

Variation to an existing licence or permit

Use this kit to **change the following on your licence or permit:**

- **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 to an existing licence or permit
3. Public notice (this must be displayed as A3 size) and guidelines
4. Statement of display
5. 'Red line plan' 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, [please visit the following link](#) 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 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.

Variation to an existing licence or permit

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.

All forms referred to are available on LCV website liquor.vic.gov.au

Please tick that you have provided all the required documents with lodgement of your application

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
- 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 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. For example, this should show that you have planning permission for the new trading hours you are applying for, and/or the additional area where you would like to supply liquor (red-line area).

If a planning permit has not been granted at the time of application, you are required to provide a copy of an application for a planning permit made to the local council (or responsible planning authority). If the area where you would like to supply liquor includes the kerbside trading area, please provide a copy of a permit that shows you have permission to use that area.

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 on LCV's website at vic.gov.au/red-line-plan.

Maximum patron capacity documents

Patron capacity is the maximum number of patrons allowed on the licensed premises at any one time. Please refer to vic.gov.au/advice-completing-liquor-licence-form for more information.

Late night (past 1am) liquor licence supplementary form

For more information please refer to the '[other application requirements](#)' section.

What happens next

If your application is accepted, you will be emailed or sent an acknowledgement letter. This will confirm that LCV has received your application and outline any further information required and the date by which it must be submitted. Once LCV has received all required information and documents, your application will be determined. You will be advised of the outcome in writing.

How to lodge this form

By post:

Liquor Control Victoria
GPO Box 4356
Melbourne VIC 3001

By email:

contact@liquor.vic.gov.au

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

X

/ /

Variation to an existing licence or permit

Liquor Control Reform Act 1998

This form should be used to vary the trading hours, size of licensed area or conditions of your licence.

1. Applicant details

Name of licensee (person/partnership/company/incorporated association)

Licence number

Australian Business Number
(if applicable)

Australian Company Number
(if applicable)

Full Name

Position held

Home address

Details of each individual, each partner, each director or each executive committee member (attach another page if necessary)

Full name

Position held

Home address

2. Contact details

Business hours contact details for you/your representative

Contact name

Mobile number

Postal address

Full name

Email

Position held

Home address

3. Premises details

Trading name of the premises

Street address where you serve liquor

Full Name

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

Position held

Home address

Premises email

4. Variation details

What are you seeking to vary on your licence or permit?

Existing trading hours

- ▶ Tell us the new trading hours and days you want (list all hours and days of trading)

The conditions of the licence or permit

- ▶ Describe the changes to the conditions

The size or perimeter of the licensed area

- ▶ Describe the changes. You must also attach to this application a plan of the premises. (Refer to the document checklist overleaf for details.)

If this variation application is granted, are you able to commence trading immediately?

Yes

- No ▶ Give details of why you cannot commence trading immediately and the likely date of commencement.

5. Signatures of licensee or permit holder(s)

Who must sign this application – If the licensee/permit holder 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 or permit holder, I/we apply to vary the licence or permit as described in this application.

X

Date

/ /

Full name of the signatory

X

Date

/ /

Full name of the signatory

6. 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 licence 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

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.

Privacy – LCV is committed to responsible and fair handling of personal information consistent with the *Policy and Data Protection Act 2014* (Vic) and its obligations under the *Liquor Control Reform Act 1998*. Your credit card details will not be retained once your payment has been processed.

7. Other application requirements

As part of your application you will also be required to provide:

1. The application fee

If you are paying by cheque or money order you must submit your payment with your application. If your application is incomplete or incorrect, we will return your cheque or money order to you. If you wish to pay by credit card and if your application is complete and correct, we will contact you for payment. Otherwise we will let you know that we have not accepted your application. If your application is granted the annual renewal fee for the licence is due **every year by 31 December**. This is regardless of when your licence is issued. A renewal notice will be issued prior to the due date detailing how to make payments.

2. Planning permission (not required for variations of all types of renewable limited licences).

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. For example, this should show that you have planning permission for the new trading hours you are applying for, and/or the additional area where you would like to supply liquor (red-line area). If a planning permit has not been granted at the time of application, you are required to provide a copy of an application for a planning permit made to the local council (or responsible planning authority).

Note: Kerbside trading – If the area where you would like to supply liquor includes the kerbside trading area, please provide a copy of a permit that shows you have permission to use that area.

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

3. The red line plan

A plan or drawing of the premises drawn to scale including relevant measurements, showing:

- the official address
- the location and boundaries of the proposed licensed premises and
- the area/s within the premises that are to be licensed depicted by a red line.

The plan must meet requirements detailed on LCV's website at vic.gov.au/red-line-plan.

4. Maximum patron capacity

If you are applying to change your licence category to a

- general licence
- on-premises licence
- late night general or on-premises licence
- restaurant and cafe licence
- restricted club licence
- full club licence

And the current licence does not have a maximum patron capacity endorsed you must provide documentation to assist LCV to determine a maximum patron capacity.

