

Notification

Notice of right to use 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

Notice of right to use premises

OFFICE USE ONLY

v18-08

Date rec'd / /

File no. _____

Note: This form must be lodged with the Victorian Commission for Gambling and Liquor Regulation within 7 days of the licensee/permittee gaining the legal right to use the premises as licensed premises.

1. Contact details

Business hour contact details for you/your representative

Contact name:

Postal address:

Daytime phone number:

Mobile phone number:

Email:

2. Notice of right to use premises

In accordance with section 50A of the *Liquor Control Reform Act 1998*; I provide notice that the licensee or permittee specified in this notice has gained the legal right to use the premises as licensed premises.

I attach as evidence of this right (tick relevant box and attach document):

a copy of the planning permit from the local council (or responsible planning authority); or

a copy of a letter from the local council (or responsible planning authority) that a planning permit is **NOT** required.

Specified licensee or permittee

Licence or BYO permit number:

Licensee or permittee name:

Premises address:

Premises name:

3. Signature of licensee or permittee giving this notice

Who must sign this notice?

If the licensee/permittee is:

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

Name of licensee or permittee giving this notice:

Signature of licensee or permittee giving this notice:

Position of person making this notice:

Date: (dd/mm/yyyy)

