

A. Application requirements

This checklist details the documents required to accompany an approval to alter a licensed premises (redline plan) of a liquor licence.

An application must be lodged prior to the commencement of building works to ensure there is appropriate time for consideration of the changes.

Lodging a complete application can reduce the processing time. Incomplete applications that do not meet the below requirements are unable to be processed.

*Fields marked * are mandatory and must be completed.*

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

- Approval to Alter a Licensed Premises (this document with all questions answered)
- A copy of your current liquor licence plan
- A plan of the premises outlining the proposed changes
- A clean unmarked plan of the premises
- Photos of the additional area to be licensed (if applicable)

Instructions:

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

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

Enquiries

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

B. Licensee details

Full name*

Business or Mobile phone*

Email address*

C. Premises Details

Liquor licence number*

Premises name*

Premises address*

Suburb*

D. How is the licensed area being altered?*

Increase to the redline area

Decrease of the redline area

Moving a redline area

Change in floor layout

E. Dates of alteration*

Proposed date for commencement of alteration

Expected date for completion of works

F. What is the reason you are seeking an alteration to your licensed area?*

Describe the requested changes, how you will be effectively controlling this area and how it is in the best interests of the community.

If more space is required, attach an additional, separate document (e.g. word document).

G. Council planning approval to change the premises*

Have you obtained planning approval from Council, or other planning authority, to alter the premises?

Yes - planning approval attached No - please provide further details below

H. Landlord permission to change premises*

Have you obtained approval from the landlord/owner to alter the premises?

Yes - approval attached No - please provide further details below

I. Signature

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)*.

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.