Liquor licence application kit

# Variation of conditions for an existing producer's licence

### Use this kit to change the following conditions on an existing producer's licence:

- hours of operation
- area or size of the premises
- general conditions of the licence or permit in Victoria

### The kit includes all required forms and support materials for your application:

- 1. Pre-lodgement checklist variation to an existing licence or permit
- 2. Application form variation of conditions for an existing wine and beer producer's license
- 3. Public notice (this must be displayed as A3 size) and guidelines
- 4. Statement of display
- 5. 'Red line plan' fact sheet
- 6. 'Producer's licence' fact sheet

Visit vic.gov.au/liquor-licence-application-fees to confirm the licence application fee.

### 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, <u>please visit the following link</u> 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.

### Email your application to: contact@liquor.vic.gov.au

Or send it to: Liquor Control Victoria GPO Box 4356 Melbourne VIC 3001

### 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 of 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 Acts 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.

July 2025

Liquor licence application kit

# Variation of conditions for an existing producer's licence

This checklist details the documents required to accompany the lodgement of your application. Supplying these with your application will allow Liquor Control Victoria (LCV) to commence assessment of the application and can reduce processing time. Your application may be returned if the accompanying documents do not meet the requirements below. LCV may contact applicants to request additional documentation depending on the circumstances of their business.

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

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 nature of the business is detailed, clearly demonstrating why a liquor licence is sought trading hours are detailed for internal areas and (if applicable) any external areas where alcohol will be served

the application form is signed and dated by the applicant

that correct fees are attached, as detailed at vic.gov.au/liquor-licence-application-fees

### Planning permit or evidence that a permit is not required

A copy of the planning permit from the local council (or responsible planning authority) showing that you have planning permission to supply liquor as detailed in your application **OR** a copy of an application for a planning permit made to the local council (or responsible planning authority).

Alternatively, you can provide evidence that a planning permit is not required to supply liquor as outlined in your application. For example, a letter from the local council (or responsible planning authority).

### The red line plan

A licence is granted for a defined area on the premises. A copy of the plan of the premises with the proposed licensed area outlined in red are required for an application to be accepted.

The plan **must** meet requirements detailed in the 'Red line plan' fact sheet. If an application is being made for an additional retail premises, a separate set of red line plans will be required for that premises.

### Please note

Applicants will be sent an acknowledgement letter when the application and required documentation detailed in the above checklist are lodged. The letter may also outline a list of additional information required and the date by which it must be submitted. LCV will then complete the assessment and determine the application. One applicant to sign and date below to confirm all required documentation has been completed and is attached to this application.

Name	Signature	Date
	V	1 1
	^	



### **Application**

### Variation of conditions for an existing producer's licence

Liquor Control Reform Act 1998

Use this form to apply to Liquor Control Victoria (LCV) for a variation to an existing producer's licence. It is important to read the 'Producer's licence' fact sheet, available in this pack, before completing this application.

1. Applicant details		Full name	
Name of licensee (person/partnersh	nip/company/incorporated association)		
		Position held	
Licence number			
		Home address	
Australian Business Number	Australian Company Number	nome address	
(if applicable)	(if applicable)		
Details of each individual, each	partner, each director or each	Postcode	
executive committee member (a		2. Contact details	
Full name		Business hours contact details for you/your representative	;
		Contact name	
Position held			
		Mobile number	
Home address			
Tiomic address		Postal address	
***************************************			
***************************************	D / 1		
	Postcode	Postcode	
Full name		Email	
Position held			
		3. Premises details	
Home address		Trading name of the premises	
		Trading hame of the premises	
		0, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1,	
	Postcode	Street address where liquor will is served	
Full name	. 33,030		
Position held		Postcode	
1 Oslilott field		Postal address (for service of notices if different from street addre	ess)
Home address			
		Postcode	
		Premises email	
	Postcode		



