

# Endorsement of a name on a licence or permit

MARCH 2016  
CD/15/67524

**This kit contains all the forms and related materials required to apply for an endorsement of a name on a licence or permit in Victoria.**

## Items

1. Pre-lodgement checklist - endorsement of a name on a licence or permit
2. Application form - endorsement of a name on a licence or permit
3. Questionnaire
4. 'Training for licence applicants' fact sheet

To confirm the current fee, please refer to 'Liquor licence fees' on our website at [vcglr.vic.gov.au](http://vcglr.vic.gov.au)

## Need help?

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

- visit the Victorian Commission for Gambling and Liquor Regulation (VCGLR) website at [vcglr.vic.gov.au](http://vcglr.vic.gov.au)
- telephone the VCGLR on 1300 182 457
- email the VCGLR at [contact@vcglr.vic.gov.au](mailto:contact@vcglr.vic.gov.au)



## Pre-lodgement checklist

# Endorsement of a name on a licence or permit

This checklist details the documents required to accompany the lodgement of your application. Supplying these with your application will allow the Victorian Commission for Gambling and Liquor Regulation (VCGLR) 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.

The VCGLR may contact applicants to request additional documentation depending on the circumstances of their business. All forms and fact sheets referred to are available on the VCGLR website [vcglr.vic.gov.au](http://vcglr.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
- that correct fees are attached, as detailed in the 'Liquor licence fees' fact sheet.

### Questionnaire

- Each person listed on the application, including any nominee, must complete and submit the 'Liquor licensing questionnaire.' For companies, partnerships or clubs, 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.

### Evidence of eligibility

- Evidence of appointment as a trustee, administrator, executor or proof of ownership or mortgage.

## Please note

Applicants will be sent an acknowledgement letter when the application and required documentation detailed in the above checklist are lodged. The letter may also outline a list of additional information required and the date by which it must be submitted. The VCGLR will then complete the assessment and determine the application.

**One applicant to sign and date below to confirm all required documentation has been completed and is attached to this application.**

Name

Signature

Date



# Endorsement of a name on a licence or permit

Liquor Control Reform Act 1998

Date Rec'd / /

File No. \_\_\_\_\_

## Licence/permit details

Licence or permit number  ACN (if applicable)

Name of current licensee/permittee

## Premises details

Name and address of premises to be licensed   
Trading name (ie registered business name)

Street address   
  
Postcode

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

Premises email

## Applicant details

Name of applicant

ACN (if applicable)  ABN (if applicable)

Being the:

- Legal personal representative of a deceased licensee; **OR**  
 Legally appointed guardian or administrator of a licensee; **OR**  
 Official receiver, trustee or assignee of a licensee; **OR**  
 A person administering a licensee or permittee that is an externally administered body corporate; **OR**  
 Owner or mortgagee of the licensed premises

AND as the above, I certify that I am:

- In possession of the licensed premises; **OR**  
 The freehold owner or the mortgagee of the licensed premises and certify that the licensee or permittee has been legally evicted or has deserted the licensed premises and further certify that I am in possession of the licensed premises.

**Note:** In cases where the executor or trustee is currently endorsed on another liquor licence the name of an agent must be nominated for endorsement.

## Details of endorsement

Name to be endorsed on the licence

ACN (if applicable)

The above named person is:

- The APPLICANT; **or**  
 An AGENT of the applicant

Details of each individual, each partner, each director, company secretary; public officer, executive committee member (please attach an extra sheet of paper if necessary).

Name

Position held

Address   
Postcode

Name

Position held

Address   
Postcode

Name

Position held

Address   
Postcode

Name

Position held

Address   
Postcode

**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.



## Person in management or control of the premises (body corporate applicants only)

Any body corporate applicant (this includes applicants that are a company, incorporated association, a co-operative or a council) 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.

Name

Has this person completed an approved RSA training program?

