

Tobacco licence variation application

Use this form to apply to vary the category or conditions of a tobacco licence.

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

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 to confirm the 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 or read the DJCS Information Privacy Policy at 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
- email TLV at contacttobacco@justice.vic.gov.au

Tobacco licence variation application

Applicant details

Who is the applicant?

- ☐ The licensee
- ☐ The licensee and proposed transferee

Licensee name: (person, partnership, body corporate)

.....

Who is the licensee?

- ☐ Natural person
- ☐ Partnership
- ☐ Body corporate

Proposed transferee name: (if applicable)
This may be a person, partnership or body corporate

.....

Licence details

Tobacco licence number:

.....

Licence type:

- ☐ Retail
- ☐ Wholesale

Current licensed tobacco premises address

Street:

.....

Suburb/City:

.....

State:

.....

Post code:

Contact details

This person may be contacted by TLV in relation to this application.

Contact name

Given name(s):

.....

Middle name(s):

.....

Family name:

.....

Phone:

.....

Email:

.....

Postal address

Street:

.....

Suburb/City:

.....

State:

.....

Post code:

Variation details

If there is not enough space on this form, please add an attachment and submit it with this form.

- Why are you requesting this change?

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☐ **To impose a new condition**

What new condition do you want to impose?

Why are you requesting this change?

☐ **To remove an existing licence condition**

What condition do you want to remove?

Why are you requesting this change?

When do you want the variation to take effect?

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.

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Declaration and signature – Licensee

The licensee must complete this section.

If the licensee is:

- a person, that person must sign
- a partnership, at least one partner must sign
- a 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/we declare/certify that:

- I have read and understood the above information
- the information in this application is true and correct
- I am authorised to sign on behalf of the licensee
- I/we understand that TLV will only use the information provided on this form in a way permitted by law.

Current licensee signature:

.....

Date:

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

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

.....

Current licensee signature:

.....

Date:

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

.....

Declaration and signature – Proposed transferee

If the application is made by the licensee and a proposed transferee jointly, the proposed transferee must also complete this section.

If the proposed transferee is:

- a person, that person must sign
- a partnership, at least one partner must sign
- a 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/we declare/certify that:

- I have read and understood the above information
- the information in this application is true and correct
- this application is being submitted jointly with the licensee
- I am authorised to sign on behalf of the proposed transferee
- I/we understand that TLV will only use the information provided on this form in a way permitted by law.

Proposed transferee 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.