

A. Application requirements

This checklist details the documents required to accompany a Venue Licence amendment application. Lodging a complete application can reduce the processing time. Incomplete applications that do not meet the below requirements are unable to be processed. The Liquor and Gaming Commission will determine complete applications.

Tick to confirm you have lodged the required documentation for this application

- Amendment to venue licence application (this document)
- Copy of your current venue licence plan
- Copy of proposed venue licence plan
- Submission detailing proposed amendment
- Photos of coin change machines/s (where applicable)
- Credit Card Payment Authority - refer to the [application fee](#)

Instructions:

1. Complete and compile all required attachments (section A)
2. Complete this Venue Licence Amendment (sections B, C, D and E).
3. Lodge the completed application (including all attachments) with the Tasmanian Liquor and Gaming Commission via email or post.

Email

venue.licensing@treasury.tas.gov.au

Web

www.treasury.tas.gov.au/liquor-and-gaming

Post

Tasmanian Liquor and Gaming
Commission
GPO Box 1374
HOBART TAS 7001

Enquiries

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

B. Venue details*

Venue Name*

Venue Address*

Venue Licence Holder*

Nominated Associate*

Mobile*

Nominated Email address*

C. What is being amended*

Restricted Gaming Area (RGA) (orange area) increase or decrease of the RGA

Gaming area (green line)

Coin Change Machine

Change location Yes No

Additional/reduction of number Yes No

Proposed Start Date*

Where the answer is yes for any of these questions, please describe the proposed changes

Submission*

What is the reason you are seeking an amendment to your venue licence?
Please describe the changes requested.

D. 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.