If you are unable to print the public notices as A3 size, email [contact@liquor.vic.gov.au](mailto:contact@liquor.vic.gov.au) or telephone 1300 182 457 to request a copy)

## Example of Completed Notice

PUBLIC NOTICE Liquor licence application		Details of liquor licence application lodged with Liquor Control Victoria (LCV) <i>Liquor Control Reform Act 1998</i>	
Name of applicant: (person/partnership/company/diub)	Smithies Pty Ltd	Start date (dd/mm/yyyy):	13 10 2022
Display period:	Variation of a General Licence	End date (dd/mm/yyyy):	11 11 2022
Type of application:	Smithies Bar, 400 Smith Street, Smithville	Application no.:	
Name and address of premises to which the application relates:			
Address of previous premises if relocating:			
The purpose of the application is to:	Operate a restaurant, operate a bar, extend my licensed area, increase the patron numbers to 500. Extend trading hours on Friday and Saturday nights to 1am.		
The proposed days and hours of trade are:	Sunday 10am to 12 Midnight Good Friday and ANZAC Day 12 noon to 12 Midnight On any other day 7am to 1am		
Will these hours apply to an external area?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
The current days and hours of trade are: (if existing licensee)	Sunday 10am to 11pm Good Friday and ANZAC Day 12 noon to 11pm On any other day 7am to 11pm		
I/we have requested authority to supply liquor at the kerbside area	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

### Objections

All objections will be treated as public documents. Full details of the objection, including the name and address of the objector will be provided to the applicant.

**Grounds for objection**  
Any person may object to the grant of this application on the ground that it would detract from, or be detrimental to, the amenity of the area in which the premises are located.

**Objection periods**  
All objections must state the grounds and the reasons for the objection and be made within 30 days of this notice being first displayed.

**Additional grounds for objection to a packaged liquor licence**  
Any person may object to the grant of an application relating to a packaged liquor licence on the ground that the grant, variation or relocation would be conducive to encourage harm.

**The following are not valid reasons for objection:**

- the business would not be successful
- another licensed business would be adversely affected, or
- there is insufficient need or demand to justify the grant of the application.

**LCV may refuse to accept an objection if:**

- the person making the objection is not affected by the application,
- the objection is frivolous or vexatious, or
- the objection is not otherwise in accordance with the *Liquor Control Reform Act 1998*.

**Objections must be made in writing to LCV:**

- online at [contact@liquor.vic.gov.au](mailto:contact@liquor.vic.gov.au)
- via email at [contact@liquor.vic.gov.au](mailto:contact@liquor.vic.gov.au)
- or via post to: Liquor Control Victoria, PO Box 1019, Richmond VIC 3121

### Display requirements

This notice must be displayed as A3 size. This notice must be continuously displayed as A3 size on the site or premises that are the subject of the application for the period advised in writing by LCV. If you are unable to print the public notices as A3 size, email [contact@liquor.vic.gov.au](mailto:contact@liquor.vic.gov.au) or telephone 1300 182 457 to request a copy.

The notice must be displayed in a manner that invites public attention to the application on the main street frontage of the site or premises in a visible position and at eye level.

**Statement of Display requirements**  
Statement of Display forms cannot be lodged until the Public Notice display period has ended.



# Statement of display

To be completed after the 28 day public notice period has passed

Liquor Control Reform Act 1998

## Details of application lodged with Liquor Control Victoria (LCV)

Licence number: (if licence has already been granted)

File number: (this can be found on correspondence sent to you by the Commission)

Name of licence applicant: (person/partnership/company/club)

ACN: (if applicable)

Address of premises:

Display period required by the Victorian Liquor Commission (the Commission):

Start date (dd/mm/yyyy):

End date:(dd/mm/yyyy):

## Signature and certification of public notice display

### Certification

I being the applicant, or on behalf of the applicant certify that:

- during the period specified in this form, a public notice of the size and in the format required by the Commission and containing all relevant details of the application was displayed on the premises or site to which the application relates; and
- the public notice was continuously and conspicuously displayed during the period advised by the Commission in accordance with the guidelines for the display of liquor licensing applications.

I understand that it is an offence under Section 118 of the *Liquor Control Reform Act 1998* to make a false or misleading statement and that penalties apply.

Signature of person making this declaration:

Printed name:

Date (dd/mm/yyyy):

Address:

Daytime telephone number:

## How to lodge this form

### By post

Liquor Control Victoria  
PO Box 1019, Richmond VIC 3121  
Phone: 1300 182 457

### By email

[contact@liquor.vic.gov.au](mailto:contact@liquor.vic.gov.au)

# Red line plans of licensed premises

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When a liquor licence or BYO permit is granted, it is for a defined area where liquor can be supplied or consumed. This is shown by a red line drawn on a plan of the premises. This red line plan needs to be submitted to Liquor Control Victoria (LCV) as part of the application process and may be required upon request at any time.