Please refer to the LCV website at vic.gov.au/advice-completing-liquor-licence-form.

5. Display of application (not required for BYO permits)

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 enclosed 'Statement of display' must be returned at the end of the display period. 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. Late night liquor licence

If you are applying to vary a general, on-premises, late night (general or on-premises) or renewable limited licence to trade after 1am and are located in the municipality of Melbourne (including Docklands), Stonnington, Yarra or Port Phillip. LCV must assess your application against the Victorian Government's Decision-Making Guidelines for late-night liquor licences in inner-Melbourne.

Please complete the 'Late night (past 1am) liquor licence supplementary form' available at liquor.vic.gov.au and lodge it with your application.

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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/yyyy):	End date (dd/mm/yyyy):	
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 liquor be supplied on a kerbside or footpath?
			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 contact@liquor.vic.gov.au 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 liquor.vic.gov.au under 'Explore all forms'.

Liquor Control Victoria



Guidelines for displaying public notices

Liquor Control Reform Act 1998

Example of completed public notice

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

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

Describe the **type of application** you are making. You must include the name of the application and the licence category.
For example: variation of a general licence or new restaurant and cafe licence.

External areas include rooftops, courtyards or beer gardens.

HOW TO DISPLAY THIS NOTICE



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

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.
- be displayed in a way that attracts public attention such as on a main window or other surface. Preferably at eye level.

PUBLIC NOTICE

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

Liquor Control Reform Act 1998

Applicant name: (person/partnership/company/ incorporated association)	Alphabet Pty Ltd	
Display period for notice:	Start date (dd/mm/yyyy): 01/02/2025	End date (dd/mm/yyyy): 28/02/2025
Type of application (Please include the application type and licence category)	Variation of a general licence Application number: 12345A12	
Trading name and street address where liquor will be supplied:	Alphabet Bar, 400 Smith Street, Smithville, 3333	
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)	To operate a restaurant and bar, to extend my red line area to include an external courtyard, increase my patron numbers from 200 to 300 and extend my trading hours. I will have some quiet background music playing during opening hours.	
Proposed days and hours liquor will be supplied:	Sunday 10am to 9pm, Good Friday and ANZAC Day 12noon to 10pm On any other day 7am to 11pm	
Will these hours apply to any external areas? If changing an existing licence, describe the current days and hours of trade:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Will liquor be supplied on a kerbside or footpath? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
	Sunday 10am to 9pm, Good Friday and ANZAC Day 12noon to 10pm On any other day 7am to 11pm	

How to object to a liquor application

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You cannot object for the following reasons:

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- 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
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Liquor Control Victoria, GPO Box 4356, Melbourne VIC 3001

Display requirements

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- 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

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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 liquor.vic.gov.au under 'Explore all forms'.

Liquor Control Victoria
State Government

Liquor Control Victoria

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



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

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

- 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.

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

This section must be completed for **all applications**.
You must include **the hours you want to supply liquor**.
Hours for sale of **packaged liquor and drinking at the premises** must be listed **separately**.

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

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 Liquor Control Victoria (LCV)

Licence number: (if licence has already been granted)

File number: (this can be found on correspondence sent to you by the Commission)

Name of licence applicant: (person/partnership/company/club)

ACN: (if applicable)

Address of premises:

Display period required by the Victorian Liquor Commission (the Commission):

Start date (dd/mm/yyyy):

End date:(dd/mm/yyyy):

Signature and certification of public notice display

Certification

I being the applicant, or on behalf of the applicant certify that:

- during the period specified in this form, a public notice of the size and in the format required by the Commission and containing all relevant details of the application was displayed on the premises or site to which the application relates; and
- the public notice was continuously and conspicuously displayed during the period advised by the Commission in accordance with the guidelines for the display of liquor licensing applications.

I understand that it is an offence under Section 118 of the *Liquor Control Reform Act 1998* to make a false or misleading statement and that penalties apply.

