

# Application for a tobacco licence: Add an additional premises

Use this form if you already have a Victorian tobacco licence and need a licence for an additional premises.

## How to apply

1. Complete this form using a computer or tablet. You can save your progress and continue later.
2. Sign the completed form.
3. Submit the form.

You can print this form and complete it by hand if required. Applications must be completed in **black** pen.

## Where to submit this form

Please email the completed and signed form to Tobacco Licensing Victoria (TLV) at [contacttobacco@justice.vic.gov.au](mailto:contacttobacco@justice.vic.gov.au)

## How to pay

Applications must be accompanied by the prescribed fee. Once your application has been submitted, the application fee is non-refundable.

Visit [www.vic.gov.au/tobacco-licensing](http://www.vic.gov.au/tobacco-licensing) to confirm the licence application fee.

The application fee can be paid by credit card (Visa or MasterCard).

TLV will contact you directly to arrange payment once your application has been received.

## Privacy

Tobacco Licensing Victoria (TLV) is committed to protecting the personal information we collect about you, and to handle and manage your personal information in compliance with our obligations under the *Privacy and Data Protection Act 2014* and the *Tobacco Act 1987*. The personal information collected will only be used for the purposes of fulfilling the functions of the Regulator under the *Tobacco Act 1987*.

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 Victoria Police to conduct criminal history checks and ascertain suitability of the applicant holding or obtaining a tobacco licence.

You may request access to the personal information we hold about you by making a request under [Freedom of Information](#). If you have any concerns or questions about the way we collect your information, you can write to us at [contacttobacco@justice.vic.gov.au](mailto:contacttobacco@justice.vic.gov.au) or read the DJCS Information Privacy Policy at [www.justice.vic.gov.au/your-rights/privacy/information-privacy-policy](http://www.justice.vic.gov.au/your-rights/privacy/information-privacy-policy).

## Further help and information

If you need help or are unable to submit this form via email, you can

- visit the TLV website at [www.vic.gov.au/tobacco-licensing](http://www.vic.gov.au/tobacco-licensing)
- email TLV at [contacttobacco@justice.vic.gov.au](mailto:contacttobacco@justice.vic.gov.au)

## Definitions

**Associate** – anyone who has, or is likely to have, significant influence over the management or operation of the business, and who either has a **financial interest** in the business or is entitled to exercise any **relevant power**.

**Financial interest** – one or more of the following:

- Any share in the capital of the business
- Any entitlement to receive any income from the business (including beneficiaries of a trust)
- Any entitlement to receive any payment as a result of money advanced.

**Relevant power** – any power, whether by voting or otherwise to participate in any directorial, managerial or executive decision, or to elect or appoint any person as a director.

**Close relatives** – can be

- your spouse or domestic partner
- your parents, child, stepchild, adopted child, sibling, or step sibling
- a close relative of your spouse or domestic partner.

**Key business personnel** – are partners in a partnership or are directors or executive committee members of a body corporate.

**Licensee** – the holder of the tobacco licence.

# Application for a tobacco licence: Add an additional premises

## Licensee details

If you have more than one tobacco licence, please provide the licence number and address of the most recent premises you obtained a licence or renewed a licence for.

Tobacco licence number:

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Licensee name (person, partnership, body corporate):

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Type of licensee:

☐ Natural person ☐ Partnership ☐ Body corporate

### Current licensed tobacco premises address

Street:

.....

Suburb/City:

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State:

Post code:

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### Licensee address

Street:

.....

Suburb/City:

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State:

Post code:

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Licensee email:

.....

Phone:

.....

## Premises details

Business name:

.....

Shop name:

☐ Same as business name

.....

### Premises address:

Street:

.....

Suburb/City:

.....

State:

Post code:

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### Postal address

☐ Same as premises address

Street:

.....

Suburb/City:

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State:

Post code:

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Does this business have a website and/or social media accounts?

☐ Yes. Please provide the web address or handle for all that apply.

☐ Website: .....

☐ Facebook: .....

☐ Instagram: .....

☐ TikTok: .....

☐ X (formerly Twitter): .....

☐ YouTube: .....

☐ Other: .....

☐ No

## Licence details

What licence type do you want to apply for at the premises?

☐ Retail ☐ Wholesale

When do you want the tobacco licence to commence?

D	D	M	M	Y	Y	Y	Y
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TLV does not guarantee that the outcome of the application will be determined by the requested date. Processing times depend on the information provided and any police and probity checks.

## Application for a tobacco licence: Add an additional premises

Does this premises have a liquor licence?

☐ Yes. Liquor licence number:

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☐ No.

What is the proposed manner of sale?

(Please select all that apply)

☐ Shop front/over the counter

☐ Online

☐ Vending machine

☐ Other. Please describe:

.....

