

## A. Application requirements

This checklist details the documents required to accompany a Liquor Licence Application. Lodging a complete application can reduce the processing time. Incomplete applications that do not meet the below requirements are unable to be processed.

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

- Liquor Licence Application (this document)
- Authority and Consent - *click here* - [Authority and Consent](#)
- Proof of identity - *view here* - [Proof of identity requirements](#)
- Credit Card Form - *click here* - [payment form](#) - and *here* - [application fee](#)
- Responsible Service of Alcohol certificate - *view here* - [Responsible Service of Alcohol](#)
- Application submission - *click here* - [Liquor Licence Application Submission](#)
- Local council planning approval (evidence the business can sell liquor at the premises)
- Written evidence (lease/title/letter from employer) to show approval to use the premises
- Associates to the business- *click here* - [Associate form/s](#) (if applicable)
- Site plan(s) of the premises ([consider the Red line plan standards](#))
- Interior/exterior photographs of the premises

### Information required specific to business type

- Food menus (*café and restaurant*)
- Manufacturers licence (*brewery/distillery*)
- Certificate of Incorporation (*club licence*)
- Club Constitution (*club licence*)

## Next steps:

1. Complete and compile all required attachments (*section A*).
2. Complete this *Liquor Licence Application* (*sections B, C, D, E and F*).
3. Lodge the complete application (including all attachments) via email or post.

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

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

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

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

## B. Liquor licence type [select one]

- General
- On
- On-Restaurant
- Off
- Special (select one option)  Café / Restaurant
- Brewery / Distillery
- Online
- Wholesale
- Other (specify)

## C. Business, premises or club details

Business, premises or club name

Business, premises or club address

Suburb/Town/City  Postcode

[Local government municipality](#)

Business or club phone

Website address

Social media account(s)

Applicant to operate premises as  Owner  Tenant  
 Manager/employee

## D. Applicant details

Title

Surname

Given name

Middle name(s)

Preferred name (if different from above)

Have you been known by another name?  Yes  No

If YES, provide former name and details  
(eg maiden name, married name,  
name change by deed poll)

Date of birth (dd/mm/yyyy)

Place of birth

Mobile phone number

Home phone number

Email address

Residential address

Suburb/Town/City  Postcode

Postal address  
(if different from residential address)

Suburb/Town/City  Postcode

Previous residential address (if less than 5 years ago)

Suburb/Town/City  Postcode

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

*[If YES, insert offence details below. Examples of offences may include (but are not limited to) assault, stealing, fraud, (minor traffic offences are not required).]*

Nature of offence

State  Year

Nature of offence

State  Year

Nature of offence

State  Year

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

*If YES, provide details.  
Supporting documents may be attached.*

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

*If YES, provide details.  
Supporting documents may be attached.*

**Spouse Details** (if applicable) Title

Surname

Given name

Middle name(s)

Date of birth (dd/mm/yyyy)

Is this person an associate in this business  Yes  No

## E. Associates of the applicant

Associates are relatives and/or people who have a relevant financial interest, position or significant influence in the business. The applicant must arrange for each Associate to complete a separate [Associate Form](#) to be lodged as part of this Liquor Licence Application.

Do you have any associates?  Yes  No

[Note: In relation to Club Licences, "office bearers" are associated persons and their details should be provided below.]

Associate's surname	<input type="text"/>
Associate's given name/s	<input type="text"/>
Date of birth (dd/mm/yyyy)	<input type="text"/>
Position held	<input type="text"/>
Associate's surname	<input type="text"/>
Associate's given name/s	<input type="text"/>
Date of birth (dd/mm/yyyy)	<input type="text"/>
Position held	<input type="text"/>
Associate's surname	<input type="text"/>
Associate's given name/s	<input type="text"/>
Date of birth (dd/mm/yyyy)	<input type="text"/>
Position held	<input type="text"/>
Associate's surname	<input type="text"/>
Associate's given name/s	<input type="text"/>
Date of birth (dd/mm/yyyy)	<input type="text"/>
Position held	<input type="text"/>

## F. Signature

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)*.

Applicant signature (must be signed by hand)	<input type="text"/>
Date	<input type="text"/>

### 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).