

APPLICATION TO BE COMPLETED ONLY AFTER READING THE ACCOMPANYING INFORMATION DOCUMENT.

APPLICATION FOR TRANSFER OF A LIQUOR LICENCE

PLEASE ENSURE REQUIREMENTS FOR EACH ITEM ARE COMPLETE BEFORE SUBMITTING THIS APPLICATION

- All questions are answered and details provided where required.
- The correct application fee is enclosed (refer to schedule of fees).

You may be requested to provide additional information as part of the assessment of this application.

SECTION A – to be completed by current licensee

1. FULL NAME OF OUTGOING LICENSEE

TITLE	SURNAME	GIVEN NAME
MIDDLE NAME/S		

2. DETAILS OF PREMISES

PREMISES NAME:
ADDRESS:
POSTCODE:

3. TYPE OF LICENCE

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4. NAME OF PROPOSED LICENSEE

TITLE	SURNAME	GIVEN NAME
MIDDLE NAME/S		

NOTE: An application to transfer a licence should be made at least 28 days before the day on which the transfer is to take effect.

5. PROPOSED SETTLEMENT OR TAKEOVER

DATE

If an attempt is made to transfer the benefit of liquor licence to another person without the approval of the Commissioner the licence is suspended with effect from the date of the attempted transfer.

CURRENT LICENSEE SIGNATURE

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SIGNATURE OF CURRENT LICENSEE

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DATE

SECTION B – to be completed by proposed licensee

1. DETAILS OF PREMISES

PREMISES NAME:
ADDRESS:
POSTCODE:
MUNICIPALITY:

2. FULL NAME OF PROPOSED LICENSEE (Note: The applicant must be at least 18 years of age)

TITLE	SURNAME	GIVEN NAME
MIDDLE NAME/S	DATE OF BIRTH	PLACE OF BIRTH (TOWN/STATE /COUNTRY)

3. HAVE YOU BEEN KNOWN BY ANY OTHER NAMES? NO YES (If YES complete below)
(For example, maiden name, married name, family name, change by deed poll etc.)

GIVE DETAILS

4. CONTACT DETAILS

BUSINESS PHONE	HOME PHONE	MOBILE / AH	FAX
EMAIL			

5. CURRENT RESIDENTIAL ADDRESS

POSTCODE:

6. POSTAL ADDRESS (If different from residential)

POSTCODE:

7. PREVIOUS RESIDENTIAL ADDRESS

POSTCODE:	
FROM (month and year)	TO (month and year)

8. DO YOU HAVE A CURRENT DRIVER LICENCE? NO YES (If YES complete below)

LICENCE NUMBER	EXPIRY DATE	PLACE OF ISSUE (STATE / COUNTRY)

9. HAVE YOU LIVED OUTSIDE OF TASMANIA IN THE PAST 10 YEARS? NO YES (If YES give details)

GIVE DETAILS

10. NAME OF SPOUSE / DEFACTO

TITLE	SURNAME	GIVEN NAME
MIDDLE NAME/S		

11. DO YOU HAVE ASSOCIATES IN THIS BUSINESS? (Refer to definition Page 4)

NO YES (If YES give details)

SURNAME	GIVEN NAMES	POSITION HELD	DATE OF BIRTH

Further particulars may be required as considered necessary.

12. HAVE YOU EVER HELD A LIQUOR LICENCE OR WORKED IN A LICENSED PREMISES?

NO YES (If YES provide details)

LICENCE TYPE	NAME AND ADDRESS OF PREMISES	POSITION HELD	PERIOD
			From: To:
			From: To:
			From: To:

13. WHAT BUSINESS OR PROFESSIONAL EXPERIENCE HAVE YOU HAD?

GIVE DETAILS

14. HAVE YOU ATTENDED A RESPONSIBLE SERVICE OF ALCOHOL (RSA) COURSE?

NO - The Commissioner for Licensing will require you to undertake training prior to transfer.
 YES - Provide a copy of certificate or statement of attainment with application.

