

Sub-let premises or the right to supply liquor

This kit contains all the forms and related materials required when applying to:
– **allow another person to carry on a business of supplying liquor on the licensed premises;**
or– **sub-let all or part of licensed premises to another business in Victoria.**

1. Pre-lodgement checklist – sub-let premises or the right to supply liquor
2. Application form – sub-let premises or the right to supply liquor
3. Consent form
4. Personal history questionnaire
5. Declaration of associates form
6. 'Training for licence applicants' fact sheet

Visit vic.gov.au/liquor-licence-application-fees to confirm the application fee.

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 devices app store.

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

Email application to:

contact@liquor.vic.gov.au

Or send to:

Liquor Control Victoria
PO Box 1019
Richmond VIC 3121

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
- telephone LCV on 1300 182 457
- email LCV at 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.

Sub-let premises or the right to supply liquor

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 are available on LCV website liquor.vic.gov.au

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

Tick all boxes below when a requirement has been met, then sign and date your confirmation at the end of this form.

Application form

Please ensure:

- all fields on the application form are completed
- the nature of the business is detailed, clearly demonstrating why a liquor licence is sought
- trading hours are detailed for internal areas and (if applicable) any external areas where alcohol will be served
- the application form is signed and dated by the applicant.

Personal history questionnaire

Each person listed on the application, including any nominee, **must** complete and submit the 'Personal history questionnaire.' For companies, partnerships or incorporated association, questionnaires are required from each director, partner or executive committee member respectively.

New entrant training (if applicable)

A copy of an approved new entrant training certificate for all required persons is needed in order to determine the application, as detailed in the 'Training for licence applicants' fact sheet.

Responsible Service of Alcohol (RSA) training

A copy of an approved RSA certificate for all required persons is needed in order to determine the application, as detailed in the 'Training for licence applicants' fact sheet.

Terms and conditions consent form

The attached terms and conditions consent form demonstrates that the parties are aware of each others rights and responsibilities.

A signed and dated terms and conditions consent form is required.

Copy of lease/sub-lease/management agreement

Evidence of a formal arrangement to sub-let any part of the licensed premises or the right to supply liquor is required for an application to be accepted.

A copy of the lease, sub-lease or written management agreement is required, clearly detailing the terms (duration) of the lease or agreement.

Declaration of associates form

Each person listed on the application must complete and submit the 'Declaration of associates' form. For companies, partnerships or incorporated associations, declarations are required from each director, partner executive committee member respectively.

Current and historical company extract

A Current and historical company extract is required if the application is a company. It can be purchased from the ASIC website at asic.gov.au

Application

Sub-let premises or the right to supply liquor

Liquor Control Reform Act 1998

This form may be used by a licensee to apply for approval to let or sub-let any part of the licensed premises or to assign the right to supply liquor on the premises.

Licence/permit details

Licence or permit number

Name of current licensee or permit holder

ACN (if applicable)

Contact details

Contact details for you/your representative

Contact name

Postal address

Email address

Mobile number

Premises details

Trading name (name that the customers may know)

Street address where liquor is supplied

Person in management or control of the premises

Any companies, incorporated associations, co-operatives, councils or TAFEs **must** nominate the person in management or control of the premises.

The person in management or control is the person who will run the day-to-day operations of the business.

Full name

Has this person completed an approved RSA training program?

YES ▶ Please attach evidence of completion

NO

Details of person to be approved

I/We, being the licensee or permittee apply for approval:

- ▶ to let or sub-let part of the licensed premises;
- ▶ for another specified person to carry on a business of supplying liquor on the licensed premises.

Name of lessee, sub lessee or specified person/s (person/partnership/company/incorporated association)

ACN (if applicable)

Street address

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

Email address

Details of each individual, each partner, each director, executive committee member (please attach an extra page if necessary)

Full name

Home address

Full name

Home address

Full name

Home address

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Period of approval

Term of Agreement

Note: Liquor Control Victoria (LCV) may require additional information for an arrangement having a duration of more than 5 years.

