

Application requirements

This is a checklist of the documents you need to provide for your Liquor Licence Application. Submitting a complete application can reduce the processing time. Incomplete applications that do not meet the below requirements are unable to be processed.

Information in addition to this completed application required from all applicants

- Copies of your identity documents
(click here for the list of identity documents you can provide - [Proof of identity requirements](#))
- Payment using the Credit Card Authority form
(click here for the form - [payment form](#) - click here for the application fee price - [application fee](#))
- A copy of your Responsible Service of Alcohol certificate (RSA)
(click here for a list of training providers - [Responsible Service of Alcohol](#))
- Local council planning approval
(approval of your activities including the sale of liquor at the premises - planning permit, letter from local Council)
- Written approval confirming you have use of the premises - (lease, title, letter from employer)
- Associate acknowledgment (if required) - (click here for the associate form - [Associate form](#))
- Plans of the premises - (site plans, floor plans - [consider the Red line plan standards](#))
- Photographs of the premises (inside and outside the building)

Information required for specific business types

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

Next steps:

- Fill out the application and gather all the required attachments (see above).
- Submit your application and all attachments via email or post using the below contact details:

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

1. Liquor licence type (select one)

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

2. Premises, business or club details

Name of the premises, business or club

Premises address

Suburb Postcode

Phone number for the business or club

Website address

What is the business or club type, and what activities will happen at the premises?

Examples - café serving food, cricket clubrooms for spectators and functions, home office processing online sales.

What types of liquor will be sold at the premises and where can it be consumed?

Include if liquor will be by the glass or by the bottle/pack and if it will be taken off the premises (takeaway).

Reducing risks and harm from liquor

Explain how irresponsible service of liquor can cause harm to your community and the surrounding areas. What will you do to reduce the risk of harm and control the supply of liquor.

Positive impacts on your community

Explain how your business or club has positive impacts or benefits on your community.

3. Applicant details

a. Personal Details

Title

Given name

Middle name

Surname

Have you been known by another name? Yes No

If Yes, provide former name and details

Date of birth Place of birth

Mobile phone number

Home phone number

Email address

Residential address

Suburb Postcode

Postal address (if different from residential address)

Suburb Postcode

Previous residential address (in the last 5 years)

Suburb Postcode

b. Offence and financial history details

If you need more space to list your history details, please submit a separate document with all your information, and any supporting documents you wish to provide.

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

(If YES, provide offence details below. Examples of offences include (but are not limited to) assault, stealing, and fraud. A small number of traffic infringement notices (fines) is not required, but large amounts should be noted).

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.

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

If YES, provide details.

c. Associates of the applicant

If you need more space to list your associates, please submit a separate document with their information.

Associates are people who have a relevant financial interest, position or significant influence in the business. The applicant must have each Associate complete a separate [Associate Form](#) and submit them with this application form.

[Do you have any associates?](#) Yes No

(In relation to Club Licences, “office bearers” such as the secretary, are associated persons and their details should be provided below).

Associate’s given name

Associate’s surname

Date of birth

Position or relation

Associate’s given name

Associate’s surname

Date of birth

Position or relation

4. Authorised Agent

Only complete this section if you want to appoint someone else to deal with your application. However, please note that the applicant will still personally need to participate in an interview regarding this application.

By completing this section below, I authorise the agent listed below to act on my behalf in respect of this application including the provision of any further particulars required by the Commissioner for Licensing. I understand that this may include the disclosure of my personal information to the agent (including but not limited to my criminal history and my consumer credit information).

Authorised Agent Name:

DOB:

Address:

Phone Number:

Email address:

The above personal details of the agent are used for the purpose of identifying the Authorised Agent when dealing with a matter in respect of this application.

5. 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.