

## A. Application requirements

This checklist details the documents required to accompany a Liquor Licence Application. Lodging a complete application can reduce the processing time. Incomplete applications that do not meet the below requirements are unable to be processed.

### Tick to confirm you have lodged the required documentation for this application

- Liquor Licence Transfer Application (this document)
- [Statutory Declaration](#)
- [Authority and Consent](#)
- [Proof of identity documentation](#)
- Credit Card Payment Authority for [application fees](#)
- [Associate Application/s \(if applicable\)](#)
- [Liquor Licence Transfer Applicant Submission](#)
- [Liquor Licence Interim Authority Application](#) (if applicable)
- [Variation of Conditions \(Liquor Licence or Permit\) Application](#) (if applicable)
- [Responsible Service of Alcohol \(RSA\) Statement of Attainment](#)
- Lease or title (evidence of tenure at the premises)
- Site plan(s) of the premises ([consider the Red line plan standards](#))

### Information required specific to business type

- Food menus (*café and restaurant*)
- Manufacturers licence (*brewery/distillery*)
- Certificate of Incorporation (*club licence*)
- Club Constitution (*club licence*)

## Next steps:

1. Current licensee to complete sections B, C and G of this *Liquor Licence Transfer Application*.
2. Applicant (incoming licensee) to:
  - complete sections D, E, F and G of this *Liquor Licence Transfer Application*; and
  - complete and compile all required attachments (section A).
3. Lodge the complete application (including all attachments) via email or post.

**Email**  
[licensing@treasury.tas.gov.au](mailto:licensing@treasury.tas.gov.au)

**Web**  
[www.treasury.tas.gov.au/liquor-and-gaming](http://www.treasury.tas.gov.au/liquor-and-gaming)

**Post**  
The Commissioner for Licensing  
Liquor and Gaming Branch  
GPO Box 1374  
HOBART TAS 7001

**Telephone**  
Monday to Friday  
8:45 am to 5:00 pm  
(03) 6145 5755

## B. Current licensee details (applicant)

This section is to be completed by the current licensee.

Surname\*

Given name\*

Mobile (personal)\*

Email address (personal)\*

Are you intending to remain  Yes  No  
as licensee until the transfer is finalised?

**IMPORTANT** - If you answered "No" an Application for an Interim Authority must accompany this transfer application

## C. Business, premises or club details

This section is to be completed by the current licensee.

Liquor licence number\*

Business, premises or club name\*

Business, premises or club address\*

State\*

Postcode\*

[Local government municipality](#)\*

Business or club phone

Website address

Social media account(s)

Incoming licensee to operate premises as\*  Freehold owner  Lessee  
 Manager

## D. Incoming licensee details (transferee)

This section is to be completed by the intended incoming licensee.

Title

Surname\*

Given name\*

Middle name(s)

Preferred name (if different from above)

Have you been known by another name?\*  Yes  No

If YES, provide former name and details  
(e.g. maiden name, married name,  
name change by deed poll)

Residential address\*

State\*

Postcode\*

Postal address  
(if different from residential address)

State  Postcode

Previous residential address

State  Postcode

Date of birth (dd/mm/yyyy)\*

Place of birth\*

Mobile\*

Home phone

Email address\*

Have you ever been found or pleaded guilty to an offence in Tasmania, or any other Australian State?\*

Yes  No

*[If YES, insert offence details below. Examples of offences may include (but are not limited to) assault, stealing, fraud, obtaining a financial advantage (minor traffic offences are not required).]*

Nature of offence

State  Year

Nature of offence

State  Year

Nature of offence

State  Year

Have you ever been bankrupt or are currently an undischarged bankrupt?\*

Yes  No

*[If YES, provide details below. Supporting documents can be attached.]*

Have you ever entered into a [debt agreement](#)?\*

Yes  No

*[If YES, provide details below. Supporting documents can be attached.]*

**Spouse Details (if applicable)** Title

Surname\*

Given name\*

Middle name(s)

Date of birth (dd/mm/yyyy)

Is this person an associate in this business?\*

Yes  No

## E. Associates of the applicant

Associates are relatives and/or people who have a relevant financial interest, position or significant influence in the business. The applicant must arrange for each Associate to complete a separate [Associate Application](#) to be lodged as part of this Liquor Licence Application.

[Do you have any associates?](#)\*  Yes  No

*[Note: In relation to Club Licences, "office bearers" are associated persons and their details should be provided below.]*

Associate's surname

Associate's given name/s	<input type="text"/>
Date of birth (dd/mm/yyyy)	<input type="text"/>
Position held	<input type="text"/>
Associate's surname	<input type="text"/>
Associate's given name/s	<input type="text"/>
Date of birth (dd/mm/yyyy)	<input type="text"/>
Position held	<input type="text"/>
Associate's surname	<input type="text"/>
Associate's given name/s	<input type="text"/>
Date of birth (dd/mm/yyyy)	<input type="text"/>
Position held	<input type="text"/>
Associate's surname	<input type="text"/>
Associate's given name/s	<input type="text"/>
Date of birth (dd/mm/yyyy)	<input type="text"/>
Position held	<input type="text"/>

## F. Proposed transfer date

*This section to be completed by the applicant.*

Proposed date of transfer (dd/mm/yyyy)

## G. Signature

By submitting this application and providing my email address, I consent to information being given by means of electronic communication as defined by the *Electronic Transactions Act 2000 (Tasmania)*.

Outgoing licensee signature

Date

Applicant (incoming licensee) signature

Date

### Personal Information Protection Statement

Personal information is collected by the Tasmanian Liquor and Gaming Commission and the Commissioner for Licensing and used for the purpose of managing, assessing, advising upon and determining the relevant application. It may be used for other purposes as permitted by the [Gaming Control Act 1990](#), the [Liquor Licensing Act 1990](#) and relevant Regulations. Failure to provide the information required may result in an application not being able to be processed, or a service not being able to be provided.

Your personal information will be used for the primary purpose for which it is collected, and may be disclosed to contractors and agents of the Liquor and Gaming Branch, the Tasmanian Liquor and Gaming Commission, law enforcement agencies, debt collection and other finance agencies for the purposes of conducting a credit check, courts and other organisations authorised to collect it.

The [Personal Information Protection Act 2004](#) governs the collection, use and disclosure of personal information. The Department of Treasury and Finance is the custodian of personal information it collects. Further information about Treasury's Personal Information Protection Policy is available at [www.treasury.tas.gov.au/pip](http://www.treasury.tas.gov.au/pip).