Statement of proposed arrangement

Please provide a summary of the proposed operating arrangements

Other application requirements

As part of your application you will also be required to provide:

1. Application fee

Please refer to vic.gov.au/liquor-licence-application-fees for current details.

there is no GST payable on this fee. The fee can be paid by credit card, cheque or money order.

Cheques and money orders are to be made payable to 'Liquor Control Victoria'. If paying by card, we will contact you for payment once we receive the application.

Please select your method of payment

Cheque Money order Credit card

2. Completed personal history questionnaires

To be completed by the proposed lessee/sub lessee/specified person (each applicant, partner, company director/executive committee member of the applicant/nominee).

3. Declaration of associates

To be completed by each applicant/partner/company director/executive committee member.

4. Approved training for licence applicants

Please refer to the 'Training for licence applicants' fact sheet. Following the completion of new entrant training and Responsible Service of Alcohol (RSA) training, evidence of completion is to be provided to LCV.

5. Copy of agreement

A copy of the lease, sub-lease or other written management agreement.

6. Terms & Conditions Consent Form

The terms and conditions agreed to on the form will be incorporated into the licence as terms and conditions of the licence as if set out in full.

Note: LCV may request an applicant to provide any other information. If required to do so you will be notified in writing.

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

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.

Signature of licensee/permittee

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

X _____

Name

Date

____ / ____ / ____

X _____

Name

Date

____ / ____ / ____

**Consent Form
Terms & Conditions
Section 105 & 106 of *Liquor Control Reform Act 1998* (the Act)**

Licence or permit number

Premises name

Premises address

Postcode

Section 105 (Let or sub-let)

Section 106 (Right to supply)

Definitions:

“Other person” means the person other than the licensee for whom consent under Section 106 the Act is applied for to carry on a business of supplying liquor on the licensed premises or, not being employed by the licensee or permittee, is to be engaged in carrying on such a business.

The consent of the Victorian Liquor Commission (the Commission) to an application under Section 105 or 106 of the Act may be on such terms and conditions as he or she thinks fit including the following terms and conditions, and the licensee and the other person consent to the following terms and conditions.

1. All liquor supplied on the licensed premises must be supplied by the licensee or by the lessee/sub-lessee or his or her employees or by the other person or his or her employees as agent of the licensee.
2. All liquor supplied on the licensed premises must be purchased by the licensee under its licence.
3. If the licensee is a body corporate, the licensee must at all times during the continuance of this consent appoint and keep appointed a nominee for the licensed premises pursuant to Section 54 the Act.
4. The licensee and the lessee/sub-lessee or other person acknowledge that the licensee is at all times primarily responsible as licensee under the Act for compliance with the Act and the terms and conditions of the licence and control of the licensed premises.
5. Notwithstanding any agreement between the licensee and the lessee/sub-lessee or other person to the contrary, the lessee/sub-lessee or other person shall comply with all directions of the licensee and its nominee under Section 54 of the Act in relation to compliance with the Act and with the terms and conditions of the licence and in relation to the sale and disposal of liquor in the licensed premises.
6. The licensee consents to the licence being varied to include the following condition:
7. The terms and conditions of any consent of the Commission given to the licensee for the licensed premises under Sections 105 or 106 of the Act are incorporated as terms and conditions of this licence as if set out in full herein.”
8. Subject to clause 10, this consent shall be for the period determined by the Commission or until terminated under clause 10 whichever first occurs.
9. The licensee and the lessee/sub-lessee or other person by their execution of these terms and conditions undertake to the Commission to comply with them.
10. Notwithstanding anything to the contrary in the lease, sub-lease or other agreement between the licensee and the lessee/sub-lessee, the licensee shall at all times retain the right of entry to all parts of the area let or sub-let. (This condition does not apply to consent given under section 106).
11. If any one or more of the following events occur the Commission may by notice in writing to the licensee after allowing the licensee and the lessee/sub-lessee or other person an opportunity to be heard, terminate this consent whereupon this consent shall cease to operate:
 - a. The lessee/sub-lessee or other person defaults in compliance with any of the conditions of this consent.
 - b. If any term or condition of the licence is contravened or if the licensee or the lessee/sub-lessee or other person commits any offence under the Act in or in relation to the licensed premises.
 - c. Where the lessee/sub-lessee or other person is a company or body corporate, a new director is appointed to the lessee/sub-lessee or other person without the prior approval of the Commission.
 - d. any of the events referred to in paragraphs (d), (e), (f), (g), (i) of Section 90(1) of the Act occur in relation to the lessee/sub-lessee or other person in respect of any licence under the Act.