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

By email

contact@liquor.vic.gov.au

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

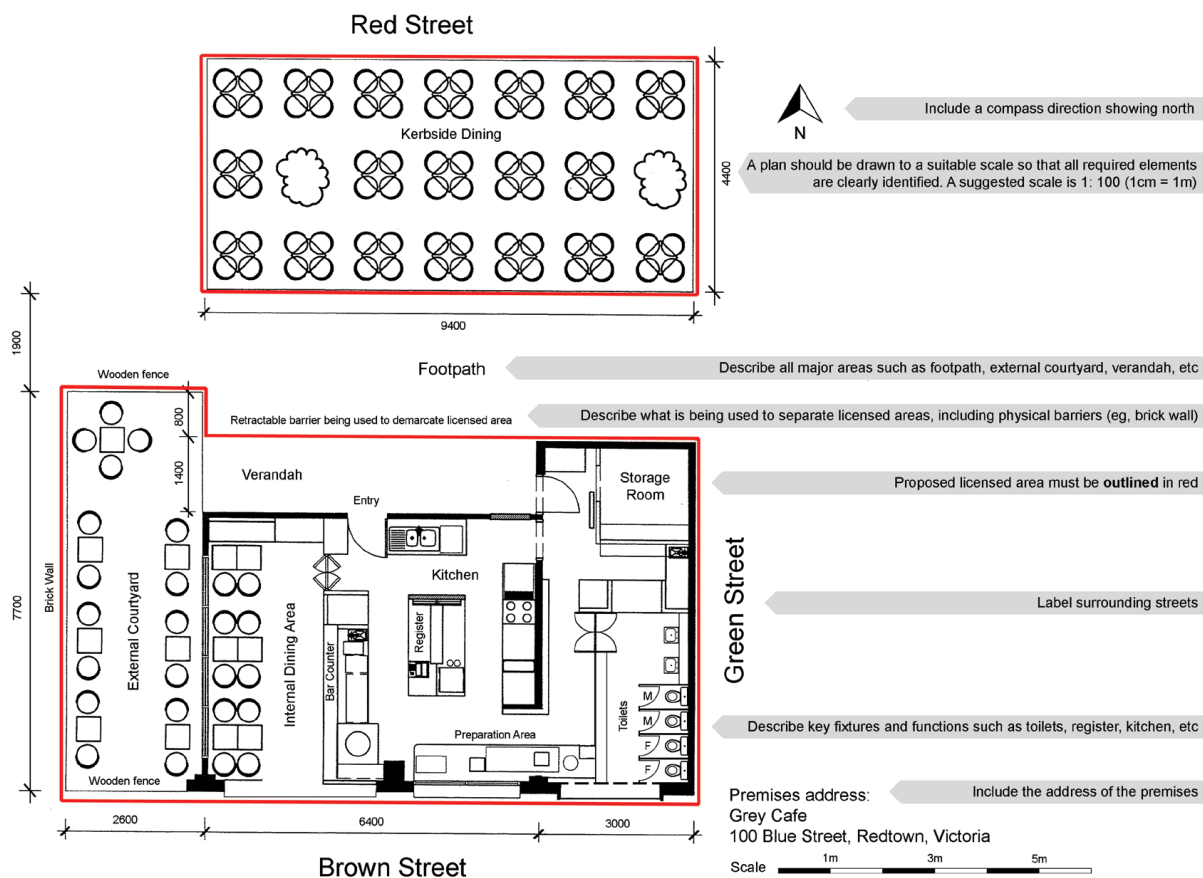
A plan must contain the following elements:

- 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.

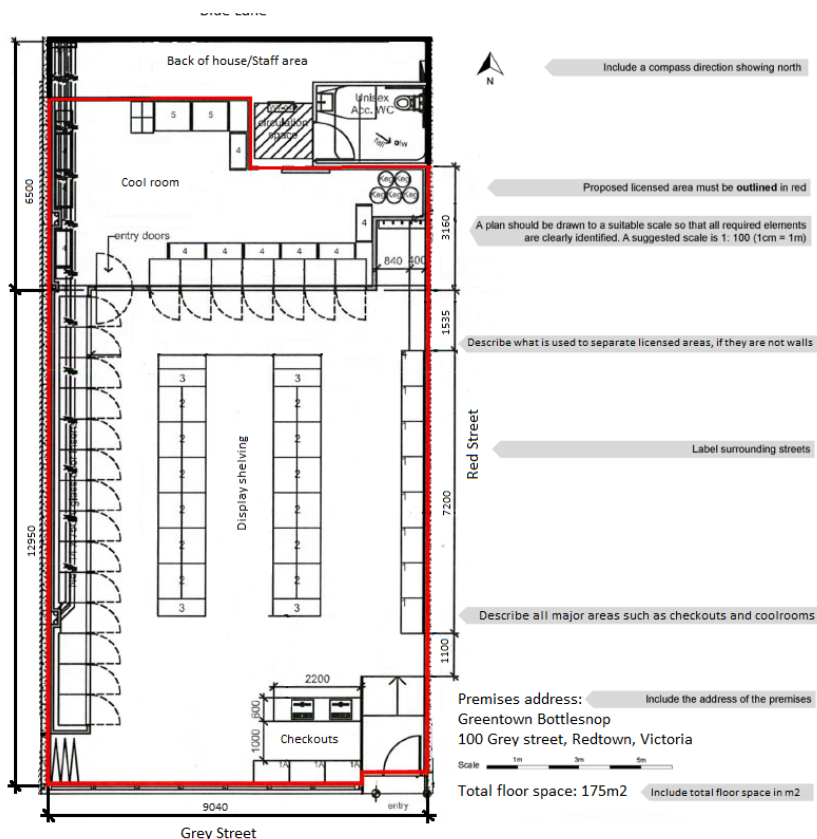
Liquor Control Victoria

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



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 liquorportal.vcglr.vic.gov.au/liquorportal/. Creating an account is free.