

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)
- [Statutory Declaration](#)
- [Authority and Consent](#)
- [Proof of identity documentation](#)
- Credit Card Payment Authority for [application fees](#)
- Associate Application(s) ([if applicable](#))
- [Liquor Licence Applicant Submission](#)
- [Responsible Service of Alcohol \(RSA\)](#) Statement of Attainment
- Local council planning approval (evidence the business can operate at the premises)
- Lease or title (evidence of tenure at the premises)
- 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

Web

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]*

<input type="checkbox"/> General	<input type="checkbox"/> Special (select one option from below)*
<input type="checkbox"/> On	<input type="checkbox"/> Café / Restaurant
<input type="checkbox"/> On-Restaurant	<input type="checkbox"/> Brewery / Distillery
<input type="checkbox"/> Off	<input type="checkbox"/> Online
<input type="checkbox"/> Club	<input type="checkbox"/> Wholesale
	<input type="checkbox"/> Other (specify) <input type="text"/>

C. Business, premises or club details

Business, premises or club name*

Business, premises or club address*

State* Postcode*

[Local government municipality](#)*

Business or club phone

Website address

Social media account(s)

Applicant to operate premises as* Freehold owner Lessee
 Manager

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)

Residential address*

State* Postcode*

Postal address
(if different from residential address)

State Postcode

Previous residential address

State Postcode

Date of birth (dd/mm/yyyy)*

Place of birth*

Mobile*

Home phone

Email address*

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 Application](#) 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

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

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	<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.