EXECUTED by or on behalf of the licensee on / / _____

EXECUTED by or on behalf of lessee/sub-lessee / / _____
or other person on

Payment method

IMPORTANT INFORMATION

Applications must be accompanied by the relevant fee. Please note that, the application fee is non-refundable. Visit vic.gov.au/liquor-licence-application-fees to confirm the licence application fee. The application fee can be paid by:

- cheque or money order, made payable to Liquor Control Victoria; or
- credit card (Visa or MasterCard)

If you wish to make payment by credit card, please lodge your completed application with LCV and we will contact you directly to arrange payment if your application is accepted.

Please select your payment method:

Money order

Cheque

Privacy – LCV is committed to responsible and fair handling of personal information consistent with the *Policy and Data Protection Act 2014 (Vic)* and its obligations under the *Liquor Control Reform Act 1998*. Your credit card details will not be retained once your payment has been processed.

Personal history questionnaire

Each person who is a part of this application must complete and sign their own copy of this questionnaire. If the application is from a company, partnership or club, a questionnaire is required from each director, partner or executive committee member. If a nominee is to be appointed, then they are also required to provide the following information.

Important information

We're are going to ask you some questions regarding your background and personal history. This is so we can decide whether it's suitable for you to be involved with a liquor licence. The questions will go into the following subjects.

- Your personal details
- Your criminal history
- Whether you've ever declared bankruptcy
- Any history you have with holding a liquor licence.
- Your history involving running other companies or involvement in professional organisations in Victoria, interstate or overseas.

We will share this information with Victoria Police, and they'll compare it against their records. LCV or Victoria Police may also ask you for more information about older offences if they're relevant. This is so we can ensure you're being truthful with the information you've given us.

Victoria Police may also decide to object to your application if they believe you or anyone else involved with the application is unsuitable to hold a licence. Having a criminal record may not necessarily prevent you or a business you are involved in from having a licence approved.

This form is to be completed and dated no more than three months prior to your application being submitted.

Your personal information

Given names(s):

Middle name(s):

Family name:

Date of Birth (dd/mm/yyyy):

Director ID (if you are a nominee, skip this question)

(This is a 15-digit number that is a unique identifier obtained through the Australian Business Registry Services).

You must give us the details of **one** of the below ID options:

Australian drivers licence	Passport
Proof of Age card	Firearm/Shooters licence
Document ID number	State/Country of issue

Leaving out information we need could delay your application or result in a refusal. Making a false or misleading statement is an offence and may lead to a refusal and a fine, or a criminal prosecution.

If you are found to have made a false or misleading statement in your application, it may indicate that you are unuitable to hold a licence and your application may be refused.

Your contact details

Mobile number

Business number

Email address

Residential address

Postal address (tick the box if it is the same as above)

Criminal history

Remember to be truthful, detailed and provide everything we need.

Have you ever been known by another name?

NO

YES *please provide details below*

Within the last 10 years, have you ever been found guilty of any offence at any court in Australia or overseas? (This includes any findings without conviction and good behaviour bonds).

NO

YES *please provide details below*

Do you have any charges pending against you? (Select 'Yes' if you have been told you may receive, or currently have a court summons, or are on bail).

NO

YES *please provide details below*

Have you ever participated in a diversion program?

NO

YES *please provide details below*

Has your drivers licence ever been cancelled, suspended or have you ever been disqualified from driving? (This includes by a court, an infringement notice, or by a roads and traffic authority)

NO

YES *please provide details below*

If you have answered YES to any of the above questions, please provide details.

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Professional history

Have you ever been disqualified from acting as a director by ASIC?

NO YES *please provide details below*

Have you ever been disqualified from practising in a profession?