What type is the premises? (Please select one)

☐ Supermarket

☐ Tobacconist

☐ Service station

☐ Convenience store

☐ Newsagent

☐ Hotel/Pub/Bar/Club

☐ Bottle shop

☐ Warehouse

☐ Community club/organisation

☐ Other. Please describe:

.....

What type of products will be sold? (Please select all that apply)

☐ Cigarettes

☐ Tobacco (loose processed)

☐ Cigars or cigarillos

☐ Pipe tobacco

☐ Shisha tobacco

☐ Other. Please describe:

.....

### Proposed premises contact details

Role/title of person in charge of day-to-day operations:

.....

Premises phone:

.....

Premises email:

.....

Name of premises contact:

(Given name(s), middle name(s), family name)

.....

### Premises ownership

Does the licence holder own the proposed premises?

☐ Yes ☐ No

*If the licence holder does **NOT** own the additional premises, please provide contact information for the owner of the premises, or a person who may be contacted on their behalf (e.g. landlord or real estate agent).*

Premises owner contact name:

(Given name(s), middle name(s), family name)

.....

Phone:

.....

Email:

.....

### Postal address

Street:

.....

Suburb/City:

.....

State:

Post code:

.....

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### Confirmation of details

Have any of the details related to the licence or licensee changed since the licence referred to above in the licensee details section was granted or renewed?

*This includes any information about the licensee, key business personnel (directors, partners or executive committee members), associates and relatives, including personal details, contact details, criminal history, and financial history.*

*If any details have changed you must tell TLV via an Information change notification form and submit it with this application (if you have not already declared these changes). See checklist at the end of this form for a complete list of details you must notify TLV if they have changed.*

☐ Yes, details have changed since my licence application or renewal.

☐ No, I confirm that the details provided in my licence application or renewal remain the same.

## Application for a tobacco licence: Add an additional premises

### Declaration

If the applicant is a

- person, then that person must sign.
- partnership, at least one partner must sign.
- body corporate, at least one director or executive committee member must sign.

It is an offence under the *Tobacco Act 1987* to make false or misleading statements.

#### I declare that

- all details relating to the licence in the licensee details section of this form and the licensee (including partners, directors, and executive committee members)
  - » remains the same since the licence was granted or renewed; or
  - » TLV has already been informed; or
  - » TLV will be informed via an Information change notification form submitted with this application.
- the information in this application is true and correct.
- I/we understand that TLV will only use the information provided on this form in a way permitted by law.

Signature:

Date:

D	D	M	M	Y	Y	Y	Y
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.....  
Name: (Given name(s), middle name(s), family name)

Signature:

Date:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

.....  
Name: (Given name(s), middle name(s), family name)

Signature:

Date:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

.....  
Name: (Given name(s), middle name(s), family name)

#### Signing this form

To sign this form digitally, you must save the file to your computer or mobile and open it in Adobe Reader.

**You won't have the option to sign this form if you open it in your web browser.**

You can use the free version of Adobe Reader – no purchase or subscription is required to sign this document.

## Application for a tobacco licence: Add an additional premises

### Change notification checklist

If any of the information listed below has changed since the licence referred to in the licensee details section was granted or renewed, **you must complete and attach an Information change notification form**. This form can be found on the TLV website at [www.vic.gov.au/tobacco-licensing](http://www.vic.gov.au/tobacco-licensing)

#### Licensee details

- Name, Address, Contact details
- Australian Business Number and/or Australian Company Number (if applicable)
- Criminal history (e.g. if you have been charged with or found guilty of an offence)
- Suspension, cancellation or refusal of a tobacco licence in another Australian state or territory or disqualification from holding such a licence
- Details related to any other tobacco business(es) the licensees own or run in Australia, including new businesses
- Financial history (e.g. insolvency or bankruptcy).

#### Key business personnel details

- Removing or adding a director, partner or executive member
- Name, Address, Contact details
- Criminal history (e.g. if you have been charged with or found guilty of an offence)
- Suspension, cancellation or refusal of a tobacco licence in another Australian state or territory or disqualification from holding such a licence
- Details related to any other tobacco business(es) owned or run by the director/partner/executive committee member in Australia, including new businesses
- Financial history (e.g. insolvency or bankruptcy)
- Change or acquisition of a director ID (if applicable).

#### Associates and relatives

- If any previously declared associates (including relatives) are no longer an associate
- Any new associates (including relatives) to declare
- Change in address or contact details for any declared associates or relatives.

#### Documents

If any of the information set out in the following documents has changed you must provide an updated copy to TLV:

- Trust deed
- Identity verification documents for new partners, directors, and executive committee members
- National police check (not older than 3 months) in relation to the licensee and any partners, directors, or executive committee members
- Current and historical company extract from Australian Securities and Investments Commission (ASIC) (not older than 3 months)
- Certificate of incorporation.