

Application

Notification by general licence holders with regard to the sole supply of packaged liquor

Liquor Control Reform Act 1998

OFFICE USE ONLY

02/15

Date rec'd / /

File no. _____

CD/15/67547

General licence holders should read the back of this form to determine whether they need to complete this notification.

Licence/permit details

Licence or permit number

Name of current licensee/permittee

ABN (if applicable)

ACN (if applicable)

Contact details

Business hours contact details for you/your representative

Contact name

Daytime telephone number

Fax number

Postal address

Postcode _____

Email

Premises details

Trading name (ie registered business name)

Street address

Postcode _____

Postal address (for service of notices if different from street address)

Postcode _____

Premises email

1. Was your general licence granted before 20 February 2012?

- Yes proceed to Question 2
- No You cannot complete this form. Your licence does not allow you to only supply packaged liquor. Please contact the Victorian Commission for Gambling and Liquor Regulation (the Commission) about changing to a packaged liquor licence.

2. I am notifying the Commission that:

- I began **only** supplying packaged liquor on _____
(insert date)
- I intend to **only** supply packaged liquor from _____
(insert date)
- I want the packaged liquor conditions removed from my general licence.

3. Please describe how your business operates or intends to operate.

Ordinary trading hours

Ordinary trading hours for packaged liquor licences are:

- (i) the hours between 9am and 11pm on each day, other than Sunday, Good Friday, ANZAC Day or Christmas Day; and
- (ii) the hours between 10am and 11pm on Sunday; and
- (iii) the hours between 12 noon and 11pm on ANZAC Day.

An additional annual fee is applicable for trading outside ordinary trading hours. See the 'Liquor licence fees' fact sheet available at the website below. (Note: This fee does not apply for Christmas Day or Good Friday). This fee applies to both packaged liquor licences and general licences that only supply packaged liquor.



4. Do you wish to reduce your trading hours? (Refer to ordinary hours listed on previous page)

Yes I want my authorised trading hours to be in line with packaged liquor ordinary trading hours.

Yes I want my authorised trading hours to be outside packaged liquor ordinary trading hours as follows

No I want my trading hours to remain as they are.

5. Have you substantially modified the internal layout of the building? (For example, added or removed internal walls.)

Yes Please submit a new red line plan to liquor licensing.

No

6. Have you extended the size of the licensed premises?

Yes You will need to complete the form: 'variation to an existing licence or permit'

No

Signature/s of licensee

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

X _____

Date
/ /

Name

--

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
49 Elizabeth Street, Richmond

By email:

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.

Who is affected?

All licensees with a general licence that was granted before 20 February 2012, and who only supply packaged liquor.

'Only supplying packaged liquor' means the whole of the licensee's ordinary business of selling liquor is for consumption off the licensed premises.

Onsite tastings or the occasional day's supply of liquor for consumption on the premises is not considered sufficient to avoid this notification requirement.

Licensees with a general or late night (general) licence granted after 20 February 2012 are not permitted to only supply packaged liquor. These licensees must apply for a packaged liquor licence if they intend to only supply packaged liquor.

What must affected licensees do?

General licence holders who only supply packaged liquor must notify the Commission by 20 May 2012 by completing this form. After this date, licence holders who cease supplying liquor for on-premises consumption and only supply packaged liquor must notify the Commission within three months of this change to their business.

What happens after the Commission is notified?

After receiving notification, the Commission may:

- impose a condition on the licence that the licensee must abide by the packaged liquor code of conduct
- require the licensee to pay the same annual renewal base fee as a packaged liquor licence
- require the licensee to pay any additional hours risk fees for trading outside packaged liquor ordinary trading hours (refer to the relevant section in this form).

What happens if I don't notify the Commission?

Failure of a general licence holder to notify the Commission within three months of commencing to only supply packaged liquor may result in possible enforcement action.

Can these packaged liquor conditions be removed from the licence in the future?

Yes. The licensee is also able to complete this form to have the conditions removed. There is no fee for this variation.

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.