**YES**  Please attach evidence of completion

**NO**

## Signature/s of applicant/s

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

<input checked="" type="checkbox"/>	Date
<input type="text"/>	<input type="text"/>

Name

<input checked="" type="checkbox"/>	Date
<input type="text"/>	<input type="text"/>

Name

<input checked="" type="checkbox"/>	Date
<input type="text"/>	<input type="text"/>

Name

<input checked="" type="checkbox"/>	Date
<input type="text"/>	<input type="text"/>

Name

## Document checklist

Before a decision can be made on your application, you must provide the following documents:

- Completed questionnaires.** To be completed by the person proposed to be endorsed unless that person is on the official Court List.
- 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 the Victorian Commission for Gambling and Liquor Regulation (the Commission)

### AND EITHER:

- Evidence of eligibility.** Evidence of appointment as a trustee, administrator, executor etc such as a copy of Court Order, Will etc.

### OR:

- Proof of ownership.** Proof of ownership or mortgage such as Certificate of Title etc.

**Note:** The Commission 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:

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](mailto: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.



# Questionnaire

*Liquor Control Reform Act 1998***OFFICE USE ONLY**

03/16

Date rec'd / /

File no. \_\_\_\_\_

The following information is required from each applicant for a liquor licence or permit. 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 he or she is also required to provide the following information.

**Important information you must read and note before completing this form**

The information supplied on this form to the Victorian Commission for Gambling and Liquor Regulation (the Commission) will be disclosed to Victoria Police as part of your application under the *Liquor Control Reform Act 1998* (the Act). Victoria Police will use the information you supply to make an informed decision on whether to object to your application on the grounds that you or anyone named on this form are not suitable to be involved directly or indirectly in the sale of liquor.

**Please Note:**

- Complete all sections of this form in **BLOCK CAPITALS ONLY**.
- If you require any help in completing this form, assistance can be obtained from a legal practitioner or liquor consultant.
- Failure to provide requested information (no matter how minor) may be detrimental to the outcome of your application.
- Having a criminal record in itself may not prevent you or a body corporate you are involved with from being successful with your application.
- It is a criminal offence under Section 118 of the Act to provide false or misleading statements.

**Personal information**

Family name

First given name

Second given name

Date of birth

 Male Female**Residential address**

Flat/unit number Street number Lot number

Street name

Town/suburb

Postcode

State

**Contact details**

Home phone (incl. area code)

Mobile phone

Business phone (incl. area code)

Fax number (incl. area code)

Email address (please indicate correct case)

Driver licence number

State of issue

**Business address**

Flat/unit number Street number Lot number

Street name

Town/suburb

Postcode

State

**Business details**

Name of business

Details of any other person who will, or is likely, to or is likely to directly or indirectly have a management role or exercise control over the business.

Family name

First given name

Date of birth

 Male Female*continued over the page*

## Business details *continued*

Family name

First given name

Date of birth

Male

Female

If you require further space, please photocopy this section and attach it to the questionnaire.

## Criminal and other proceedings history

Have you ever been convicted of any offence in Australia or overseas? (not including traffic offences)

No

Yes  provide details in the history detail section

Have you been found guilty of any offence in Australia or overseas? (includes findings without conviction and good behaviour bonds) (not including traffic offences)

No

Yes  provide details in the history detail section

Have you ever been the subject of a diversion order?

No

Yes  provide details in the history detail section

Do you have any charges pending against you?

(not including traffic offences)

No

Yes  provide details in the history detail section

Have you ever been charged with drink driving or driving whilst disqualified?

No

Yes  provide details in the history detail section

Has the Commission (or prior to 6 February 2012, the Director of Liquor Licensing or VCAT) previously made a finding that you were unsuitable under the Act?

No

Yes  provide details in the history detail section

Have police previously objected to your suitability in an application under the Act?

No

Yes  provide details in the history detail section

Have you, or have you been a director or a nominee of a body corporate and been found guilty of an offence under the Act?

No

Yes  provide details in the history detail section

Have you, as an individual received an infringement notice, or been a director or nominee of a body corporate that has received an infringement notice under the Act?

No

Yes  provide details in the history detail section

Have you been a director, nominee of a licensee, or a person who was concerned in or who took part in the management of licensed premises, that was the subject of a disciplinary action under the *Victorian Commission for Gambling and Liquor Regulation Act 2011* or a disciplinary hearing (VCAT) under the *Liquor Control Reform Act 1998*?

No

Yes  provide details in the history detail section

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

No

Yes  provide details in the history detail section

## History details

If you have answered yes to any of the questions under the criminal and other proceedings history section, please provide full details below:

Date

Court

Offence

  

Result

  

Date

Court

Offence

  

Result

  

If you require further space, please photocopy this section and attach it to the questionnaire.