## The plan of the premises must accompany applications for:

- a licence or BYO permit excluding a pre-retail licence.
- a variation of a licence or BYO permit that involves a change to the size or perimeter of the licensed premises.
- a transfer of a licence or BYO permit if the current floor layout of the premises differs from the plan held at LCV.
- the relocation of a licence or BYO permit.

## Internal changes to premises

If a change is made to the internal area of licensed premises (for example, by adding or removing a particular structure), the licensee should submit an updated plan of the licensed premises.

## LCV requesting a plan

In addition to the above, under section 130(1)(a) of the *Liquor Control Reform Act 1998* an authorised person (such as an LCV Inspector or member of Victoria Police) may at any time request information relevant to the operations or the management of the premises. This may include a current plan of a licensed premises. You must comply with the request and produce the requested plan.

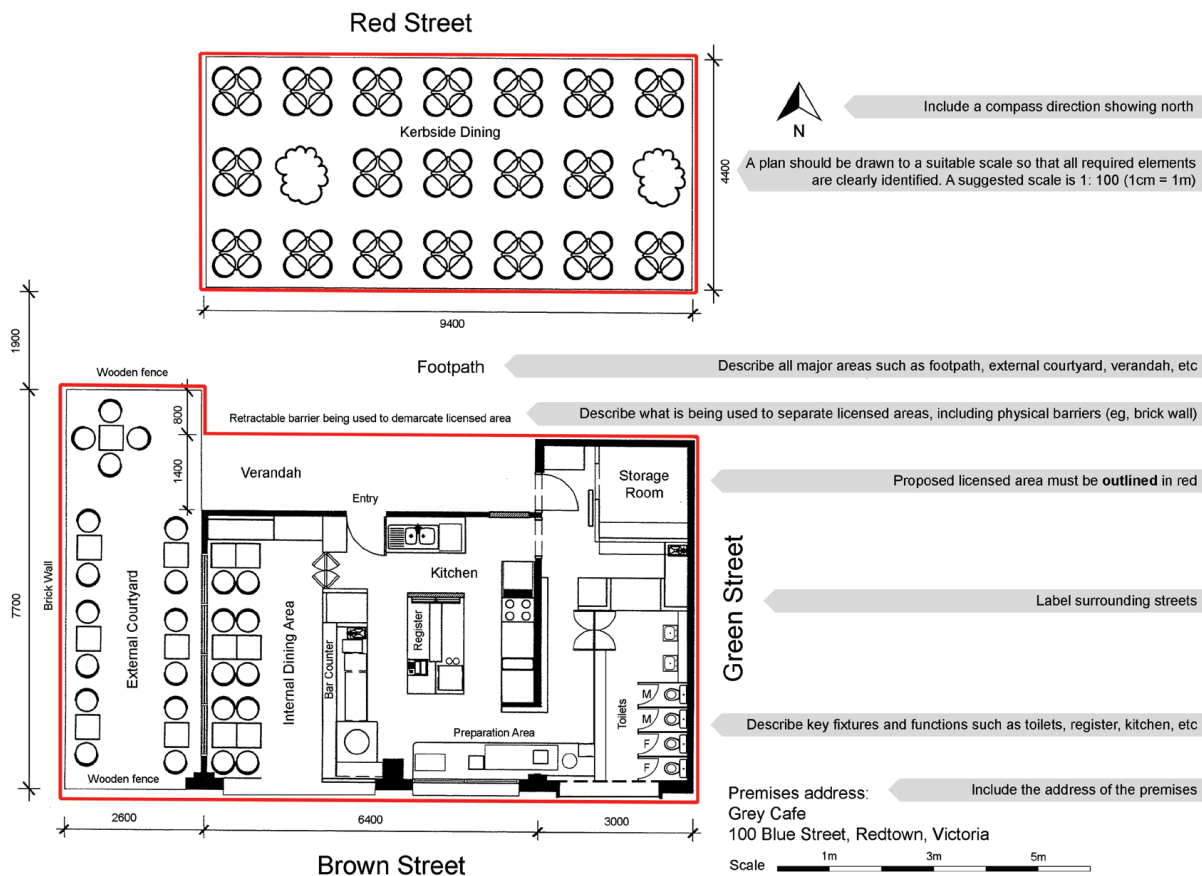
## Plan format

A plan must contain the following elements:

- be on A4 size paper
- be drawn in a neat and legible manner (either electronically or by hand)
- have an arrow or compass pointing North
- include the premises address
- include the name of the surrounding streets/roads
- describe any non-permanent or temporary structures that outline your licensed area, such as cafe barriers, ropes or other fencing arrangements you may have
- outline the proposed licensed area/s in a continuous red line
- show measurements of licensed areas
- include the total floor space of the licensed areas in square metres
- show and describe the key fixtures, example; the bar, dining area, the cash register, kitchen area, dance floor, toilets etc.