You may select more than one. <b>Do not tick options that you currently have on your licence.</b> (Please note that planning permission from your local council may be required before you apply for some options.)	Include any comments to support your application or clarify any of your requirements if applicable.
Option 1	
Authorise the supply of the licensee's own product from the licensed premises for consumption on and off the licensed premises.	
Option 2	
Authorise the supply of any liquor, including the licensee's own product, from the licensed premises for on-premises consumption.	
Option 3	
Authorise the supply of the licensee's own product to a person who makes an off-premises request (for example, by way of email, telephone, facsimile transmission, internet or other electronic communication).	
Option 4	
Authorise the supply of the licensee's own product to any other licensee at any time and at any place (wholesale).	Option 10 Other
Option 5	
Add an additional retail premises. Please check the	
'Producer's licence' fact sheet for activities authorised at	
the additional retail premises and note that a separate planning permission is required pertaining to that property.	-
The retail premises must be in the same wine region* as	
the primary premises.	
* Wine regions and their boundaries are specified in the Register of Protected Geographical Indications and Other Terms kept by the Registrar under the Wine Australia Act 2013 (Cth) of the Commonwealth.	
Street address of the additional retail premises	
Post de	5. Other application requirements
Postcode	As part of your application you will also be required to provide:
Option 6	1. The application fee
Vary trading hours of the primary and/or retail licensed	<ul> <li>the standard application fee applies to options 1–7 &amp; 10</li> </ul>
premises. Please specify the hours you wish to trade.	a separate application fee applies to option 8
	• where options 1–7 have been selected as well as option 8
	<ul> <li>only the standard application fee applies</li> <li>no application fee applies to option 9.</li> </ul>
	Please refer to vic.gov.au/liquor-licence-application-fees for
	current details.
	There is no GST payable on this fee.
Option 7	2. Planning permission
Vary red line plan (the area authorised to supply liquor).	Required if you have selected options 1, 2, 3, 4, 5, 6 or 7. This
Option 8	must be provided up front for your application to be accepted.
Add the promotional event authorisation to attend farmers' markets, craft markets, festivals and other promotional events. Please check the 'Producer's licence' fact sheet for	A copy of a planning permit from the local council, or responsible planning authority, which shows that you have planning permission to supply liquor as outlined in your application.

Option 9

Remove the promotional event authorisation from your

If a planning permit has not been granted at the time of application,

what this authorisation allows you to do.

4. Variation details

Please indicate which variation option/s you wish to apply for.

### 5. Other application requirements (cont'd)

you are required to provide a copy of an application for a planning permit made to the local council (or responsible planning authority).

Alternatively, you can provide evidence that a planning permit is not required to supply liquor as outlined in your application. For example, a letter from the local council (or responsible planning authority).

If an application is being made for an additional retail premises, a separate planning permission will be required for the premises.

### 3. A plan of the premises

Required if you have selected option 1, 2, 3, 5 or 7.

A copy of the plan of the premises must be submitted which meets the requirements specified by LCV. If an application is being made for an additional retail premises, a separate set of plans will be required. Please refer to the 'Red line plan' fact sheet.

### 4. Display of application

Required if you have selected option 1, 2, 3, 4, 5, 6, 7 or 8.

A public notice must be displayed at the premises that are the subject of the application.

After the application has been accepted, you or your representative will be advised in writing of the period the public notice must be displayed. The 'Statement of display' must be returned at the end of the display period.

If an application is being made for an additional retail premises, a separate display of application will be required at the retail premises address. Refer to the enclosed 'Guidelines for displaying public notices'.

**Note:** LCV may request an applicant to provide any other information. If required to do so you will be notified in writing.

# 6. How to lodge this application and accompanying documents

By post

Liquor Control Victoria

GPO Box 4356, Melbourne VIC 3001

Phone: 1300 182 457

By email

contact@liquor.vic.gov.au

### 7. What happens next

You will be sent a letter that confirms we have received your application and outlines any further information required. Once we have received all the required information and documents, your application will be determined. You will be advised of the outcome in writing.

### 8. Signatures of licensee or permit holder(s)

Who must sign this application - if the licensee is:

- an individual; the individual person,
- a company; one director of the company,
- a partnership; all partners
- an incorporated association; one executive committee member.

### Certification

As the licensee, I/we apply to vary the licence or permit as described in this application.

X	Date / /
Full name of signatory	
X	Date / /
Full name of signatory	

### Payment method

### IMPORTANT INFORMATION

Applications must be accompanied by the relevant fee. Please note that once an application has been registered, the application fee is non-refundable. Visit vic.gov.au/liquor-licence-application-fees to confirm the application fee. The application fee can be paid by:

- cheque or money order, made payable to Liquor Control Victoria; or
- · credit card (Visa or MasterCard)

If you wish to make payment by credit card, please lodge your completed application with LCV and we will contact you directly to arrange payment if your application is accepted.

