

# Completion of work - Alteration to a Licensed Premises

Liquor and Gaming Branch  
Department of Treasury and Finance

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## A. Completion of alteration

*This checklist details the documents required to notify the Commissioner for Licensing that works for an approved alteration to a licensed premises (redline plan) has been completed.*

Tick to confirm you have lodged the required documentation for this request.

- Completion of work (this form with all questions answered).
- A clean, unmarked plan of the premises confirming the final layout.
- Photos of the completed works.
- Occupancy Permit (if applicable).

## Instructions:

1. Complete and compile all required documents (section A)
2. Complete this form (sections B, C, D, E, F, and G).
3. Lodge the completed notice (including all attachments) with the Commissioner for Licensing via email or post.

### Email

[licensing@treasury.tas.gov.au](mailto:licensing@treasury.tas.gov.au)

### Web

[www.treasury.tas.gov.au/licuor-and-gaming](http://www.treasury.tas.gov.au/licuor-and-gaming)

### Post

Liquor and Gaming Branch  
GPO Box 1374  
HOBART TAS 7001

### Enquiries

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

**B. Licensee details**

Full name

Business or Mobile phone

**C. Premises Details**

Liquor licence number

Premises name

**D. Was this alteration approved by the Commissioner prior to the work being completed?**

Yes - date approved:

No - please provide an explanation as to why approval was not obtained.

**E. Was the work carried out as approved by the Commissioner?**

Yes

No - please provide additional details.

**F. Dates of completion**

Date works completed

Proposed commencement date for use of area

**G. Signature**

By submitting this request 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)*.

Licensee 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](http://www.treasury.tas.gov.au/pip).