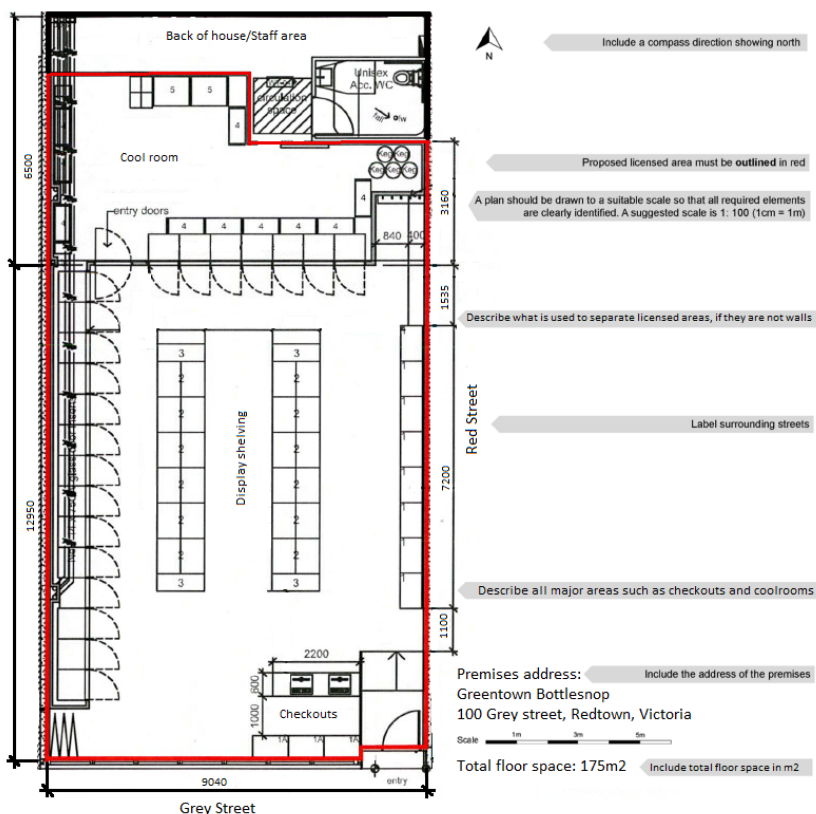
## Plan format

An example of a plan for a venue supplying liquor on licensed premises



- Include a compass direction showing north
- A plan should be drawn to a suitable scale so that all required elements are clearly identified. A suggested scale is 1: 100 (1cm = 1m)
- Describe all major areas such as footpath, external courtyard, verandah, etc
- Describe what is being used to separate licensed areas, including physical barriers (eg, brick wall)
- Proposed licensed area must be outlined in red
- Label surrounding streets
- Describe key fixtures and functions such as toilets, register, kitchen, etc
- Include the address of the premises

An example of a plan for a shop supplying packaged liquor



- Include a compass direction showing north
- Proposed licensed area must be outlined in red
- A plan should be drawn to a suitable scale so that all required elements are clearly identified. A suggested scale is 1: 100 (1cm = 1m)
- Describe what is used to separate licensed areas, if they are not walls
- Label surrounding streets
- Describe all major areas such as checkouts and coolrooms
- Include the address of the premises
- Include total floor space in m<sup>2</sup>

## Restaurant and cafe licences and on-premises licences

If applying for kerbside trading, identify the area to be licensed and separately outline this area in on the plan. LCV will mark this area with an A.A on the approved copy of the plan. This area is referred to as the Authorised Area.

## General licences

A general licence authorises the supply of liquor to patrons for consumption off the licensed premises, being a footpath or kerbside area. Therefore this area does not need to be identified on the plan.

Please note that licensees must comply with relevant local planning laws.

**If the plan does not meet these requirements, the applicant will be required to resubmit the plan.**

## Storing an approved plan

A copy of the approved plan must be kept on the licensed premises and must be available for inspection on request by a member of Victoria Police or an LCV Inspector.

Failure to keep a copy of the plan on the licensed premises or produce a copy of the plan for inspection could result in a fine being issued.

If you do not have a copy of your approved plan, you can download a copy from the Liquor Portal at [liquorportal.vcglr.vic.gov.au/liquorportal/](https://liquorportal.vcglr.vic.gov.au/liquorportal/). Creating an account is free.