

Form requirements

The following form must be submitted for an application for a licence or permit to be considered complete. Incomplete applications are unable to be processed.

Information in addition to this completed form required from associates

- Copies of your identity documents
(click here for the list of identity documents you can provide - [Proof of identity requirements](#))

- Gaming only** - Payment using the Credit Card Authority form
(click here for the form - [payment form](#) - click here for the fee price - [gaming fees](#))

Next steps:

- Fill out this form and gather all the required attachments (see above).
- Provide your form and attachments via email or post using the below contact details:

Email

licensing@treasury.tas.gov.au

Web

www.treasury.tas.gov.au/liquor-and-gaming

Post

Liquor and Gaming Branch
GPO Box 1374
HOBART TAS 7001

Telephone

Monday to Friday
8:45 am to 5:00 pm
(03) 6166 4040

1. I am an associate to a:

Liquor licence/permit holder or applicant

Gaming licence/permit holder or applicant

Name of premises, business or club

Name licence/permit holder or applicant

2. How you are associated

How are you associated to the licence/permit holder or applicant and the premises, business or club?

I hold or will hold: Office Bearer title (*Treasurer, president, secretary*)

specify

relevant financial interest (*investor, shareholder, business partner*)

specify

relevant position in the business (*director, manager*)

specify

relevant power or significant influence in the management or operation of the business

specify

I am a relative: spouse/partner child

parent sibling

3. Associate details

a. Personal details

Title

Given name

Middle name

Surname

Have you been known by another name? Yes No

If YES, provide former name and details

Date of birth Place of birth

Residential address

Suburb Postcode

Postal address (if different from residential address)

Suburb Postcode

Previous residential address (in the last 5 years)

Suburb Postcode

Mobile phone number

Home phone number

Email address

b. Offence and financial history details

If you need more space to list your history details, please submit a separate document with all your information, and any supporting documents you wish to provide.

Have you ever been found or pleaded guilty to an offence in Yes No
Tasmania, or any other Australian State?

(If YES, provide offence details below. Examples of offences may include (but are not limited to) assault, stealing, and fraud. A small number of traffic infringement notices (fines) is not required, but large amounts should be noted).

Nature of offence
State Year

Nature of offence
State Year

Have you ever been bankrupt or are currently an Yes No
undischarged bankrupt?

If YES, provide details.

Have you ever entered a [debt agreement](#)? Yes No

If YES, provide details.

4. Declarations, Authority and Consent

I understand that providing false or misleading information or failing to disclose relevant information may be an offence or grounds for disciplinary action. I certify that the particulars contained in the completed form are true and correct in every detail and fully disclose the information required to assess whether I am fit and proper.

By submitting this form and providing my email address, I consent to information being given by means of electronic communication as defined by the *Electronic Transactions Act 2000 (Tasmania)*.

I authorise and consent to:

- My information being checked with the document issuer or official record holder via third party systems for the purpose of confirming my identity.
- A copy of this consent and my personal information being provided to Tasmania Police or any Australian law enforcement agency for the purpose of conducting a Nationally Coordinated Criminal History Check. I also consent to the release of any criminal history records recorded against my name in any Australian jurisdiction to the Department of Treasury and Finance, the Commissioner for Licensing and/or the Tasmanian Liquor and Gaming Commission for any regulatory function or purpose under the *Liquor Licensing Act 1990* or the *Gaming Control Act 1993*.
- The Tasmanian Liquor and Gaming Commission, Commissioner for Licensing and any member of the Department of Treasury and Finance to obtain consumer credit information from illion (DBCC Pty. Ltd). In this context where “us” or “we” means the Liquor and Gaming Branch (Access Seeker) and “you” or “your” means the applicant or associate:
 - By nominating us as an Access Seeker, we will be using your access rights to consumer credit information which means that you may be charged in the future for information that would have been available for free from credit reporting bodies.
 - We collect information from illion, a credit reporting body. Further information on how illion collects, holds, uses and discloses your credit information is available from www.checkyourcredit.com.au.
 - To make a change to credit information, you need to say how it is wrong and provide documentation to support your view. You agree to provide the credit reporting body (through us) certified copies of documents or statutory declarations where no other documentation is available (“Supporting Documentation”). Where we represent you in any required correction of information, you agree that we will provide the Supporting Documentation to the credit reporting body, and we will be responsible for providing the credit reporting body’s response to your correction request to you both truthfully and accurately.

Associate signature

Date

Personal Information Protection Statement

Personal information is collected by the Tasmanian Liquor and Gaming Commission and the Commissioner for Licensing and used for the purpose of managing, assessing, advising upon and determining the relevant application. It may be used for other purposes as permitted by the [Gaming Control Act 1990](#), the [Liquor Licensing Act 1990](#) and relevant Regulations. Failure to provide the information required may result in an application not being able to be processed, or a service not being able to be provided.

Your personal information will be used for the primary purpose for which it is collected, and may be disclosed to contractors and agents of the Liquor and Gaming Branch, the Tasmanian Liquor and Gaming Commission, law enforcement agencies, debt collection and other finance agencies for the purposes of conducting a credit check, courts and other organisations authorised to collect it.

The [Personal Information Protection Act 2004](#) governs the collection, use and disclosure of personal information. The Department of Treasury and Finance is the custodian of personal information it collects. Further information about Treasury’s Personal Information Protection Policy is available at www.treasury.tas.gov.au/pip.