



Victorian Commission for Gambling and Liquor Regulation

Liquor Licensing Fact Sheet

Payment of liquor licence and BYO permit annual renewal fees

All permanent liquor licences and BYO permits incur an annual fee as provided for under the *Liquor Control Reform Act 1998* (the Act). The fee is determined by a number of factors such as licence category, hours of operation and compliance history. (The term 'licensee' shall be used to represent both liquor licensees and BYO permittees.)

The invoice

Renewal notices are issued in late November each year with a due date of 31 December.

Up until 31 March

Under the Act, licensees may continue to supply liquor as long as the full amount on the renewal notice is paid by 31 March the following year.

1 April until 30 June

The continued supply of liquor from 1 April is unlawful unless the renewal fee has been paid. Between 1 April and 30 June, licensees are only able to begin supplying liquor again after the renewal fee is paid in full.

During this time, the VCGLR will inspect premises where the renewal fee has not been paid. If liquor is still being supplied, the VCGLR will commence enforcement action.

1 July until 30 September

In this period, the licensee no longer has the right to renew the licence. Only the following can apply to renew the licence or permit:

- the owner of the licensed premises (not including the licensee)
- the mortgagee of the licensed premises
- any other person (not including the licensee) prejudicially affected by the failure of the licensee to pay the renewal fee.

When applying to renew the licence, the overdue renewal fee must be paid. The applicant must also provide proof that they are entitled to exclusive

possession of the property. The applicant can nominate themselves or another person/entity as the new licensee.

The form 'Application for a renewal of licence by owner, mortgagee or other affected person' is available on the VCGLR website www.vcglr.vic.gov.au.

If the former licensee is the owner of the licensed premises and is entitled to exclusive possession of the premises, the only way they can begin to supply liquor again is to lodge an application for a new licence. Liquor cannot be supplied unless a new licence is granted. Application kits are available from the VCGLR website www.vcglr.vic.gov.au.

1 October onwards

The VCGLR will only accept an application to renew a licence from 1 October in exceptional circumstances. The only applicants eligible to apply are the same as those who are eligible to apply to renew a licence between 1 July and 30 September.

In all other circumstances, any party wishing to supply liquor must apply for a new licence and follow the standard process.

For further information on liquor annual fees visit www.vcglr.vic.gov.au or contact the VCGLR on 1300 182 457 or contact@vcglr.vic.gov.au.

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