

# Guidelines for displaying public notices

Liquor Control Reform Act 1998

Issued by the Victorian Commission for Gambling and Liquor Regulation

Insert the full name of the applicant(s) as written on the application form.

Once the application has been accepted, the applicant will be advised in writing of the start and end date that the public notice must be continuously displayed.

Describe the type of application (eg new packaged liquor licence, variation to an on-premises licence, relocation of a general licence).

Insert the full name and address of the premises for which a licence is sought.

If relocating a licence, insert the address of the previous premises.

Provide details of your application.  
(Applications to vary the conditions of existing licences must clearly contrast your proposed conditions with your current conditions).

This section must be completed for all applications. Hours of trade for consumption off the premises must be shown separately. Insert "No change" if the hours on your existing licence are to remain unchanged.

Indicate "yes" or "no" if the proposed trading hours apply to an external area.

This section must be completed for all variation and relocation applications. Hours of trade for consumption on and off the premises must be shown separately.

On-premises licence holders may, with the consent of the local municipal authority, offer a kerbside area. Indicate "Yes" or "No" if you have requested an authority to supply liquor in such an area.

**The public notice must be displayed in a manner that invites public attention to the application on the main street frontage of the site or premises in a visible position and at eye level.**

## Example of Completed Notice

# PUBLIC NOTICE Liquor Licence Application

04/16

Details of liquor licence application lodged  
with the Victorian Commission for Gambling  
and Liquor Regulation (the Commission)

Liquor Control Reform Act 1998

<b>Name of applicant (person/partnership/company/club)</b>	Smithies Pty Ltd
<b>Display period</b>	Start date: 13/ 10 / 2010 End date: 11/ 11 / 2010
<b>Type of application</b>	Variation of a General Licence
<b>Name and address of premises to which the application relates</b>	Smithies Bar, 400 Smith Street, Smithville
<b>Address of previous premises if relocating</b>	
<b>The purpose of the application is to</b>	Operate a restaurant, operate a bar, extend my licensed area, increase the patron numbers to 500. Extend trading hours on Friday and Saturday nights to 1am.
<b>The proposed days and hours of trade are</b>	Sunday 10am to 12 Midnight Good Friday and ANZAC Day 12 noon to 12 Midnight On any other day 7am to 1am
<b>Will these hours apply to an external area?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>The current days and hours of trade are (if existing licensee)</b>	Sunday 10am to 11pm Good Friday and ANZAC Day 12 noon to 11pm On any other day 7am to 11pm
<b>I/we have requested authority to supply liquor at the kerbside area</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

## Objections

### Grounds for objection

Any person may object to the grant of this application on the ground that it would detract from, or be detrimental to, the amenity of the area in which the premises are located.

### Objection periods

All objections must state the grounds and the reasons for the objection and be made within 30 days of this notice being first displayed.

### Additional grounds for objection to the grant relating to a packaged liquor licence

Any person may object to the grant of an application relating to a packaged liquor licence on the ground that the grant, variation or relocation would be conducive to or encourage the misuse or abuse of alcohol.

### The following are not valid reasons for objection:

- the business would not be successful,
- another licensed business would be adversely affected, or
- there is insufficient need or demand to justify the grant of the application.

### The Commission may refuse to accept an objection if:

- the person making the objection is not affected by the application,
- the objection is frivolous or vexatious, or
- the objection is not otherwise in accordance with the *Liquor Control Reform Act 1998*.

All objections will be treated as public documents. Full details of the objection, including the name and address of the objector will be provided to the applicant.

Objections must be made in writing and delivered to the VCGLR

- via email at [contact@vcglr.vic.gov.au](mailto:contact@vcglr.vic.gov.au);
- in person at Level 3, 12 Shelley Street Richmond,
- or via post to: The Victorian Commission for Gambling and Liquor Regulation, GPO Box 1988, Melbourne VIC 3001

## Display Requirements

### This notice must be displayed as A3 size.

This notice must be continuously displayed as A3 size on the site or premises that are the subject of the application for the period advised in writing by the Commission.

The notice must be displayed in a manner that invites public attention to the application on the main street frontage of the site or premises in a visible position and at eye level.

### Statement of Display requirements

Statement of Display forms cannot be lodged until the Public Notice display period has ended.

 Victorian Commission for  
Gambling and Liquor Regulation