

Variation to the category of licence

This kit contains all the forms and related materials required to apply for a variation to the category of licence in Victoria.

Contents:

1. Pre-lodgement checklist – variation to the category of licence
2. Application form – variation to the category of licence
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 the category of licence

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 are available on LCV's website liquor.vic.gov.au

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

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 nature of the business is detailed, clearly demonstrating why a liquor licence is sought
- trading hours are detailed for internal areas and (if applicable) any external areas where alcohol will be served
- 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 in accordance with the category of licence you are applying for. For example, this should show that you have planning permission for the activities permitted by the new licence type, the trading hours you're applying for and the 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 that 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

Patron capacity is the maximum number of patrons allowed on the licensed premises at any one time. A maximum patron capacity may be required to be endorsed on the licence.

For more information please refer to the 'other application requirements' section on the application form and the LCV website at vic.gov.au/advice-completing-liquor-licence-form.

Late night (past 1am) liquor licence supplementary form (if applicable)

For more information please refer to the 'other application requirements' section.

What happens next

You will be sent a letter that confirms we have received your application and outlines any further information required. Once we have received all the required information and documents, your application will be determined. You will be advised of the outcome in writing.

Variation to the category of licence

Complete this application if you want to change the category of your licence e.g. from an on-premises licence to a late night licence or from an on-premises licence to a general licence.

Note: If you want to change the category of your licence to a producer's licence, please complete the application form 'Prescribed variation of existing licence to producer's licence'.

Applicant details

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

Licence number

Australian Business No. (ABN) Australian Company No. (ACN)

Details of each individual, each partner, each director or each executive committee member (please attach an extra sheet of paper if necessary)

Full name

Position held

Home address

Postcode

Full name

Position held

Home address

Postcode

Full name

Position held

Home address

Postcode

Full name

Position held

Home address

Postcode

Contact details

Business hours contact details for you/your representative

Contact name

Mobile number

Postal address

Postcode

Email

Premises details

Trading name of the premises

Street address where you serve liquor

Postcode

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

Postcode

Premises email

Category selection

Specify the category of licence for which you are applying.
Note: you cannot use this form to vary the category of a BYO permit.

- General licence
- On-premises licence
- Restaurant and cafe licence
- Packaged liquor licence
- Remote seller's licence
- Renewable limited licence
- Late night general licence
- Late night on-premises licence
- Other (please specify)

Trading hours

Indicate the days and hours you wish to trade. Refer to vic.gov.au/liquor-licence-application-fees for fee details.

Entertainment

Will your venue have musical entertainment?

You will be required to provide a **venue management plan** if you will have karaoke, live music and/or amplified music.

- NO
- YES - Quiet non-live ambient music
- YES - Quite live ambient music
- YES - Karaoke, live music and/or amplified music

If you ticked 'YES' to any of the above, please provide more details, such as the days and times you will provide entertainment

Purpose

Give us a description of your business activities and the reason why you are seeking to change your licence category.

Conditional approval

If the application for a new category of licence is granted, are you able to commence trading under the new licence immediately?

No Give details of likely date of commencement.

Yes

Right to occupy premises

I am/we are the freehold owner(s) of the premises to which this application relates

or

I/we have an exclusive right to occupy the premises to which this application relates

Signature/s of applicant/s

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

X Date

Name

X Date

Name

X Date

Name

X Date

Name

Other application requirements

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

1. The application fee

Please refer to the [vic.gov.au/liquor-licence-application-fees](https://www.vic.gov.au/liquor-licence-application-fees) for current details.

There is no GST payable on this fee.

The fee can be paid by cheque, money order or credit card. Cheques and money orders are to be made payable to 'Liquor Control Victoria'.

2. Planning permission (not required for all types of renewable limited licences and pre-retail licences. All other licence categories require a planning permit or permission).

A copy of a planning permit from the local council (or responsible planning authority) which shows that you have planning permission to supply liquor in accordance with the category of licence you are applying for. For example, this should show that you have planning permission for the activities permitted by the new licence type, the trading hours you're applying for and the 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).

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).

3. The red line plan

A copy of a plan of the premises must be submitted which meets the requirements specified by the Commission. The plan must meet requirements detailed on LCV's website at [vic.gov.au/red-line-plan](https://www.vic.gov.au/red-line-plan)

4. Display of application

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'.

5. 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](https://www.vic.gov.au/advice-completing-liquor-licence-form).

6. Late night liquor licence

If your premises is located in the municipality of Melbourne (including Docklands), Stonnington, Yarra or Port Phillip, Liquor Control Victoria 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 from [liquor.vic.gov.au](https://www.liquor.vic.gov.au), and lodge this with your application.

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

Privacy – LCV is committed to responsible and fair handling of personal information consistent with the *Privacy 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.

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