

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

# APPLICATION FOR TRANSFER OF A LIQUOR LICENCE

CHECKLIST 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 your 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		

### 5. PROPOSED SETTEMENT OR TAKEOVER

DATE

#### NOTE:

If an attempt is made to transfer the benefit of a 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'S 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 AND STATE)

## 3. HAVE YOU BEEN KNOWN BY ANY OTHER NAMES?

(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

I consent to a copy of this document being provided in confidence to Tasmania police and consent to the supply of a copy of any traffic or criminal convictions recorded in my name and held by Tasmania police or any other police jurisdiction being provided to the Commissioner for Licensing 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.

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SIGNATURE OF APPLICANT

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DATE

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

GIVE DETAILS


10. NAME OF SPOUSE DEFACTO

TITLE	SURNAME	GIVEN NAME

MIDDLE NAME/S

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11. PROVIDE DETAILS OF ANY PERSON WHO WILL HAVE INFLUENCE OVER OR WILL ASSIST IN THE MANAGEMNT OF THE PREMISES. Each nominated person will be deemed an associate as defined on the last page of this form (meaning of “associate”), and must be a fit and proper person.

SURNAME	GIVEN NAMES	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 - If you have not undertaken RSA training, the Commissioner for Licensing may 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

### 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.

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SIGNATURE OF PROPOSED LICENSEE

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DATE

# DEFINITION

as defined under the *Liquor Licensing Act 1990*

meaning of “**associate**”

1. for the purpose of this Act, a person is taken to be an associate of an applicant for a liquor licence or of a licence or licensee if the person -
  - (a) 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 or licensee 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
  - (b) holds, or will hold, any relevant position, whether in the right of the person or on behalf of any other person, in the business of the applicant or licensee; or
  - (c) is a relative of the applicant or licensee.
2. In this section -

“**relative**” means the spouse (including de facto spouse), parent, child or sibling (whether full blood or half-blood);

“**relevant financial interest**”, in respect of a business, means;
  - (a) any share in the capital of the business; or
  - (b) any entitlement to receive any income derived from the business;

“**relevant position**”, in respect of a business, means;
  - (a) the position of the director, manager or other executive position or secretary, however that position is designated in that business; or
  - (b) if that business is conducted in premises in respect of which a liquor licence is in force; the licensee;

“**relevant power**”, means any power, whether exercisable by voting or otherwise and whether exercisable alone or in association with others -
  - (a) to participate in a directional, managerial or executive decision; or
  - (b) to elect or appoint any person to any relevant position.

# PERSONAL INFORMATION PROTECTION STATEMENT

1. 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.
2. 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.
3. Your personal information will be used for the primary purpose for which it is collected, may be disclosed to contractors and agents of the Liquor and gaming branch, the Licensing board of Tasmania, law enforcement agencies, and other organisations authorised to collect it.
4. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information.
5. 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>

## WHAT YOU NEED TO DO

**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.
- Copy of RSA certificate (if applicable).
- Transfer fee.

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

Email: [licensing@treasury.tas.gov.au](mailto:licensing@treasury.tas.gov.au)

Web: [www.treasury.tas.gov.au](http://www.treasury.tas.gov.au)

Hobart

80 Elizabeth Street, HOBART  
GPO Box 1374, HOBART TAS 7001  
Ph: (03) 6166 4040  
Fax:(03) 6234 1728

Launceston

Henty House, 1 Civic Square, LAUNCESTON  
PO Box 972, LAUNCESTON TAS 7250  
Ph: (03) 6777 2777  
Fax:(03) 6336 2799



Tasmanian  
Government