

# Permanent approval to permit underage persons on licensed premises

**This kit contains all the forms and related materials required to apply for a permanent approval to permit underage persons on licensed premises in Victoria.**

## Items

1. Pre-lodgement checklist - permanent approval to permit underage persons on licensed premises
2. Application form - permanent approval to permit underage persons on 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](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)



## Pre-lodgement checklist

# Permanent approval to permit underage persons on 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](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.

## 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



# Permanent approval to permit underage persons on licensed premises

Liquor Control Reform Act 1998

Date Rec'd     /     /

File No. \_\_\_\_\_

Use this form to apply for a permanent approval to permit persons under the age of 18 years to be on the licensed premises other than in the company of a responsible adult.

A responsible adult means a person over the age of 18 years who is the younger person's parent, step-parent, guardian or grandparent, spouse, or a person who is acting in the place of a parent and who could reasonably be expected to exercise responsible supervision of the younger person.

I, the licensee or permittee apply for an approval to permit persons under the age of 18 years to be on the licensed premises to which this application refers.

## Licence/permit details

Licence or permit number

Name of current licence or permit holder (person/partnership/company/club)

ACN (if applicable)

## Contact details

Business hours contact details for you/your representative

Contact name

Postal address

  
  
 Postcode

Email address

Daytime telephone number

Fax number

## Premises details

Trading name (ie registered business name)

Street address

  
  
 Postcode

Postal address (if different from street address)

  
 Postcode

Premises email address

## Purpose of approval

Describe the purpose to which the approval will be put and the days and times you wish the approval to apply. Please indicate if all or only part of the licensed area is to be included.

  
  
  
  
  
  
  
  
  


**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.

## Signature/s of applicant/s

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

<input type="text" value="X"/>	Date
<input type="text" value=""/>	<input type="text" value="/ /"/>
Name	
<input type="text" value=""/>	

<input type="text" value="X"/>	Date
<input type="text" value=""/>	<input type="text" value="/ /"/>
Name	
<input type="text" value=""/>	

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

## 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)

## What happens next

You will be sent a letter that confirms we have received your application and outlines any further information required. Once we have received all the required information and documents, your application will be determined. You will be advised of the outcome in writing.

