

Notification

Notice of right to occupy premises

This is an interactive PDF form which allows you to:

- complete the form using a computer or tablet
- save your progress and continue at a later time
- print the completed form to sign and return.

You are still able to print the form and complete it by hand if you prefer.

This form has been design to be completed using the free Adobe Acrobat Reader software. To download this free software, [please visit the following link](#) or search for the free “Adobe Acrobat Reader” on your devices app store.

This form may not function as intended if you use any other software.

How to lodge form

Send application to:

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

or lodge in person at:

Level 3, 12 Shelley Street
Richmond Vic 3121

or via email to:

contact@vcglr.vic.gov.au

Need help?

For more information on how to complete this form:

- 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

Privacy

The Victorian Commission for Gambling and Liquor Regulation (the VCGLR) is committed to protecting the privacy of your personal information. The VCGLR endorses fair information handling practices and uses of information in compliance with its obligations under the *Privacy and Data Protection Act 2014 (Vic)*. Personal information collected from you is only used for the purposes of the application for the licence or permit and Acts administered by the VCGLR.

Personal information is not disclosed to third parties unless required or authorised by law, or with your consent. As part of the application process information provided may be forwarded to and retained by Victoria Police.



Notification

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OFFICE USE ONLY

v18-08

Date rec'd / /

File no. _____

1. Contact details of transferee (proposed new Licensee)

Business hours contact details

Contact name:

Postal address for service of documents:

Daytime phone number:

Mobile phone number:

Email:

2. Notice of right to occupy premises

In accordance with section 50(c) of the *Liquor Control Reform Act 1998*; I provide notice that the transferee specified in this notice has gained the legal right to occupy the licensed premises.

Note - you must provide the notice of right to occupy to the VCGLR within 24 hours of gaining the legal right to occupy. Failure to do so may result in a fine.

Details of right to occupy

Address of premises where right to occupy is held:

Date of settlement (dd/mm/yyyy):

The right to occupy the premises is by:

Freehold ownership of the property

Name the certificate of title is held in:

Lease of premises

Name of the tenant on the lease:

Other legal right to occupy the premises (specify):

Name on the agreement or other document providing legal right to occupy:



3. Specified transferee

Licence or BYO permit number:

Transferee name:

Premises name:

4. Signature of transferee

Who must sign this notice?

If the transferee is:

- **a person:** that person
- **a company:** one director of the company
- **a partnership:** one partner
- **a club:** one committee member

Name of transferee giving this notice:

Signature of transferee giving this notice:

Position of person making this notice (if company or club):

Date: (dd/mm/yyyy)