Please select your payment method:

Money order

Cheque

**Privacy** – Liquor Control Victoria (LCV) is committed to responsible and fair handling of personal information consistent with the *Privacy and Data Protection Act 2014* (Vic) and its obligations under the *Liquor Control Reform Act 1998*. All information provided in this application is available for public viewing, except for the questionnaire form (if applicable) which is forwarded to and retained by Victoria Police.



This page intentionally left blank.

# PUBLIC NOTICE Liquor licence application

Details of liquor licence application lodged with Liquor Control Victoria (LCV)

Liquor Control Reform Act 1998

Applicant name: (person/partnership/company/incorporated association)							
Display period for notice:	Start date (dd/mm/	уууу):		End da	ite (dd/mm/yyyy	') <sub>:</sub>	
Type of application (Please include the application type and licence category)					Application number:		
Trading name and street address where liquor will be supplied:							
If moving a licence, the address of the prior premises:							
Description of the business: (Include info such as any entertainment that will be provided, how liquor will be supplied and any changes being made to the licence)							
Proposed days and hours liquor will be supplied:							
Will these hours apply to any external areas?	YES	NO	Will liquo a kerbsid		upplied on otpath?	YES	NO
If changing an existing licence, describe the current days and hours of trade:							

### How to object to a liquor application

All information in the objection is considered public information. Full details of the objection including full name and addresses will be given to the applicant.

### When you can object

You have **30 days** from the first date this notice was displayed. You can check the date at the 'Start date' field of this notice.

### Grounds you can object to an application

When objecting you **must** state the reasons for your objection **and** provide supporting information. This may be how you are personally affected or examples of prior incidents.

You can object to a liquor licence application if:

- you believe it would detract from or be detrimental to the amenity of the area surrounding the premises.
- the application is for a packaged liquor licence, you can also object if you believe the application would increase the risk of alcohol related harm in the area.

### You cannot object for the following reasons:

- · that the business would not be successful.
- that another business will be affected if this business is allowed to supply liquor.
- that there is no need or demand for this business in the area.

### LCV may refuse to accept an objection if:

- the person making the objection is not affected by the application.
- the objection is frivolous or vexatious.
- the objection is not otherwise in accordance with the Liquor Control Reform Act 1998.

### How to send your objection to LCV:

- Online: fill out our online objection form at liquor.vic.gov.au
- Email: send us your full name, home address and details of your objection to contact@liquor.vic.gov.au
- Post: mail us your full name, home address and details of your objection to: Liquor Control Victoria, GPO Box 4356, Melbourne VIC 3001

### Display requirements

This public notice **must** be displayed:

- · as A3 size or larger.
- continuously for the whole display period as specified by LCV.
- at the address where liquor will be supplied.
- In a way that attracts public attention, such as on a main window or another surface, preferably at eye level.

### Printing the notice

If you are unable to print the public notice yourself, you can ask LCV to send you one. Email us at <a href="mailto:contact@liquor.vic.gov.au">contact@liquor.vic.gov.au</a> or call 1300 182 457.

You can print this notice in black and white.

### **Next steps**

Once your display period has finished, you must send us a completed Statement of Display. You must not send it before the display period has finished.

This form can be found at <u>liquor.vic.gov.au</u> under 'Explore all forms'.

Liquor Control Victoria





# **Guidelines for displaying public notices**

Example of completed public notice Liguor Control Reform Act 1998

> Make sure it matches the name on your Enter the full name of the applicant. application form.

LCV will tell you in writing the start and end Keep your **public notice displayed for this** date after your application is accepted. entire period.

For example: variation of a general licence making. You must include the name of the Describe the type of application you are application and the licence category. or new restaurant and cafe licence. External areas include rooftops, courtyards or beer gardens.

# HOW TO DISPLAY THIS NOTICE



premises as part of your application. You must display this notice at your

The notice must:

- be A3 size or larger.
- be continuously displayed for the whole period as specified by LCV.
- be displayed at the address where you will supply liquor.
- window or other surface. Preferably at public attention such as on a main be displayed in a way that attracts eye level.

