

# Notification of change in information

Use this form to notify Tobacco Licensing Victoria (TLV) of any change in information relevant to your tobacco licence.

You must tell TLV within **14 days** of any change. Failing to do so may lead to your licence being suspended or cancelled and a fine.

**A checklist for the changes you must tell us about is at the end of this form.**

If you want to change the:

- address of your premises – you must apply for a relocation of your licence.
- category or conditions on your licence – you must apply for a variation of your licence.

Forms to apply for these two changes are available on the TLV website [www.vic.gov.au/tobacco-licensing](http://www.vic.gov.au/tobacco-licensing)

## 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 TLV at [contacttobacco@justice.vic.gov.au](mailto:contacttobacco@justice.vic.gov.au)

## 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.

# Notification of change in information

## Licence 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 renewal of a licence for.

Tobacco licence number:

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Licensee name: (person, partnership, body corporate)

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Who is the licensee:

☐ Natural person ☐ Partnership ☐ Body corporate

Licence type: ☐ Retail ☐ Wholesale

### Licensed tobacco premises address

Street:

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Suburb/City:

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State:

Post code:

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## Contact details

Given name(s):

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Middle name(s):

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Family name:

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Phone:

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Email:

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### Postal address

Street:

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Suburb/City:

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State:

Post code:

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## Details of change(s)

Please provide details of the change(s) you need to tell us about and attach any supporting evidence of that change, including criminal record checks, identification documents or company extracts. If there is not enough space, please add an attachment and submit it with this form. We may contact you for further information.

Please refer to the checklist at the end of the form for further details on the type of changes that should be made.

Date change(s) occurred:

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Details of the change(s):

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## Notification of change in information

### Declaration and signature

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.

Signature:

Date:

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

Signature:

Date:

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

Signature:

Date:

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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.

## Notification of change in information

### Checklist – changes you must notify us of

*You must tell TLV via this form if any of the following have changed since your licence was granted or renewed. This includes each partner, director, executive committee member, and the body corporate if applicable. If you're unsure about what information and supporting documents you need to provide, please contact TLV.*

#### 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 licensee owns or runs in Australia, including new businesses
- Financial history (e.g. insolvency or bankruptcy).

#### Key business personnel details

- Removing or adding a director, partner or executive committee 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).

#### Premises details

- Name and contact details of a person who can be contacted in relation to the premises
- Changes in any shop or business name associated with the premises
- Changes in any liquor licence associated with the premises, including obtaining a liquor licence or having a liquor licence cancelled or suspended
- Change in the method of sale (e.g. online, vending machine, over the counter).

#### 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.

### Changes to documents previously provided

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

- Trust deed
- Identity documents for new partners, directors, and executive committee members (these must be submitted with accompanying *Verification of identity documents* form available on the TLV website [www.vic.gov.au/tobacco-licensing](http://www.vic.gov.au/tobacco-licensing) )
- 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.