

Reduce trading hours and/or patron numbers

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 - reduce trading hours and/or patron numbers
2. Application form - reduce trading hours and/or patron numbers

To confirm the current fee, please refer to 'Liquor licence fees' on our website at vcglr.vic.gov.au

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



Application

Reduce trading hours and/or patron numbers

Liquor Control Reform Act 1998

OFFICE USE ONLY

03/16

Date Rec'd / /

File No. _____

Complete this form if you wish to reduce your trading hours and/or patron numbers. The trading hours or patron numbers must be less than the numbers shown on your licence. There is no fee to lodge this application.

Licence/permit details

Licence or permit number	Name of current licensee/permittee	Australian Company No. (ACN)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact details

Business hours contact details for you/your representative

Contact name	Email
<input type="text"/>	<input type="text"/>

Daytime telephone number	Fax number
<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"/>

Reducing trading hours and/or patron numbers

Complete the relevant section

Trading hours Specify the hours you wish to trade.

Patron numbers Specify the maximum venue capacity for the licensed premises (must be less than the maximum patron capacity endorsed on your licence).

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 licensee/s

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

X _____	Date / /	X _____	Date / /
Name _____		Name _____	
X _____	Date / /	X _____	Date / /
Name _____		Name _____	

Document checklist

If requesting a reduction in patron numbers, you may be required to provide one of the following documents:

- Copy of the planning permit Certificate of occupancy (if applicable)
- Calculation of the patron capacity from a registered building surveyor (based on a ratio of one patron per 0.75 square metres for the area available to the public).

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 form

By post

Victorian Commission for Gambling and Liquor Regulation
GPO Box 1988, Melbourne VIC 3001

By email

contact@vcglr.vic.gov.au

In person

Victorian Commission for Gambling and Liquor Regulation
Level 3, 12 Shelley Street, Richmond

What happens next

If the requested reductions in trading hours or patron numbers are approved, the conditions on your licence will be amended and an updated copy of your licence will be sent to you.

Please lodge this form by **31 December** if you wish to have the reduction in trading hours or patron numbers applied to the calculation of the following year's renewal fees. You will receive a replacement renewal notice for the new renewal fee amount if your request is approved.

Note: If you wish to increase your hours or patron numbers, or change your category of licence you need to submit a 'Variation to an existing licence or permit' application. Application forms can be downloaded from vcglr.vic.gov.au.



Pre-lodgement checklist

Reduce trading hours and/or patron numbers

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

