

# Register an owner or mortgagee of a licensed premises

Tick all boxes below when a requirement has been met, then sign and date your application 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.

## Proof of ownership or mortgage of the 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 or Rates Notice** may be used to prove ownership or mortgage of the licensed premises.

## Current and historical company extract (if applicable)

A recent (no more than 90 days old) Current and Historical Company Extract is required if a company is applying to register. A Current and Historical Company Extract can be purchased from the ASIC website at [asic.gov.au](http://asic.gov.au)

## 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.

## Licence/permit details

Licence/Permit Number

Name of licensee/permittee

Australian Company Number (ACN) - if applicable

## Premises details

Trading name (ie registered business name)

Street address

Postcode 

## Details of owner/mortgagee to be registered

I/We register my/our interest in the above licensed premises as:

 Owner; **OR**  Mortgagee

Name

Address (for service of notices)

Postcode 

Name

Address (for service of notices)

Postcode

Name

Address (for service of notices)

Postcode

Email

## Contact details

Business hours contact details for you/your representative

Contact name

Address

Postcode 

Daytime telephone number

Fax number

Email

## Signature/s of owner/mortgagee

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

X

Name

Date

X

Name

Date

## How to lodge this application and accompanying documents

## By post to:

Liquor Control Victoria  
PO Box 1019, Richmond VIC 3121

## By email:

[contact@liquor.vic.gov.au](mailto:contact@liquor.vic.gov.au)**Note:** LCV may request an applicant to provide any other information. If required to do so you will be notified in writing.