

# Surrender a licence or permit

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

Below listed documents must be included with your application. This will assist Liquor Control Victoria (LCV) in assessing your application and can reduce processing time. Your application may be returned if the required documents do not meet the requirements below.

LCV may contact applicants to request additional documentation depending on the circumstances of their business.

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 current licensee or permittee.

### Owner's consent

- written evidence from the freehold owner of the licensed premises consenting to the surrender of the licence or permit, **or**
- the contact details of the freehold owner.

## How to apply

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 devices app store.

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

**Email application to:**

[contact@liquor.vic.gov.au](mailto:contact@liquor.vic.gov.au)

**Or send application to:**

Liquor Control Victoria  
PO Box 1019  
Richmond VIC 3121

## 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](http://liquor.vic.gov.au)
- telephone LCV on 1300 182 457
- email LCV at [contact@liquor.vic.gov.au](mailto: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.

# Surrender a licence or permit

Liquor Control Reform Act 1998

## Licence/permit details

Name of Licensee/Permittee

Licence/permit number

ACN (if applicable)

## Contact details

Business hours contact details for you/your representative

Contact name

Mobile number

Business number

Email address

## Premises details

Trading name of the licensed premises (ie registered business name)

Street address

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

Why do you want to surrender your licence or permit?

Should this application **NOT** be approved and the licence is not surrendered, do you want to be released from your obligations pursuant to section 64 of the *Liquor Control Reform Act 1998*?

Yes No

(Being 'released from obligations' means you're no longer responsible for the supply and consumption of liquor under the licence or permit).

If you ticked 'Yes', what was the date your tenancy ended or the date you ceased your right to occupy the premises?

Date

## Signature/s of licensee/permittee

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

Signature

Date

Name

Signature

Date

Name

## Written consent from the freehold owner

I have attached a copy of the written consent from the freehold owner to surrender the licence or permit.

If you **cannot** provide written consent from the freehold owner of the licensed premises please provide the following information:

The reason you are unable to provide written consent

Name of the freehold owner

Contact number for the freehold owner

Postal address for the freehold owner

Email address for the freehold owner

## How to lodge this application and accompanying documents

### By post to:

Liquor Control Victoria  
PO Box 1019, Richmond VIC 3121

### By email:

[contact@liquor.vic.gov.au](mailto:contact@liquor.vic.gov.au)