15. WILL YOU BE OPERATING THE PREMISES AS:

MANAGER FREEHOLD OWNER LESSEE

AUTHORITY AND CONSENT

I hereby authorise and consent to the Tasmanian Liquor and Gaming Commission, the Commissioner for Licensing and any officer of the Liquor and Gaming Branch to:

- a copy of this document being provided in confidence to Tasmania Police and consent to the release of criminal history records recorded against my name and request that they be provided to an authorised officer of the specified agency for the purpose of this licence application and at any time during the period that I am the holder of the relevant liquor licence that is the subject of this application;
- I consent to my information being checked with the document issuer or official record holder for the purpose of confirming my identity. A photocopy of this Authority and Consent will be considered as effective and as valid as the original.
- obtain information (including financial and other confidential information) concerning myself. Financial History Credit Reports in the form of a Access Seeker Report will be obtained from illion (DBCC Pty. Ltd) as the Credit Reporting Body.

In this context where “us” or “we” means the Liquor and Gaming Branch (Access Seeker) and “you” or “your” means the Individual, as the context requires:

- (a) 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.
- (b) 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’S CERTIFICATION

*False or misleading statements may attract a maximum penalty of 50 penalty units.
Any omissions may result in unnecessary delays in processing your application.*

I DECLARE THAT THE ABOVE PARTICULARS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF PROPOSED LICENSEE

DATE

SIGNATURE OF ACCEPTABLE WITNESS
(SEE LIST OF ACCEPTABLE WITNESSES ON PAGE 6)

DATE

DEFINITION

as defined under the Liquor Licensing Act 1990

Meaning of "associate"

- (1) For the purposes of this Act, a person is taken to be an associate of an applicant for a liquor licence or liquor permit, or of a licensee or permit holder if –
- the person holds, or will hold, any relevant financial interest, or is, or will be, entitled to exercise any relevant power (whether in right of the person or on behalf of any other person) in the business of the applicant, licensee or permit holder and, by virtue of that interest or power, is able, or will be able, to exercise a significant influence over, or with respect to, the management or operation of that business; or
 - the person holds, or will hold, any relevant position, whether in right of the person or on behalf of any other person, in the business of the applicant, licensee or permit holder; or
 - the person is a relative of the applicant, licensee or permit holder; or
 - the Commissioner is satisfied that the person could exercise a significant influence over the applicant, licensee or permit holder.

"relative" means a spouse, partner, parent, child or sibling (whether full blood or half- blood).

"relevant financial interest", in respect of a business, means –

- any share in the capital of the business; or
- any entitlement to receive any income derived from the business.

"relevant position", in respect of a business, means –

- the position of director, manager or other executive position or secretary, however that position is designated in that business; or
- if that business is conducted in premises in respect of which a liquor licence is in force, the licensee; or
- if that business is conducted in premises in respect of which a permit is in force, the permit holder.

"relevant power" means any power, whether exercisable by voting or otherwise and whether exercisable alone or in association with others –

- to participate in a directorial, managerial or executive decision; or
- to elect or appoint any person to any relevant position.

PERSONAL INFORMATION PROTECTION STATEMENT

- Personal information will be collected from you for the purpose of determining your application and will be used by the Liquor and Gaming Branch, Department of Treasury and Finance, for managing, assessing, advising upon and determining the relevant application and may be used for other purposes permitted by the *Liquor Licensing Act 1990* and regulations.
- You are required to provide this information by the *Liquor Licensing Act 1990* and regulations. Failure to provide this information may result in your application not being able to be processed or the 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, and other organisations authorised to collect it.
- Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information.
- Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to the department. You may be charged a fee for this service. Further information on the Department's policies in relation to the *Personal Information Protection Act 2004* can be found at <http://www.treasury.tas.gov.au/pip>

APPLICATION CHECKLIST

This application must be supported by the following:

- Completion of this form – *Application for Transfer of a Liquor Licence*.
- Ensure both SECTION A and SECTION B are complete.
- Provide 100 points of identification.** For further information regarding accepted photo identification please refer to page 6 of the application
- Copy of RSA certificate.
- Transfer fee - refer to [Schedule of Fees](#)
- A4 or A3 size scale plans of the proposed licensed premises.

