

Reduce trading hours and/or patron numbers

Complete this form to **reduce your trading hours and/or patron numbers**. The trading hours or patron numbers **must be less than the numbers shown on your licence**. There is no fee to lodge this application.

Pre-lodgment checklist

Tick all boxes below when a requirement has been met. Please ensure on the **Application form**:

all fields are completed

the applicant signs and includes the date.

If requesting a reduction in patron numbers, you **must show evidence of the new patron capacity by providing one of the following documents**:

Copy of the planning permit

Certificate of occupancy

Calculation of the patron capacity from a registered building surveyor based on a ratio of one patron per 0.75 square metres.

How to lodge this form

This is an interactive PDF form which allows you to:

- complete the form using a computer or tablet
- save your progress and continue at a later time
- print the completed form to sign and return.

You are still able to print the form and complete it by hand if you prefer.

This form has been designed to be completed using the free Adobe Acrobat Reader software. To download this free software, [please visit the following link](#) or search for the free "Adobe Acrobat Reader" on your device's app store.

This form may not function as intended if you use any other software.

Send application to:

Liquor Control Victoria
PO Box 1019
Richmond VIC 3121

or via email to:

contact@liquor.vic.gov.au

What happens next

If the requested reductions in trading hours or patron numbers are approved, the conditions on your licence will be amended and an updated copy of your licence will be sent to you.

Please lodge this form by **31 December** for reduction in trading hours or patron numbers to be applied to the calculation of the following year's renewal fees. You will receive a replacement renewal notice if your request is approved.

Note: If you wish to increase your hours or patron numbers, or change your category of licence you need to submit a 'Variation to an existing licence or permit' application. Application forms can be downloaded from liquor.vic.gov.au

Need help?

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

- visit Liquor Control Victoria (LCV) website at liquor.vic.gov.au
- telephone LCV on 1300 182 457
- email LCV at contact@liquor.vic.gov.au

Privacy

Liquor Control Victoria (LCV) is committed to protecting the privacy of your personal information. LCV endorses fair information handling practices and uses information in compliance with its obligations under the *Privacy and Data Protection Act 2014* (Vic). Personal information collected from you is only used for the purposes of the application for the licence or permit and/or legislation administered by LCV. Personal information is not disclosed to third parties unless required or authorised by law, or with your consent. As part of the application process, information provided may be forwarded to and retained by Victoria Police.

Application

Reduce trading hours and/or patron numbers

Liquor Control Reform Act 1998

Licence/permit details

Licence or permit number

Name of current licensee/permittee

Australian Company No. (ACN)

Contact details

Business hours contact details for you/your representative

Contact name

Email

Daytime telephone number

Fax number

Postal address

Postcode

Premises details

Name and address of licensed premises

Trading name (ie registered business name)

Premises email

Street address

Postcode

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

Postcode

Reducing trading hours and/or patron numbers

Complete the relevant section

Trading hours ☐ Specify the hours you wish to trade.

Patron numbers ☐ Specify the maximum venue capacity for the licensed premises (must be less than the maximum patron capacity endorsed on your licence).

Signature/s of licensee/s

I/we certify that the information contained in this application is true and correct

Date

Name

Date

Name

Date

Name

Date

Name