

Register an owner or mortgagee of a licensed premises

This kit contains all the forms and related materials required to register an owner or mortgagee of a licensed premises in Victoria.

Items

1. Pre-lodgement checklist - register an owner or mortgagee of a licensed premises
2. Application form - register an owner or mortgagee of a licensed premises

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
- telephone the VCGLR on 1300 182 457
- email the VCGLR at contact@vcglr.vic.gov.au



Pre-lodgement checklist

Register an owner or mortgagee of a licensed premises

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.

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.

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. The VCGLR 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



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Liquor Control Reform Act 1998

OFFICE USE ONLY

03/16

Date Rec'd / /

File No. _____

Licence/permit details

Licence/Permit Number

Name of licensee/permittee

Australian Company Number (ACN) - if applicable

Premises details

Trading name (ie registered business name)

Street address

 Postcode

Details of owner/mortgagee to be registered

I/We register my/our interest in the above licensed premises as:

 Owner; **OR** Mortgagee

Name

Address (for service of notices)

 Postcode

Name

Address (for service of notices)

 Postcode

Name

Address (for service of notices)

 Postcode

Contact details

Business hours contact details for you/your representative

Contact name

Address

 Postcode

Daytime telephone number

Fax number

Email

Signature/s of owner/mortgagee

I/We certify that the information contained in this application is true and correct

X

Date

 / /

Name

X

Date

 / /

Name

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

OR

Victorian Consumer and Business Centre
 113 Exhibition Street, Melbourne

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

Privacy and Data Protection Act 2014, Liquor Control Reform Act 1998

