

Surrender a licence or permit

OCTOBER 2017
CD/16/67578

This kit contains all the forms and related materials required to surrender a licence or permit in Victoria.

Items

1. Pre-lodgement checklist – surrender a licence or permit
2. Application form – surrender a licence or permit

Need help?

For more information on how to apply for a liquor or gambling licence or permit:

- visit the Victorian Commission for Gambling and Liquor Regulation (VCGLR) website at vcglr.vic.gov.au
- telephone the VCGLR on 1300 182 457
- email the VCGLR at contact@vcglr.vic.gov.au



Surrender a licence or permit

This checklist details the documents required to accompany the lodgement of your application. Supplying these with your application will allow the Victorian Commission for Gambling and Liquor Regulation (VCGLR) to commence assessment of the application and can reduce processing time. Your application may be returned if the accompanying documents do not meet the requirements below.

The VCGLR may contact applicants to request additional documentation depending on the circumstances of their business. All forms and fact sheets referred to are available on the VCGLR website vcglr.vic.gov.au.

Please ensure the following forms/documents are attached to this application

Tick all boxes below when a requirement has been met, then sign and date your confirmation at the end of this form.

Application form

Please ensure:

- all fields on the application form are completed
- the application form is signed and dated by the applicant.

Owner's consent

- A letter from the freehold owner of the licensed premises consenting to the surrender.

Please note

Applicants will be sent an acknowledgement letter when the application and required documentation detailed in the above checklist are lodged. The letter may also outline a list of additional information required and the date by which it must be submitted. The VCGLR will then complete the assessment and determine the application.

One applicant to sign and date below to confirm all required documentation has been completed and is attached to this application.

Name

Signature

Date



Surrender a licence or permit

*Liquor Control Reform Act 1998***OFFICE USE ONLY**

03/16

Date Rec'd / /

File No. _____

Licence/permit details

Licence/permit number

Name of licensee/permittee

ACN (if applicable)

Contact details

Business hours contact details for you/your representative

Contact name

Daytime telephone number

Fax number

Postal address

Postcode

Email

Premises details

Trading name (ie registered business name)

Street address

Postcode

Postal address (for service of notices if different from street address)

Postcode

Should this application **NOT** be approved, do you wish to be released from your obligations pursuant to section 64 of the *Liquor Control Reform Act 1998*?

 YES NO
Signature/s of licensee/permittee

I/we the licensee/permittee, make application to surrender the licence/permit number shown above.

X

Date

/ /

Name

X

Date

/ /

Name

Other application requirements

As part of your application you will also be required to provide a letter from the freehold owner of the licensed premises consenting to the surrender. If you are unable to do so, please outline the reasons why.

How to lodge this application and accompanying documents**By post to:**

Victorian Commission for Gambling and Liquor Regulation
GPO Box 1988, Melbourne VIC 3001

In person to:

Victorian Commission for Gambling and Liquor Regulation
Level 3, 12 Shelley Street, Richmond

By email:

contact@vcglr.vic.gov.au

Privacy – the Victorian Commission for Gambling and Liquor Regulation is committed to responsible and fair handling of personal information consistent with the *Privacy and Data Protection Act 2014* and its obligations under the *Liquor Control Reform Act 1998*. All information provided in this application is available for public viewing, except for the questionnaire form (if applicable) which is forwarded to and retained by Victoria Police.

