

TO: Commissioner for Licensing
P O Box 972
LAUNCESTON TAS 7250

**INSTRUCTIONS FOR
COMPLETION OF
APPLICATION**

LICENCE INFORMATION SHEET

WITH FEE PAYMENT

1. NAME OF PREMISES: _____
(see note 1 if changing premises name)
2. ADDRESS: _____
TOWN: _____
3. MUNICIPALITY: _____
4. POSTAL ADDRESS: _____
5. TELEPHONE: _____
FAX: _____
MOBILE/AH: _____
6. E-MAIL ADDRESS: _____
WEB SITE: _____
7. NAME OF LICENSEE: _____
(see note 7 if licensee is changing)
8. FREEHOLD OWNER: _____
ADDRESS: _____
TOWN: _____

9. I enclose my annual licence fee payment of \$55.50.

SIGNED: _____ DATE: ___/___/___

(TO BE FORWARD WITH PAYMENT)

(TEAR HERE)

(TO BE RETAINED BY LICENSEE)

TAX INVOICE

PREMISES: _____

ANNUAL LICENCE FEE \$55.50

NOTE: (This fee is GST exempt under Division 81 Ruling.)

ACCOMMODATION ANNUAL FEE

DUE DATE: 19 November 2003
AMOUNT: \$55.50 (This fee is GST exempt under Division 81 Ruling.)
ABN: 25 628 526 128
(Commissioner for Licensing)

1. This is the name of the premises as recorded on our database. Where a premises name change is required an additional fee of \$20.00 should be forwarded. A new licence will be forwarded upon receipt of fee.
2. The address relates to the physical location of the licensed accommodation.
3. The municipality in which the licensed accommodation is located.
4. This relates to the postal address for correspondence to the licensee.
5. This is the phone, fax, mobile or after hours number of the licensed accommodation.
6. E-mail addresses can be provided by the licensee.
7. This is the name of the licensee. A licence may only be held by a single person. Where another person wishes to hold the licence an Application for Transfer will be required to be completed. Please request an application form from our office. (fee \$55.50 **in addition** to annual fee)
8. The freehold owner is the person who owns the building.
9. An annual fee of \$55.50 is required to ensure authority to provide accommodation.

NOTE:

Where the annual fee remains unpaid by the 31 December, a penalty of 10% will be incurred. The licence will be suspended as of the 31 January 2004 if the annual fee remains unpaid.

Receipt Number:- _____

Amount:- \$ _____

Office of the Commissioner for Licensing
P O Box 972
LAUNCESTON TAS 7250

ABN: 25 628 526 128