

# Surrender a licence or permit

JULY 2021

**This kit contains all the forms and related materials required to surrender a licence or permit in Victoria.**

## Items

1. Pre-lodgement checklist – surrender a licence or permit
2. Application form – surrender a licence or permit

## Need help?

For more information on how to apply for a liquor or gambling licence or permit:

- visit the Victorian Commission for Gambling and Liquor Regulation (VCGLR) website at [vcglr.vic.gov.au](http://vcglr.vic.gov.au)
- telephone the VCGLR on 1300 182 457
- email the VCGLR at [contact@vcglr.vic.gov.au](mailto:contact@vcglr.vic.gov.au)

# Surrender a licence or permit

This checklist details the documents required to accompany the lodgement of your application. Supplying these with your application will allow the Victorian Commission for Gambling and Liquor Regulation (VCGLR) 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.

The VCGLR may contact applicants to request additional documentation depending on the circumstances of their business. All forms and fact sheets referred to are available on the VCGLR website [vcglr.vic.gov.au](http://vcglr.vic.gov.au).

## 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 application form is signed and dated by the applicant.

### Owner's consent

- a letter from the freehold owner of the licensed premises consenting to the surrender. This is not mandatory but may assist us in approving your application earlier

## Application

# Surrender a licence or permit

Liquor Control Reform Act 1998

### Licence/permit details

Name of Licensee/Permittee

Licence/permit number

ACN (if applicable)

### Contact details

Business hours contact details for you/your representative  
Contact name

Daytime telephone number      Fax number

Postal address

Email

### Premises details

Trading name (ie registered business name)

Street address

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

What is the reason you wish to surrender your licence?

Should this application **NOT** be approved, do you wish to be released from your obligations pursuant to section 64 of the *Liquor Control Reform Act 1998*?

Yes      No

If yes, what was the date your tenancy ended or the date you ceased your right to occupy the premises  
Date

### Signature/s of licensee/permittee

I/we the licensee/permittee, make application to surrender the licence/permit number shown above.

Signature

Date

Name

Signature

Date

Name

### Other application requirements

If you are able to provide a letter from the freehold owner of the licensed premises consenting to the surrender of the licence this will assist us in approving your application. If you are unable to provide a letter, please outline the reasons why and if possible, provide contact details for the freehold owner.

### How to lodge this application and accompanying documents

#### By post to:

Victorian Commission for Gambling and Liquor Regulation  
GPO Box 1988, Melbourne VIC 3001

#### In person to:

Victorian Commission for Gambling and Liquor Regulation  
Level 3, 12 Shelley Street, Richmond

#### By email:

[contact@vcglr.vic.gov.au](mailto:contact@vcglr.vic.gov.au)

**Privacy** – the Victorian Commission for Gambling and Liquor Regulation is committed to responsible and fair handling of personal information consistent with the *Privacy and Data Protection Act 2014* 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.