NO YES *please provide details below*

Have you ever been found unsuitable to hold a licence by another regulator? (If yes, tell us what the licence was, the regulator that declined it, and why you were found to be suitable).

NO YES *please provide details below*

Has any company you are or were a director of, ever been insolvent, under administration or declared bankrupt?

NO YES *please provide details below*

If you answered YES to any of the above questions, please provide details.

Liquor licence history

These questions are for those who have held a liquor licence previously, or have been part of an application for a liquor licence. If these situations do not apply to you, select 'NO'.

Have you ever been granted or applied for a liquor licence anywhere in Australia? (Including as a director, nominee or licensee).

NO YES *please provide details below*

Has anyone previously made a finding that you were unsuitable to hold a liquor licence?

NO YES *please provide details below*

Have police previously objected to your suitability to hold a liquor licence?

NO YES *please provide details below*

Have you, either as a natural person or as a director or nominee of a body corporate, been found guilty of an offence applicable liquor legislation?

NO YES *please provide details below*

Have you been a director, nominee or involved in the management, of a licensed premises that was subject to disciplinary action by a liquor regulator?

NO YES *please provide details below*

Has a licensed venue where you have been a director, nominee or licensee incurred demerit points under applicable liquor legislation?

NO YES *please provide details below*

If you answered yes to any of the above questions, please provide details in 'History details' section on this page.

History details

If you have answered yes to any of the questions on this form and need more room to tell us your information,

Personal bankruptcy

Are you currently insolvent? (Insolvency is when a company or person can't pay debts when they are due).

NO YES *provide full details*

Have you ever been declared bankrupt? (If YES, please provide bankruptcy dates and trustee details)

NO YES *provide full details*

Please ensure this form is completed in full, as incomplete, or partially completed forms may require you to submit a further questionnaire and will delay your application.

Signature of applicant

I acknowledge that this declaration is true and correct and is made in the belief that a person making a false declaration is liable to prosecution for making a misleading statement.

Your signature:

Date (dd/mm/yyyy):

Your full name:

Declaration of associates

Liquor Control Reform Act 1998

Instructions for completing this form

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

Who must complete this form?

If the applicant is a **company or co-operative**:

- **One** director must complete the [PART A: Declaration of associates](#) (page three) for the **company**.
- **each director** of the company **must complete their own separate** [PART B: Declaration of associates – Individuals](#) (pages four and five).

For example: ABC Pty Ltd is applying for a restaurant and cafe liquor licence. There are two directors, John Smith and Jane Smith.

1. Only ABC Pty Ltd completes PART A: Declaration of associates – Body corporate. **AND**
2. John Smith completes PART B: Declaration of associates – Individuals. **AND**
3. Jane Smith completes PART B: Declaration of associates – Individuals.

If the applicant is an **individual** (sole trader):

- the individual **must complete** [PART B: Declaration of associates – Individuals](#) (pages four and five).

For example: John Smith is applying for a BYO permit.

1. John Smith completes PART B: Declaration of associates – Individuals.

If the applicant is a **partnership**:

- each partner **must complete their own separate** [PART B: Declaration of associates – Individuals](#) (pages four and five).

For example: John Smith and Jane Smith are applying for a pre-retail liquor licence and have entered a partnership agreement.

1. John Smith completes PART B: Declaration of associates – Individuals. **AND**
2. Jane Smith completes PART B: Declaration of associates – Individuals.

If the applicant is an **incorporated association**:

- **One** executive committee member must complete [PART A: Declaration of associates – Body corporate](#) (page three) for the **incorporated association**.
- **each executive committee member** of the incorporated association **must complete their own separate** [PART B: Declaration of associates – Individuals](#) (pages four and five).

For example: ABC Inc is applying for a Full Club liquor licence. There are 4 executive committee members, John Smith, Jane Smith, Tony Smith and Carl Smith.

1. Only ABC Inc completes PART A: Declaration of associates – Body Corporate. **AND**
2. John Smith completes separate PART B: Declaration of associates – Individuals. **AND**
3. Jane Smith completes separate PART B: Declaration of associates – Individuals. **AND**
4. Tony Smith completes separate PART B: Declaration of associates – Individuals. **AND**
5. Carl Smith completes separate PART B: Declaration of associates – Individuals.