## Personal bankruptcy

Are you currently insolvent or under administration?

No

Yes  provide full details

  

Have you ever been declared bankrupt?

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.

Date

Name



## Victorian Commission for Gambling and Liquor Regulation

### Liquor licensing fact sheet

## Training for liquor licence applicants

Training for licence applicants helps potential licensees to understand their obligations under the *Liquor Control Reform Act 1998*. Applicants must complete mandatory training requirements before a liquor licence is granted. There are two courses that applicants must complete. These are:

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

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

### A. New entrant training

#### What is new entrant training?

New entrant training is a training course developed by the Victorian Commission for Gambling and Liquor Regulation (VCGLR) to ensure that liquor licence applicants have an adequate knowledge of the liquor law. This includes:

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

Section 44 (2)(iii) of the *Liquor Control Reform*

*Act 1998* (the Act) provides that the VCGLR may refuse to grant a liquor licence application if the applicant does not have an adequate understanding of the Act.

#### What must I do?

Applicants are required to complete one of the following approved training courses to meet the new entrant training requirement:

- Achieve Liquor Licence Compliance
- Licensees' First Step
- Licensee Compliance Certificate
- Victorian Licensee's Training Course, or
- Club Seminar (restricted club or renewable limited club licence applicants only).

#### Where can I find a Registered Training Organisation?

There are a number of Registered Training Organisations (RTOs) that provide new entrant training. Please refer to the VCGLR website at [vcglr.vic.gov.au](http://vcglr.vic.gov.au) for a list of RTOs that provide new entrant training.

#### Which licence applications require evidence of new entrant training?

Applications for the following licences require evidence that the applicant has completed new entrant training:

- general
- on-premises
- packaged liquor
- late night (general, on-premises and packaged liquor)
- restaurant and cafe
- full club
- restricted club
- wine and beer producer's
- renewable limited
- transfer of an existing licence or permit.

#### Who must complete new entrant 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:

- all persons being appointed as a liquor licence nominee must complete new entrant training.
- 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, must complete new entrant training.



## B. Responsible Service of Alcohol (RSA)

### What is Responsible Service of Alcohol (RSA) training?

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.

### Which licence applications require evidence of RSA training?

Applications for the following licences require evidence that the applicant has completed RSA training:

- general
- on-premises
- packaged liquor
- late night (general, on-premises and packaged liquor)
- restaurant and cafe
- full club
- restricted club
- wine and beer producer's
- renewable limited (only where face-to-face sales occur)
- transfer of an existing licence or permit.

### Who must complete RSA 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.

**Evidence of an approved new entrant and approved RSA training course must be provided to the VCGLR prior to a liquor licence being granted, transferred or endorsed. You will be required to provide this evidence with submission of your application.**

For further information including frequently asked questions about new entrant and RSA training requirements, please visit the VCGLR website at [vcglr.vic.gov.au](http://vcglr.vic.gov.au).

Note: Body corporate applicants must advise the VCGLR of the name of the person who manages or will manage the day-to-day operations of the business on the application form.

### Where can I find a Registered Training Organisation?

There are a number of registered training organisations that provide RSA training. Please refer to the VCGLR website at [vcglr.vic.gov.au](http://vcglr.vic.gov.au) for a list of RTOs that provide RSA training.

### I've previously completed an RSA course, is it still valid?

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

If you completed your RSA training course more than three years ago, you can complete a RSA refresher course online at [vcglr.vic.gov.au](http://vcglr.vic.gov.au).

### Can I be exempted 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 [vcglr.vic.gov.au](http://vcglr.vic.gov.au).

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

This publication avoids the use of legal language. Information about the law may have been summarised or expressed in general statements. This information should not be relied upon as a substitute for professional legal advice or reference to the actual legislation. Authorised by the Victorian Commission for Gambling and Liquor Regulation.

49 Elizabeth Street, RICHMOND VIC 3121  
1300 182 457 [vcglr.vic.gov.au](http://vcglr.vic.gov.au)  
[contact@vcglr.vic.gov.au](mailto:contact@vcglr.vic.gov.au)