

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 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

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
- 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.

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

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

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.

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 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

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 / /
---------	-------------

Full name of the signatory

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

Full name of the signatory

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 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.

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.

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 and lodge it with your application.

This page intentionally left blank.