

# Cancel a licence or permit – owner or mortgagee

**This kit contains all the forms and materials required for an owner or mortgagee to cancel a licence or permit in Victoria.**

## Items

1. Useful information and definitions page
2. Pre-lodgement checklist – owner or mortgagee to cancel a licence or permit
3. Application form – owner or mortgagee to cancel a licence or permit

## How to apply

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 designed 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 device's app store.

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

**Send application to:**  
Liquor Control Victoria  
PO Box 1019  
Richmond VIC 3121

**or via email to:**  
[contact@liquor.vic.gov.au](mailto:contact@liquor.vic.gov.au)

## Need help?

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

- visit Liquor Control Victoria (LCV) website at [liquor.vic.gov.au](http://liquor.vic.gov.au)
- telephone LCV on 1300 182 457
- email LCV at [contact@liquor.vic.gov.au](mailto:contact@liquor.vic.gov.au)

## Privacy

Liquor Control Victoria (LCV) is committed to protecting the privacy of your personal information. LCV endorses fair information handling practices and uses 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/or legislation administered by LCV. 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.

## Useful information and definitions

### Cancel a licence or permit – owner or mortgagee

The *Liquor Control Reform Act 1998* provides that Liquor Control Victoria (LCV) may cancel a licence or permit at the request of an owner or mortgagee who is in lawful possession of a licensed premises, if the licensee or permittee has been legally evicted or abandoned the licensed premises, or if the licensee's or permittee's lease, sublease, tenancy or right to occupy has been lawfully terminated.

The licensee or permittee will be notified in writing that the owner or mortgagee has applied to cancel the licence. LCV may also notify any person it considers would suffer material detriment as a result of the cancellation of the licence or permit.

The licensee, permittee or any other person given notice may object to the cancellation of the licence or permit. The objection must be made within 14 days and state the reasons for the objection.

Once the period of objection has finished, if no objection has been made LCV will cancel the licence or permit. If an objection has been made, LCV will consider the objection and decide whether to cancel the licence.

### Owner or mortgagee of a licensed premises

An owner is the person or entity which owns the building or land where the licensed premises is located.

A mortgagee is the issuer – typically a bank or lending institution – of a loan for the purchase of the building or land where the licensed premises is located.

A Certificate of Title may be used to prove ownership or mortgage of the licensed premises.

## Pre-lodgement checklist

This checklist details the documents required to accompany the lodgement of your application. Supplying these with your application will allow Liquor Control Victoria (LCV) 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.

LCV may contact applicants to request additional documentation depending on the circumstances of their business. All forms and fact sheets referred to are available on LCV website [liquor.vic.gov.au](http://liquor.vic.gov.au).

### Please ensure the following forms/documents are attached to this application

#### Application form

Please ensure:

- all fields on the application form are completed
- the application form is signed and dated by the applicant.

#### Proof of ownership or mortgage of the licensed premises

# Cancel a licence or permit – owner or mortgagee

## Licence/permit details

Name of Licensee/Permittee

Licence/permit number

ACN (if applicable)

## Owner/mortgagee contact details

### Business hours contact details for you/your representative

Contact name

Daytime telephone number

Fax number

Postal address

Email

## Premises details

### Note: details found on licence or permit

Trading name (ie registered business name)

Street address

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

## Reason for cancelling the licence or permit

What is the reason you wish to cancel the licence or permit?

## Declaration

**Being the owner or mortgagee of the licensed premises, I certify that I am in lawful possession of the licensed premises as (please tick which applies):**

- the licensee or permittee has been legally evicted from the licensed premises
- the licensee or permittee has abandoned the licensed premises
- the licensee's or permittee's lease, sub-lease, tenancy or right to occupy has been lawfully terminated.

## Signature/s of owner/mortgagee

**I/we the owner/mortgagee, certify that**

- the information contained in this application is true and correct.

Signature

Date

X

Name

Signature

Date

X

Name

## Document checklist

The following documents must be provided with the completed application form:

Proof of ownership or mortgage