



Tasmanian
Government

Liquor and Gaming Branch
Department of Treasury and Finance

Application for a Special Permit

A. Application requirements

The following documents must be lodged for a Special Permit application to be complete. Incomplete applications are unable to be progressed.

- [Special Permit application] (this document)
- [Credit Card Payment Authority - [application fee](#)]
- [Statutory Declaration](#)
- [Authority and Consent](#)
- [Responsible Service of Alcohol \(RSA\)](#) Statement of Attainment
- Evidence of approval to conduct your activity at the premises

Instructions:

1. Complete all sections and questions in this form.
2. Lodge the completed application (including payment) with the Commissioner for Licensing via email or post.

Liquor and Gaming Branch
Department of Treasury and Finance
Email: licensing@treasury.tas.gov.au
Website: www.treasury.tas.gov.au/liquor-and-gaming

Email

licensing@treasury.tas.gov.au

Post

The Commissioner for Licensing
GPO Box 1374
HOBART TAS 7001

Enquiries

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

B. Applicant details

Title	<input type="text"/>		
Surname*	<input type="text"/>		
Given name*	<input type="text"/>		
Residential address*	<input type="text"/>		
State*	<input type="text"/>	Postcode*	<input type="text"/>
Mobile*	<input type="text"/>		
Business phone	<input type="text"/>		
Email address*	<input type="text"/>		
Position held in Club/Organisation*	<input type="text"/>		

C. Club/Organisation details

Name*	<input type="text"/>
Business address*	<input type="text"/>

D. Premises details (where liquor is to be sold from)

Premises name*	<input type="text"/>
Address*	<input type="text"/>
Website address (if applicable)*	<input type="text"/>

E. Duration of permit)

(Select the period of time the permit is to be in effect)

4 - 30 days <input type="checkbox"/>	Start date	<input type="text"/>	End date	<input type="text"/>
Up to 6 months <input type="checkbox"/>		Preferred start date	<input type="text"/>	
Up to 12 months <input type="checkbox"/>		Preferred start date	<input type="text"/>	

F. Trading hours sought

(Tick the days and times you wish to sell and consume liquor. Please note: the sale of liquor prior to 12 noon may not be approved)

Sunday	<input type="checkbox"/>	Start time	<input type="text"/>	am/pm	End time	<input type="text"/>	am/pm
Monday	<input type="checkbox"/>	Start time	<input type="text"/>	am/pm	End time	<input type="text"/>	am/pm
Tuesday	<input type="checkbox"/>	Start time	<input type="text"/>	am/pm	End time	<input type="text"/>	am/pm
Wednesday	<input type="checkbox"/>	Start time	<input type="text"/>	am/pm	End time	<input type="text"/>	am/pm
Thursday	<input type="checkbox"/>	Start time	<input type="text"/>	am/pm	End time	<input type="text"/>	am/pm
Friday	<input type="checkbox"/>	Start time	<input type="text"/>	am/pm	End time	<input type="text"/>	am/pm
Saturday	<input type="checkbox"/>	Start time	<input type="text"/>	am/pm	End time	<input type="text"/>	am/pm

G. Permit purpose*

What is the reason you are seeking this permit? What activities will you undertake during the permit period that includes the sale of liquor?

H. Sale of liquor details (4 -30 day permit applications only)

Please provide the following information-

1. How will the liquor be dispensed (disposable cups/cans/bottles etc)
2. The number of liquor sales points
3. A description of the location where liquor is to be sold and consumed (including indoor and outdoor areas)
4. The number of people expected to attend the event

I. Effective control measures*

How will you exercise effective control over the sale and consumption of liquor on the premises during the hours of the permit?

J. Best interests of the community*

How is this application in the best interests of the community?

Benefits may include employment, tourism, cultural or recreational benefits that may arise from the proposed activities, such as the responsible development of the hospitality industry.

To inform this response, consider the best interest of the community [information](#).

K. 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

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.