

Application requirements

This is a checklist of the documents you need to provide for your Event Approval Application. Incomplete applications are unable to be processed.

This application is associated to a Small Producer's Permit Application, and may only be applied for by the holder or applicant of the Small Producer's Permit.

This application can be submitted for one event only. You must complete a separate Event Approval Application for each event you wish to attend.

Information in addition to this completed application required from all applicants

- Written confirmation from the event organiser that you will be attending and selling liquor at their event
- Small Producer's Permit Application (if you do not hold this permit already)
(click here for the Small Producer's Permit Application form - [Small Producer's Permit Application form.pdf](#))

Next steps:

- Fill out the application and gather all the required attachments (above).
- If you do not hold a current Small Producer's Permit, you must
- Submit your application and all attachments via email or post using the below contact details:

Email

licensing@treasury.tas.gov.au

Web

www.liquorlicensing.tas.gov.au

Post

The Commissioner for Licensing
Liquor and Gaming Branch
GPO Box 1374
HOBART TAS 7001

Phone

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

1. Applicant details

Title

Given name

Middle name

Surname

Mobile or home phone number

Email address

2. Business details

Business name

Small Producer Permit number

3. Event details

Name of event

Premises address

Name of organiser

Start and finish dates

Start and finish times

Explain what type of event this is and what it is about

4. Liquor at the event

I will supply or sell liquor as:

- tastings only
 bottle sales only
 both tastings and bottle sales

5. Reducing risks and harm from liquor

Irresponsible service of liquor can cause harm to your community and the surrounding areas. How will you manage and reduce this risk at this event?

6. Declarations, Authority and Consent

I acknowledge that it is an offence under the *Liquor Licensing Act 1990* to give false or misleading information in relation to an application for the sale of liquor. I also acknowledge that giving a false or misleading statement, or failing to disclose relevant information is a ground for disciplinary action. I certify that the particulars contained in the completed application form are true and correct in every detail and fully disclose the information required to complete this application.

By submitting this application 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.

Applicant 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.