Definitions – Associate

Before completing this declaration, please ensure that you read and understand the explanation of what is meant by “associate”.

Section 3AC of the *Liquor Control Reform Act 1998* (the Act) defines

1. an associate of a person (the “first person”) as—
 - b). a person who—
 - i. holds or will hold any relevant financial interest, or is or will be entitled to exercise any relevant power (whether in right of the person or on behalf of any other person) in any business of the first person involving the sale of liquor; and
 - ii. by virtue of that interest or power, is able or will be able to exercise a significant influence over or with respect to the management or operation of that business; or
 - c). a person who is or will be a director, whether in right of the person or on behalf of another person, of any business of the first person involving the sale of liquor; or
 - d). if the first person is a natural person, a person who is a relative of the first person, other than a relative
 - i. who is not, and has never been, involved in any business of the first person involving the sale of liquor; or
 - ii. who will not be involved in the business the first person proposes to conduct as a licensee or permittee.
2. In this section—

“**relative**”, in relation to a person, means—

 - a). the spouse or domestic partner of the person, or
 - b). a parent, son, daughter, brother or sister of the person; or
 - c). a parent, son, daughter, brother or sister of the spouse or domestic partner of the person;

“**financial interest**”, in relation to a business involving the sale of liquor, means—

 - a). any share in the capital of the business; or
 - b). any entitlement to receive any payment as a result of money advanced;

“**relevant power**” means any power, whether exercisable by voting or otherwise and whether excisable alone or in association with others—

 - a). to participate in any directorial, managerial or executive decision; or
 - b). to elect or appoint any person as a director.

Please note: Further to the above, a person who is or will be able to exercise a significant influence includes a shareholder owning 10% or more of the shares of any business of the first person involving the sale of liquor.

Definitions – Body Corporate

A body corporate is an organisation which has a separate legal status to its members (i.e. it can own property, sue and be sued, and enter into contracts in its own name).

Companies, incorporated associations, municipal councils, universities, TAFE institutes and co-operatives are all considered ‘body corporates’.

Unincorporated clubs/associations are not body corporates.

The director of a body corporate includes:

- any person occupying or acting in the position of director of the body corporate, by whatever name called (including partner, office holder, chief executive officer, executive committee member) and whether or not validly appointed to occupy or duly authorised to act in the position; and
- any person in accordance with whose directions or instructions the directors of the body corporate are instructed to act.

Please note: Directors of a Council, university or TAFE institute are not required to complete a declaration **Part B**.

Who should be declared as an associate?

Examples of persons who may be captured as associates include, but are not limited to, the following:

- each director, public officer, secretary, chief executive, chief financial officer, committee member of a body corporate.
- shareholders who are able to exercise a significant influence over or with respect to the management or operation of any business of the applicant/director of the body corporate involving the sale of liquor.
- where the applicant is a trustee of a trust, associates may include trust unit holders or beneficiaries who, by virtue of the Trust Deed, have voting rights enabling them to remove or change the trustee, or to influence decisions of the trustee.

PART A: Declaration of associates – If you are applying as a company or incorporated association, you must complete this form

NOTE: Individual (including partners and directors) are not required to complete Part A. You must complete [Part B](#) (see next page).

1: Name of the company or incorporated association applying for a liquor licence

2: Tell us about any businesses supplying liquor

Tell us about any businesses which involve the sale of liquor that the applicant runs, owns or is owned by. This includes businesses based in Victoria, interstate or overseas.

Business name or company name	Liquor licence number	Is this a Victorian business? (Tick the box if YES)

3. Tell us about any directors or people with significant influence over the businesses listed above

Tell us about any directors, executive committee members or associates for all of the businesses listed above. Before you start, make sure you understand what an associate is.

An associate is any who has, or is likely to have **significant** influence over the management or operation of the business **AND** who either has a financial interest in the business or is (or will be) entitled to exercise a relevant power.