Application may be lodged in person, by email, post or fax to the contact details below.

email: licensing@treasury.tas.gov.au

web: www.liquorlicensing.tas.gov.au

Fax: (03) 6173 0218

HOBART

Salamanca Building Parliament Square

4 Salamanca Place HOBART

Ph: (03) 6166 4040

MAILING ADDRESS

GPO Box 1374

HOBART TAS 7001

LAUNCESTON

3rd Floor Henty House

1 Civic Square LAUNCESTON

Ph: (03) 6777 2777



IDENTIFICATION DOCUMENTS WHICH MUST ACCOMPANY YOUR APPLICATION

You are required to submit a series of documents with your application to verify your identity. Primary documents are worth 70 points and secondary documents can be worth: 40, 35 and 25 points. Take a look at the table below for a closer examination of the documents needed and how many points they earn you.

Primary documents are the document only and secondary documents must have a photograph and name.

Your application must be accompanied by 100 points of identification and include:

- a. Your full name;
- b. Your current residential address;
- c. Your date of birth; and
- d. One form must include photo identification.

Document Type	Points Value	Document Details
Primary (Document Only)	70 Points	<p>Only one can be used:</p> <ul style="list-style-type: none"> • Birth certificate * • Citizenship certificate * • Current passport * • Expired passport which has not been cancelled and was current within the preceding two years
Secondary (Photograph and Name)	40 Points	<ul style="list-style-type: none"> • Driver licence issued by an Australian State or territory* • Road and Maritime Services photo card • Licence or permit issued under a law of the Commonwealth, a State or Territory government • Identification card issued to a public employee • Identification card issued by the Commonwealth • An identification card issued to a student at a tertiary education institution
Secondary (Photograph and Name)	35 Points	<p>Must have name and address on it:</p> <ul style="list-style-type: none"> • Council rates notice • Land Titles Office record • Document from your current employer or previous employer within the last two years • A mortgage or other instrument of security held by a financial body
Secondary (Photograph and Name)	25 Points	<p>Must have name and signature on:</p> <ul style="list-style-type: none"> • Marriage certificate (for maiden name only) • Credit card • Foreign driver licence • Medicare card • EFTPOS card • Proof of Age Card (government issued) • Name Change Certificate

* **These documents can be submitted without being witnessed.**

All documents must be certified copies endorsed by an acceptable witness with the words "Original Sighted" signed (witness name). You must also include details of the acceptable witness including name, category of witness and contact phone number.

ACCEPTABLE WITNESSES (Note: Family members are not acceptable witnesses):

1. A Commissioner for Declarations;
2. A legally qualified Medical Practitioner;
3. A Justice of the Peace or Bail Justice;
4. An Authorised Person of the Tasmanian Liquor and Gaming Commission;
5. A member of the Police force;
6. A pharmacist; or
7. A Barrister and Solicitor of the Supreme Court.

CREDIT CARD AUTHORITY

Name of Applicant:-
Venue / Premises:-

Name on Credit Card:-
Phone Number:-
Acceptable Credit Cards (please tick):- MasterCard <input type="checkbox"/> Visa <input type="checkbox"/>

Credit Card No _____ / _____ / _____ / _____	Expiry Date ____/____
Card Verification Number (last 3 digits on signature panel) _____	

Signature of credit card holder:-	
Total amount to be debited	\$

(Office use only)

PAYMENT NO:-	ENTERED BY:
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LIQUOR AND GAMING CONTACT DETAILS

Salamanca Building Parliament Square
4 Salamanca Place HOBART TAS 7000
Telephone: (03) 6166 4040 Facsimile: (03) 6173 0218
Level 3 Henty House 1 Civic Square LAUNCESTON TAS 7250
Telephone: (03) 6777 2777 Facsimile: (03) 6173 0218
GPO Box 1374 HOBART TAS 7001 Australia
Email: licensing@treasury.tas.gov.au Web: www.liquorlicensing.tas.gov.au