

Change of venue licence holder

If you decide to sell your business/premises or end a leasing agreement at a venue, gaming and liquor sales can continue if you follow the steps below.

Outgoing licence holder

What you need to do

Contact the Liquor and Gaming Branch and advise the date you will cease operation at the venue. This should be the date you end your lease or the settlement date for the sale of your business/premises. Ideally, at least 28 days' notice of the intended takeover date is required.

If you operate electronic gaming machines, you need to consider the issue of jackpots. Refer to this fact sheet for detailed information: *Jackpot prize pool funds - change of venue licence*.

What happens next?

We will work with the incoming licence holder to progress their application as quickly as possible.

You remain legally responsible for the operation of gaming at the venue and are financially liable for all taxes and fees until the incoming licence holder is granted a licence by the Tasmanian Liquor and Gaming Commission.

Once a licence has been issued to the new licence holder, we will notify you and you can surrender your venue licence. If you surrender your venue licence before this occurs, gaming at the venue will stop.

Incoming licence holder

You need to apply for a venue licence and may also need apply for the transfer of the liquor licence (see below for information about the liquor licence transfer process).

What you need to do

Visit the Liquor and Gaming Branch website to access the application form for a venue licence.

Review the checklist for the information required to accompany the application and submit the application and payment online when you have gathered and attached all the required information.

An application will only be considered as complete once the application form, payment in full and all necessary documentation is submitted.

If your venue operates keno, contact Network Gaming.

If your venue operates gaming machines, contact MaxGaming and consider the issue of jackpots. Refer to this fact sheet for detailed information about this: *Jackpot prize pool funds - change of venue licence*.

What happens next?

Once a complete application has been received, the Tasmanian Liquor and Gaming Commission may grant a provisional venue licence. A provisional licence will allow you to operate gaming at the venue until your venue licence application is determined.

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You will be required to advertise your application in the local newspaper. The advertising period is 28 days. We will provide you with instructions about this at the appropriate time.

Your application will be determined by the Commission and you will be notified of the outcome. Typically, the timeframe for the assessment of a venue licence application is two months.

What happens to the liquor licence at the venue?

If it is intended that the liquor licence transfer to a new operator, you must notify the Commissioner for Licensing.

The outgoing and incoming operators should complete and lodge the required documents at least 28 days before the intended transfer is to take effect.

Transfer of liquor licence

Both the outgoing and incoming operators need to complete and sign a liquor licence transfer form.

A fully completed and signed application form, payment in full and all necessary documentation must be lodged before the application will progress. Typically, the expected timeframe for the transfer of a licence is one month.

Interim authority

You can also seek an interim authority for the new operator. Once we have received a complete application for an interim authority, typically it is granted within one week. Once an interim authority is granted, the new operator is responsible for all liquor sales in the venues.

If an interim authority is not sought, the existing licensee will remain responsible for the sale and consumption of liquor until the transfer application is determined.

Impact on the venue licence

The liquor licensee at a gaming venue is considered an associate to a venue licence and their details must be included in the venue licence application.

No change of liquor licensee

If the current liquor licensee is remaining at the venue, no notification is required but they must be included as an associate to the venue licence application.

Surrender of liquor licence

An outgoing licensee does not have to transfer a liquor licence. The liquor licence can be surrendered by giving written notice to the Commissioner for Licensing. **However, both liquor sales and all gaming operations must cease at the venue immediately on surrender of the liquor licence.**

For further information or assistance, please contact the Liquor and Gaming Branch on 61 66 4040 or gaming@treasury.tas.gov.au.