

**Easy  
Read**

Tobacco Licensing Victoria

# Tobacco licences in Victoria

How to apply for a tobacco licence

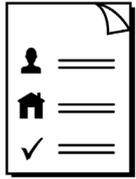


**A guide for businesses**

## About this book



This is an Easy Read book.

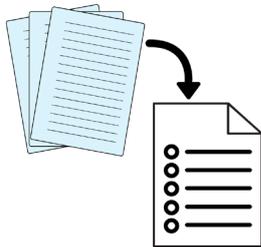


Easy Read uses simple words and pictures.



We add a star before and after **\*hard words\***.

Then we explain what the words mean.



This is a **\*summary\*** of another document.

Summary means it has the most important information.



You can ask someone to help you read and understand this book.



Contact information is at the end of this book.

## What we do

This book is from Tobacco Licensing Victoria.



We make sure people who sell **\*tobacco\*** products follow the law.



Tobacco is made from the leaves of tobacco plants.



Tobacco is used in different products.

For example

- cigarettes

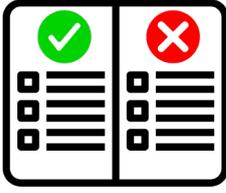


- cigars



- pipes.

## About this guide



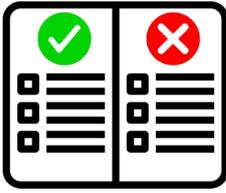
This guide explains

- the **\*tobacco licence\*** rules in Victoria
- how to apply for a tobacco licence.



A tobacco licence is a government document that says you can sell tobacco products in Victoria.

## The \*Tobacco Licensing Scheme\*



The Tobacco Licensing Scheme is a set of rules about selling legal tobacco products in Victoria.



**\*E-cigarettes\*** are **not** part of the Scheme.

E-cigarettes are devices that people use to smoke.



It is against the law to sell tobacco products without a licence from **1 February 2026**.



We will check to make sure people follow the law from 1 February 2026.

## How to apply for a tobacco licence



You must apply on the **\*Service Victoria\*** website. Service Victoria is used to access government services online.



Follow these 6 steps.

### Step 1

#### Choose the right **\*applicant\***



The applicant is the person who will have the tobacco licence.



There are 3 types of applicants

- a **\*natural person\***
  - a person who runs their own business



- a **\*partnership\***
  - 2 or more people who own and run a business together



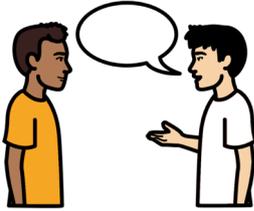
- a **\*body corporate\***
  - a business or company with a name ending in Pty Ltd.



## Step 2

### Get information about the business

You will need information about



- **\*associates\***

- people who help make decisions about the business



- **\*criminal history\***

- any crimes you or someone listed in your application have done



- **\*insolvency\***

- if your business has not paid money owed to others in the past



- tobacco licences your business has had in the past.

## Step 3

### Add key people who work in the business



Add the names and contact information of key people in the business.



For example

- **\*business partners\***
  - people who run a business together



- **\*directors\***
  - people in charge of a business



- **\*executive committee members\***
  - senior leaders in a business.

## Step 4

### Add the **\*licence type\*** and address



There are 2 licence types

- **\*retail licence\***
  - to sell tobacco to the public



- **\*wholesale licence\***
  - to sell tobacco to other businesses.



If your business will sell tobacco to the public and other businesses, you will need both licences.



Add the business addresses.

## Step 5

### Upload your personal information



You must tell us

- any other names you have had in the past



- your date of birth



- your home address



- your contact details



- your director ID if you have one.



You must give us documents to prove who you are.



You must

- upload 2 of the documents listed, including 1 document with a photo



- have a camera phone to take a photo and video



- have an Australian or New Zealand mobile phone number.



You must also apply for a current national police check.



In the **purpose** section of the police check, choose **Tobacco Licence**.

## Step 6

### Check, sign and pay



The applicant must sign to say

- they have checked the application



- all the information is right.



You can pay the application fee using

- Visa



- Mastercard



- BPAY.

## Help to apply



You can

- ask someone to help you with your online application



- contact us if you need help to apply.



Contact information is at the end of this book.

## Next steps



We assess your application to see if you can have a tobacco licence.

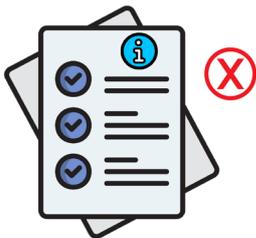


We will send you an email with our decision.



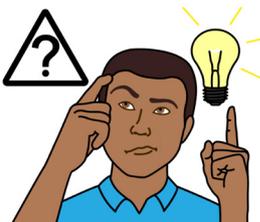
If you are not happy with our decision, you can ask for an **\*internal review\***.

An internal review means we look at your information again and make a decision.



If we say **no** to your application, you can apply again

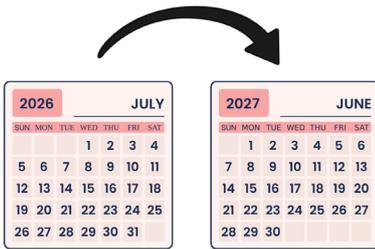
- if you made a mistake with the application



- if you have new information that could change the decision.

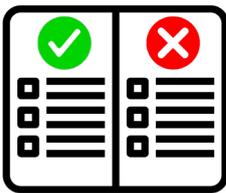
You will need to do a new application and pay the fee again.

## Tobacco licence rules



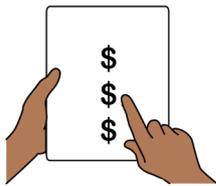
Tobacco licences last for 1 **\*financial year\***.

A financial year is from 1 July to 30 June.



If you have a tobacco licence you must

- follow the licence rules



- send us monthly reports about the products you bought and sold



- apply again at the end of each financial year



- tell us if any of your information changes.



## More information

Tobacco Licensing Victoria

For more information contact  
Tobacco Licensing Victoria.



### Website

For information and how to apply visit the  
[Tobacco Licensing Victoria web page](http://www.vic.gov.au/tobacco-licensing)  
[www.vic.gov.au/tobacco-licensing](http://www.vic.gov.au/tobacco-licensing)



### Email

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



### Call

1300 194 739

## Help to speak and listen



If you need help to speak or listen, the National Relay Service can help you make a call.



**Call** 1800 555 660



**Website** [NRS Helpdesk](https://www.accesshub.gov.au/about-the-nrs/nrs-helpdesk)  
[www.accesshub.gov.au/about-the-nrs/nrs-helpdesk](https://www.accesshub.gov.au/about-the-nrs/nrs-helpdesk)

## Help in your language



If you need help with other languages, contact the Translating and Interpreting Service.



**Call** 131 450



**Website** [TIS National](https://www.tisnational.gov.au)  
[www.tisnational.gov.au](https://www.tisnational.gov.au)

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