

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 Transfer 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](#)
- 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)
- Interim Authority Application -*click here* -[Liquor Licence Interim Authority Application](#) (if applicable)

Next steps:

1. Current licensee to complete sections A, B, C and K of this *Liquor Licence Transfer Application*.
2. Applicant (incoming licensee) to:
 - o complete sections D, E, F, G, H, I, J and K of this *Liquor Licence Transfer Application*; and
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) 6145 5755

B. Current licensee details (applicant)

This section is to be completed by the current licensee.

Surname

Given name

Mobile (personal)

Email address (personal)

Are you intending to remain at the premises as licensee until the transfer is finalised? Yes No

IMPORTANT - If you answered "No" an Application for an Interim Authority must accompany this transfer application

C. Business, premises or club details

This section is to be completed by the current licensee.

Liquor licence number

Business, premises or club name

Business, premises or club address

Suburb/Town/City Postcode

[Local government municipality](#)

Business or club phone

Incoming licensee to operate premises as Owner Tenant
 Manager/employee

D. Incoming licensee details (transferee)

This section is to be completed by the intended incoming licensee.

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

E. Proposed transfer date

This section to be completed by the applicant.

Proposed date of transfer (dd/mm/yyyy)

F. Incoming licensee - personal history

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

[If YES, insert offence details below. Examples of offences may include (but are not limited to) assault, stealing, fraud, obtaining a financial advantage (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 below. Supporting documents can be attached.]

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

[If YES, provide details below. Supporting documents can 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

G. Incoming licensee - previous experience

This section must include:

- the applicant's business/professional experience (in particular relevant knowledge, experience and competency in relation to the service of liquor).

H. Overview of plans for the business or club

Provide further detail about how you intend to operate the business, including its activities and how liquor will be sold at the premises.

I. Effective control measures

How will you exercise effective control over the service and any consumption of liquor on the premises.

J. 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

Date of birth (dd/mm/yyyy)

Position held

Associate’s surname

Associate’s given name/s

Date of birth (dd/mm/yyyy)

Position held

Associate’s surname

Associate’s given name/s

Date of birth (dd/mm/yyyy)

Position held

Associate’s surname

Associate’s given name/s

Date of birth (dd/mm/yyyy)

Position held

K. Authorisation and 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)*.

Outgoing licensee signature
(must be signed by hand)

Date

Transferee signature (incoming licensee)
(must be signed by hand)

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.