

# Waiver or reduction of a renewal fee

FEBRUARY 2015  
CD/15/67598

**This kit contains all the forms and related materials required to apply to reduce trading hours and/or patron numbers in Victoria.**

## Items

1. Pre-lodgement checklist - waiver or reduction of a renewal fee
2. Application form - waiver or reduction of a renewal fee

## Need help?

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

- visit the Victorian Commission for Gambling and Liquor Regulation (VCGLR) website at [www.vcglr.vic.gov.au](http://www.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)

(If you are unable to print the public notices as A3 size, telephone our enquiry line to request a copy)



## Waiver or reduction of a renewal fee

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 [www.vcglr.vic.gov.au](http://www.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.

**Audited profit and loss statement**

- For the most recent two financial or calendar years.
- If a profit and loss statement is not required by law to be prepared, other relevant financial information must be included.

### 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



## Application

# Waiver or reduction of a renewal fee

*Liquor Control Reform Act 1998*

### OFFICE USE ONLY

02/15

Date Rec'd / /  
Application No. \_\_\_\_\_

Licencees and permittees may apply to the Victorian Commission for Gambling and Liquor Regulation (the Commission) for a waiver or reduction of a renewal fee. When you receive your renewal fee notice (usually in late November), please lodge your application by 31 December and include the required supporting documentation.

A renewal fee cannot be waived or reduced if one or more non-compliance incidents relate to the licence or permit in the two years prior to 1 October of the year that you received the renewal notice.

## Applicant details

Licence number	Licensee name	ACN (if applicable)	ABN (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you are a corporate licensee provide the name and address of all directors below (please attach an extra sheet of paper if necessary).

Full name/s of director/s	Address
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

## Contact details

Business hours contact details for you/your representative

Contact name	Daytime telephone number
<input type="text"/>	<input type="text"/>
Fax number	Email
<input type="text"/>	<input type="text"/>
Postal address	Postcode
<input type="text"/>	<input type="text"/>

## Premises details

Name and address of licensed premises

Trading name (ie registered business name)	Premises email
<input type="text"/>	<input type="text"/>
Street address	Postcode
<input type="text"/>	<input type="text"/>
Postal address (for service of notices if different from street address)	Postcode
<input type="text"/>	<input type="text"/>

## Description of business activities

Describe the nature of your business activities.

.....

.....

.....

**Privacy** – the Victorian Commission for Gambling and Liquor Regulation collects the information contained in this form for the purposes of determining an applicant's eligibility for a waiver or reduction of a liquor licence annual renewal fee. If provided, the information will be used for this purpose only and in accordance with the Department's obligations under the *Policy and Data Protection Act 2014* and the *Liquor Control Reform Act 1998*. You are able to request access to the personal information that we hold about you, and to request that it be corrected. For any access or correction requests, please contact the Department's Freedom of Information Unit on 8684 0063.



## Grounds for relief

Describe why you believe the Commission should waive or reduce your annual renewal fee.  
(If you need more space, please attach additional sheets).

---

---

---

---

---

---

---

---

---

---

What is your current renewal fee? \$

Have you applied to reduce your trading hours and/or patron numbers within the last two years? No  Yes

## Financial details

Gross revenue (total sales) for the previous two financial or calendar years Year  \$  Year  \$

**Note:** Supporting documentation is required. Refer below for more information.

## Certification/signature of licensee

I declare/certify that the information provided in this application and any attachments are true and correct and if a corporate applicant, I am authorised to sign this application on behalf of the corporation.

<input checked="" type="text"/>	Date <input type="text"/>	<input checked="" type="text"/>	Date <input type="text"/>
Name <input type="text"/>		Name <input type="text"/>	

## Documents required in support of an application

An application **must** include an **audited** profit and loss statement for the **most recent two financial or calendar years** (if this financial statement is not required by law to be prepared, the applicant **must** include other relevant financial information to support their application).

- Note:**
- Incorporated associations that are not required to have their profit and loss statement audited **must** provide a copy of the annual statement by public officer lodged with the Registrar of Incorporated Associations for the most recent two financial or calendar years.
  - Applicants may provide any other relevant information to support their application.

The Commission may request an applicant to provide further information.

## What happens next

The Commission will determine the application and you will be advised in writing of the outcome. If your application is refused or the renewal fee payable is reduced, you will have 14 days to pay.

## How to lodge this form

**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  
49 Elizabeth Street, Richmond  
(Hours: 8:30 - 5:00)

**By email:**  
contact@vcglr.vic.gov.au