### 9 Details of liquor licence application lodged with Liquor Control Victoria (LCV) Liquor Control Reform Act 1998 courtyard, increase my patron numbers from 200 to 300 and extend my trading hours. > To operate a restaurant and bar, to extend my red line area to include an external 12345A12 End date (dd/mm/yyyy); 28/02/2025 YES will have some quiet background music playing during opening hours. Application number: Will liquor be supplied on a kerbside or footpath? Alphabet Bar, 400 Smith Street, Smithville, 3333 Good Friday and ANZAC Day 12noon to 10pm Good Friday and ANZAC Day 12noon to 10pm Start date (dd/mm/yyyy): 01/02/2025 On any other day 7am to 11pm On any other day 7am to 11pm Variation of a general licence 9 Sunday 10am to 9pm, Sunday 10am to 9pm, -iquor licence application PUBLIC NOTICE Alphabet Pty Ltd YES Display period for notice: If moving a licence, the address of the prior premises: Trading name and street address where liquor will licence, describe the current ed and any changes being Type of application (Please include the application type and licence category) Will these hours apply to any external areas? provided, how liquor will be days and hours of trade: Proposed days and hours liquor will be If changing an existing info such as any nent that will be Description of the Applicant name: made to the licence) be supplied: (C+) Ç. (C)

# How to object to a liquor application

All information in the objection is considered public information. Full details of the objection induding full name and addresses will be given to the applicant.

When you can object the first date this notice was displayed. You can check the date at the 'Start' date field of this notice.

Grounds you can object to an application

When objecting you **must** state the reasons for your objection **and** provide supporting information, may be how you are personally affected or examples of prior incidents. You can object to a liquor licence application if:

- you believe it would detract from or be detrimental to the amenity of the area surrounding the premises.

the application is for a packaged liquor licence, you can also object if you believe the application would increase the risk of alcohol related harm in the area.

If you are unable to print the public notice yourself, you can ask LCV to send you one. Email us at contact@liquor.wc.gov.au or call 1300 182.457.

You can print this notice in black and white.

- that the business would not be successful.
   that another business will be affected if this business is allowed to supply liquor You cannot object for the following reasons:
- that there is no need or demand for this business in the area. LCV may refuse to accept an objection if:
- the objection is not otherwise in accordance with the Liquor Control Reform Act 1998. the person making the objection is not affected by the application.
   the objection is frivolous or vexatious. How to send your objection to LCV:

This form can be found at liquor.vic.gov.au

under 'Explore all forms

Liquor Control Victoria

Once your display period has finished, you must send us a completed Statement of Display. You must not send it before the display period has finished.

Next steps

- Online: fill out our online objection form at liquor.vic.gov.au
   Email: send us your full name, home address and details of your objection to
  - contact@liquor.vic.gov.au

     Post: mail us your full mame, home address and details of your objection to:
    Liquor Control Victoria, GPO Box 4336, Melbourne VIC 3001
- Liquor Control Victoria

GPO Box 4356, Melbourne VIC 3001 P: 1300 182 457 E: contact@liquor.vic.gov.au Ilquor.vic.gov.au

TORIA State 1 of 1 July 2025

here. LCV will give this number to you when You must include your **application number** your application is accepted.

will operate. You should include details such You must describe your business and how it

ʹς.

- How you will supply liquor
- If you will provide entertainment (and if yes, what kind of entertainment)
  - What conditions of your licence you may be changing

If you are varying an existing licence, make sure to describe what is changing.

ς,

ζ.

understand how your business will operate. This information is used by the public to

This section must be completed for all applications

You must include the hours you want to

drinking at the premises must be listed Hours for sale of packaged liquor and supply liquor.

existing licence, you can enter 'No change' If you are not changing the hours of your

separately.

continuously for the whole display period as specified by LCV.

This public notice must be displayed:

as A3 size or larger.