A **financial interest** means any one or more of the following:

- any share in the capital of the business
- any entitlement to receive any income derived from the business
- any entitlement to receive any payment as a result of money advanced

A **relevant power** means:

- any relevant power, whether by voting or otherwise to participate in any directorial, managerial or executive decision, or to elect or appoint any person as a director.

Full name of individual <small>(Have they ever been known by another name? If yes, provide)</small>	Date of birth <small>(dd/mm/yyyy)</small>	Home address	Business name where they are associated <small>(as listed in question 2)</small>	Director ID <small>(if applicable)</small>

If you leave this section blank, you are confirming you have no associates to declare.

Signature/declaration of person/body corporate who is making this declaration

I declare that:

- the information contained in this form is true and correct
- I am authorised to sign this application on behalf of the body corporate (company or incorporated association).

Your full name

Your position in the business:

Your signature:

Date this form was signed (dd/mm/yyyy):

PART B: Declaration of associates – All individuals must complete this form

NOTE: All individual, partners, directors and executive committee members of the applicant must complete this form. It must be completed in your own name. Please refer to the '[Who should complete this form](#)' section on page one.

1: Your full name

2: Your relationship to applicant (for example director of a company or partner of a partnership)

3: Tell us about any businesses supplying liquor that you are involved in

Tell us about any businesses you are involved in that supply liquor. This includes businesses based in Victoria, interstate or overseas. You must include the business that is applying for a liquor licence.

Business name or company name	Liquor licence number	Is this a Victorian business? (Tick the box if YES)

If you leave this section blank, you are confirming you have no associates to declare.

4. Tell us about any directors or people with significant influence over the businesses listed above

Tell us about any directors, executive committee members or associates for all of the businesses listed above. Before you start, make sure you understand what an associate is.

An associate is any who has, or is likely to have **significant** influence over the management or operation of the business **AND** who either has a financial interest in the business or is (or will be) entitled to exercise a relevant power.

A **financial interest** means any one or more of the following:

- any share in the capital of the business
- any entitlement to receive any income derived from the business
- any entitlement to receive any payment as a result of money advanced

A **relevant power** means:

- any relevant power, whether by voting or otherwise to participate in any directorial, managerial or executive decision, or to elect or appoint any person as a director.

Full name of individual (Have they ever been known by another name? If yes, provide)	Date of birth (dd/mm/yyyy)	Home address	Business name where they are associated (as listed in question 3)	Director ID (if applicable)

If you leave this section blank, you are confirming you have no associates to declare.

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5. Tell us about any of your relatives who are connected to any of your businesses

A close relative connected to any of your businesses is also considered an associate. Tell us about any close relatives that:

- are working for your businesses
- have worked for one of your businesses in the past
- are likely to work for one of your businesses in the future

A close relative can be your spouse or domestic partner, your parents, children or siblings or a close relative of your partner.

Full name of individual <small>(Have they ever been known by another name? If yes, provide)</small>	Date of birth <small>(dd/mm/yyyy)</small>	Home address	Business name where they are associated <small>(as listed in question 3)</small>

If you leave this section blank, you are confirming you have no associates to declare.

Signature/declaration of individual who is making this declaration

I declare that the information contained in this form is true and correct

Your full name:

Date this form was signed (dd/mm/yyyy):

Your signature:

Training for liquor licence applicants

Training for licence applicants helps potential licensees to understand their obligations under the *Liquor Control Reform Act 1998* (the Act). Applicants must complete mandatory training requirements before a liquor licence is granted. There are three courses applicants must complete depending on the licence type they are applying for. These are:

- New entrant training
- Responsible Service of Alcohol (RSA)
- Advanced RSA.

It is the applicant's responsibility to ensure the correct course is completed and to provide evidence of completion with their application.

New entrant training

New entrant training is a training course developed by Liquor Control Victoria (LCV) to ensure liquor licence applicants have an adequate knowledge of Victorian liquor law. This includes:

- liquor licensing legislation
- understanding liquor licence obligations
- best practice in managing licensed premises.

LCV may refuse to grant a liquor licence application if the applicant does not have an adequate understanding of the Act.

