

Request the removal of a partner from a licence or permit

This kit contains all the forms and related materials required to apply to request the removal of a partner from a licence or permit in Victoria.

Items

1. Pre-lodgement checklist - request the removal of a partner from a licence or permit
2. Application form - request the removal of a partner from a licence or permit

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
- telephone the VCGLR on 1300 182 457
- email the VCGLR at contact@vcglr.vic.gov.au



Pre-lodgement checklist

Request the removal of a partner from 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.

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 application form is signed and dated by the applicant.

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



Application

Request the removal of a partner from a licence or permit

Liquor Control Reform Act 1998

OFFICE USE ONLY

03/16

Date Rec'd / /

File No. _____

Licence/permit details

Licence/permit number

Name of licensee/permittee

Contact details

Business hours contact details for you/your representative

Contact name

Daytime telephone number

Fax number

Postal address

 Postcode

Email

Premises details

Trading name (ie registered business name)

Street address

 Postcode

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

 Postcode

Premises email

Name/s of partners to be removed

Name:

Name:

Name:

Name:

Name:

Note: The remaining members of the partnership are deemed to be the licensees or permittees.

Signature/s of licensee/permittee

I/We as licensee/permittee certify that the above named partner/s has left the licensed premises and has no intention of returning to the premises to take up his or her duties as a licensee or permittee.

Date

Name

Date

Name

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

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.