Display requ

at the address where liquor will be supplied. · In a way that attracts public attention, such

as on a main window or another surface,

This

preferably at eye level

Printing the notice

## Statement of display

To be completed after the 28 day public notice period has passed

Liquor Control Reform Act 1998

Details of application lodged with Li	quor Control Victoria (LCV)	
Licence number: (if licence has already been g	ranted) File number: (this can be found on correspond	lence sent to you by the Commission)
Name of licence applicant: (person/partnership	/company/club) ACN: (if applicable)	
Address of premies:		
Display period required by the Victorian Liqu	uor Commission (the Commission):	
Start date (dd/mm/yyyy):	End date:(dd/mm/yyyy):	
Signature and certification of pul	olic notice display	
Certification		
I being the applicant, or on behalf of the app	olicant certify that:	
	public notice of the size and in the format required by the splayed on the premises or site to which the application re	
the public notice was continuously and continuously and continuously and continuously are guidelines for the display of liquor lice.	onspicuously displayed during the period advised by the Censing applications.	Commission in accordance with
I understand that it is an offence under Sect that penalties apply.	tion 118 of the <i>Liquor Control Reform Act 1998</i> to make a	false or misleading statement and
Signature of person making this declaration:	Printed name:	Date (dd/mm/yyyy):
Address:		
Daytime telephone number:		
How to lodge this form		

By post

Liquor Control Victoria

GPO Box 4356, Melbourne VIC 3001

Phone: 1300 182 457

contact@liquor.vic.gov.au

By email

VICTORIA State Government

## Red line plans of licensed premises

When a liquor licence or BYO permit is granted, it is for a defined area where liquor can be supplied or consumed. This is shown by a red line drawn on a plan of the premises. This red line plan needs to be submitted to Liquor Control Victoria (LCV) as part of the application process and may be required upon request at any time.

### The plan of the premises must accompany applications for:

- a licence or BYO permit excluding a pre-retail licence.
- a variation of a licence or BYO permit that involves a change to the size or perimeter of the licensed premises.
- a transfer of a licence or BYO permit if the current floor layout of the premises differs from the plan held at LCV.
- the relocation of a licence or BYO permit.

### Internal changes to premises

If a change is made to the internal area of licensed premises (for example, by adding or removing a particular structure), the licensee should submit an updated plan of the licensed premises.

### LCV requesting a plan

In addition to the above, under section 130(1)(a) of the *Liquor Control Reform Act 1998* an authorised person (such as an LCV Inspector or member of Victoria Police) may at any time request information relevant to the operations or the management of the premises. This may include a current plan of a licensed premises. You must comply with the request and produce the requested plan.

### Plan format

A plan must contain the following elements:

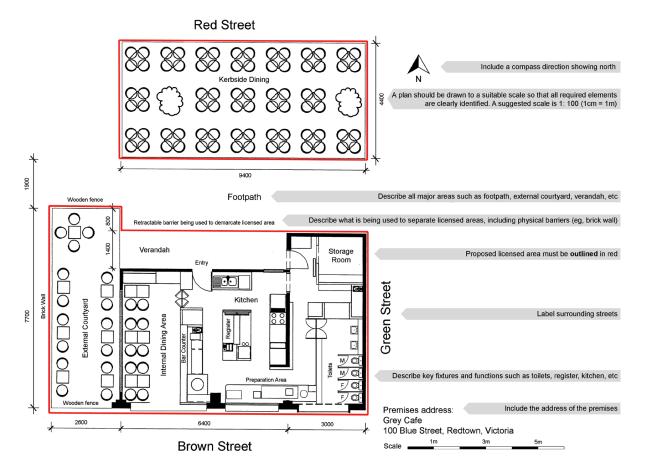
- be on A4 size paper
- be drawn in a neat and legible manner (either electronically or by hand)
- have an arrow or compass pointing North
- include the premises address
- include the name of the surrounding streets/roads
- describe any non-permanent or temporary structures that outline your licensed area, such as cafe barriers, ropes or other fencing arrangements you may have
- outline the proposed licensed area/s in a continuous red line
- · show measurements of licensed areas
- include the total floor space of the licensed areas in square metres
- show and describe the key fixtures, example; the bar, dining area, the cash register, kitchen area, dance floor, toilets etc.