Applicants are required to complete one of the approved training courses to meet the new entrant requirements.

The approved courses and listed providers are available at vic.gov.au/new-entrant-training-licensed-premises

Licences requiring new entrant training

New entrant training must be completed prior to applying for a licence. BYO permit and pre-retail licence applications do not require completion of new entrant training.

Restricted club or renewable limited club applicants may complete Club Seminar provided by Good Sports, in place of new entrant training. Join Good Sports at goodsports.com.au to find out about upcoming training.

Applicants who must complete the training

The list below identifies who will need to complete new entrant training. If applying as:

- individuals—all natural persons
- partnerships—all partners
- company (body corporate)—at least one director
- club—at least one committee member
- association—at least one committee member.

In addition the following must complete the training:

- all persons being appointed as a liquor licence nominee
- all applicants seeking approval to sublet any part of the licensed premises, or to carry on the business of supplying liquor on the licensed premises.

Responsible Service of Alcohol (RSA)

RSA training provides licensees and staff who work in licensed venues with the skills and knowledge necessary to contribute to a safe, enjoyable environment in licensed premises.

RSA training is required for every licence application except pre-retail and BYO permit.

Additionally, licensees must maintain their RSA training by completing the RSA refresher course every three years if holding one of the following licence types:

- general
- on-premises
- late night
- packaged liquor.

In the case of a body corporate, the licensee must ensure the responsible person maintains their RSA training by completing the RSA refresher course every three years. A responsible person is the person who is or will be in management and control of the licensed premises and who will run the business' day-to-day operations.

Training must be completed with an LCV RSA approved provider. The list of the approved providers is available at vic.gov.au/approved-training-providers

The RSA refresher course is free and is available online at liquor.vcglr.vic.gov.au/rsa_refresher/

Applicants who must complete the training

The list below identifies who will need to complete RSA training. If applying as:

- individuals—all natural persons
- partnerships—all partners
- body corporate applicants (companies, incorporated associations, co-operatives or municipal councils)—the person who is or will be in management and control of the licensed premises and who will run the day-to-day operations of the business.

Note: On the application form body corporate applicants must advise LCV of the person's name who manages or will manage the day-to-day operations of the business.

The approved RSA training course must have been completed within the past three years.

Exemption from RSA training

In exceptional circumstances, a liquor licence applicant may seek an exemption from one or all of the RSA training obligations.

General, on-premises, packaged liquor or late night (general, on-premises and packaged) licence applicants must complete the 'Application for the exemption from the Responsible Service of Alcohol training requirements' form available at vic.gov.au/licensee-training

All other liquor licence applicants are required to write a letter to LCV detailing the reasons for seeking an exemption before the licence is granted.

Advanced RSA

The Advanced RSA training is designed for licensees, managers and staff of late night venues who often face a range of challenges and issues.

For new applicants, the Advanced RSA training program must be completed within six months of the licence being granted.

William Angliss Institute delivers the Advanced RSA training program. For further information about the course and how to book, please visit the William Angliss Institute's website at shortcourses.angliss.edu.au

Licences requiring Advanced RSA training

Applicants applying for the following licences must complete Advanced RSA training:

- late night (general)
- late night (on-premises) that authorises the supply of liquor after 1am for on-premises consumption.

This requirement does not apply in relation to late night (on-premises) licences with restaurant and café conditions.

Applicants who must complete the training

The Advanced RSA training program must be completed by the holder of the licence and by the responsible person for the premises.

The holder of the licence means, in relation to a licence held by:

- a natural person, that person
- a partnership, one partner
- a body corporate incorporated under the *Corporations Act 2001*, one director
- an association incorporated under the *Associations Incorporation Reform Act 2012*, one committee member.

Responsible person is defined by section 3 of the Act as the person responsible for the management or control of licensed premises.

Evidence of approved new entrant and approved RSA training courses must be provided to LCV prior to a liquor licence being granted, transferred or endorsed. You are required to provide this evidence with submission of your application.

For further information about new entrant, RSA and Advanced RSA training requirements, please visit liquor.vic.gov.au