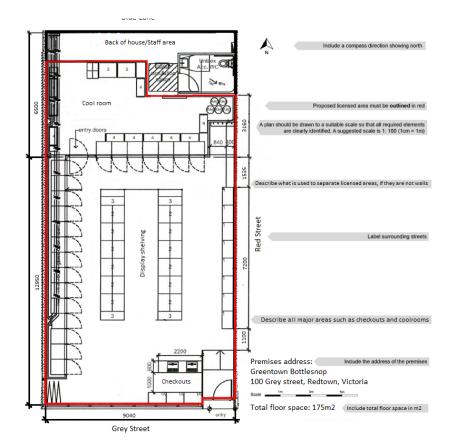
### **Liquor Control Victoria**

### Plan format

An example of a plan for a venue supplying liquor on licensed premises



An example of a plan for a shop supplying packaged liquor





### **Liquor Control Victoria**

### Restaurant and cafe licences and on-premises licences

If applying for kerbside trading, identify the area to be licensed and separately outline this area in on the plan. LCV will mark this area with an A.A on the approved copy of the plan. This area is referred to as the Authorised Area.

### **General licences**

A general licence authorises the supply of liquor to patrons for consumption off the licensed premises, being a footpath or kerbside area. Therefore this area does not need to be identified on the plan.

Please note that licensees must comply with relevant local planning laws.

If the plan does not meet these requirements, the applicant will be required to resubmit the plan.

### Storing an approved plan

A copy of the approved plan must be kept on the licensed premises and must be available for inspection on request by a member of Victoria Police or an LCV Inspector.

Failure to keep a copy of the plan on the licensed premises or produce a copy of the plan for inspection could result in a fine being issued.

If you do not have a copy of your approved plan, you can download a copy from the Liquor Portal at <u>liquorportal.vcglr.vic.gov.au/liquorportal/</u> Creating an account is free.



### Producer's licence

Victorian wineries, breweries, fermenters and distilleries produce some of the finest quality products in the world. In recognition of this and the important part they play in the state's tourism and hospitality industries, the Victorian Government has introduced changes to liquor licensing legislation to better suit the way these businesses operate.

# To be eligible to hold this licence, it is a requirement that:

- where the product is wine, cider or brandy:
  - the licensee grows their own fruit and assumes financial risk for the production; or
  - the product is made under the licensee's direction from fruit grown in Australia by another person and the licensee assumes the financial risk for the production.
- · where the product is beer:
  - the licensee brews their own beer or the beer has been brewed under the licensee's direction; and the licensee assumes the financial risk for its production.
- where the product is a spirit:
  - the licensee distils the spirit or it is distilled under the licensee's direction; and
  - the licensee assumes financial risk for its production.
- where the product is mead:
  - the licensee makes the product or it is made at the direction of the licensee;
     and
  - the licensee assumes financial risk for its production.
- where the product is sake:
  - the licensee brews the sake or it is brewed at the direction of the licensee; and
  - the licensee assumes the financial risk for its production.

# Key points about a producer's licence

The licence authorises the supply of:

- the licensee's own product to any other licensee at any time and at any place (wholesale)
- the licensee's own product to the public from the licensed premises for both on and off-premises consumption
- any liquor, including the licensee's own product, from the licensed premises for onpremises consumption
- the licensee's own product to a person who makes an off-premises request (for example, orders by way of email, telephone, facsimile transmission, internet or other electronic communication)
- the licensee's own product from an additional retail premises for consumption away from the licensed premises.

### Promotional event authorisation

Producer's licensees are able to apply for a promotional event authorisation ton their licence. This allows producers to sell their product at as many farmers' markets, craft markets, festivals and other promotional events as they wish.

This does not include attendance at major events or horse racing events, for which a separate licence is required.

The restrictions that apply to the promotional event authorisation include, but are not limited to, the following:

 the licensee must keep a register of all events at which it has supplied its product and produce the register for inspection upon request by an authorised person



### **Liquor Control Victoria**

- the licensee must have the consent of the event organiser to supply liquor at the event
- any persons supplying liquor at a promotional event must have completed an approved Responsible Service of Alcohol (RSA) training program
- liquor may be supplied at a promotional event between the hours of 7am and 8pm.

### **Retail premises**

Licensees may choose to specify an additional retail premises on their producer's licence. At this address, licensees are only permitted to sell their own product for consumption away from the premises.

If the product is wine, the retail premises must be the same wine region as the primary premises on the licence.

Wine regions and their boundaries are specified in the Register of Protected Geographical Indications and Other Terms kept by the teh Register under the *Wine Australia Act 2013*.



