



This Information Bulletin briefly explains some of the requirements when applying to change the name of an existing licensed premises as per the *Liquor Control Act 1988* (the Act).

WHEN IS AN APPLICATION REQUIRED?

When a licensee wishes to change the current approved trading name at a licensed venue an application must be lodged to request the approval of the licensing authority prior to the name being changed.

This application is not used for situations where the licensee wishes to change their company name (not the trading name). Where the entity conducting business under the licence will be changing please refer to the Transfer of Licence application kit available on our website.

NAMING CONVENTIONS

There are a few situations where particular words or phrases will not be permitted. Restaurants wishing to alter their name to include the word 'bar' must provide written submissions as to why the name applies to their business and why it is in the public's interest.

LODGING THE APPLICATION

Applicants must lodge *completed* applications at the Department of Racing, Gaming and Liquor. An application should be made using the forms provided in this application kit.

APPLICATION FEES

The application fee must be lodged with the application. Please refer to the fee schedule available upon request or on the Department's website. Please note that the application cannot be examined until the fee is received. Generally, the application fee is not refundable, even if the application is refused or withdrawn.

Disclaimer

This Bulletin is designed to provide authoritative information in regard to the subject matter covered, and with the understanding that the Director is not passing legal opinion or interpretation or other professional advice.

The information is provided on the understanding that all persons undertake responsibility for assessing the relevance and accuracy of its contents.

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Please ensure that all documentation is provided with your application to avoid delays. To assist with this please complete the checklist below and submit with your application. Applications may be returned to the applicant or their solicitor/consultant if the application is incomplete.

DOCUMENTATION TO BE LODGED - MINIMUM REQUIREMENTS

Please tick boxes to show item lodged with application and sign and date at the bottom.

- Completed **Form LLD/16** – Notice of Application
- Prescribed **Application Fee** (refer to 'Fee Schedule for Liquor Activities')

I confirm that the required documentation accompanying this application is attached.

Applicant/agent signature and date



Office Use Only	
Paid Date	
Receipt No.	
Amount Paid	

NOTICE OF APPLICATION FOR APPROVAL OF CHANGE OF PREMISES NAME
LIQUOR CONTROL ACT 1988
Section 116

1. DETAILS OF LICENCE

Please print neatly in **BLOCK LETTERS** with a *black* pen only

(a) Licence number: _____

(b) Name of Licensee: _____

(c) Name of Licensed Premises: _____

(d) Address of Licensed Premises: _____
 _____ Post Code: _____

(e) Daytime contact name: _____

Telephone number: () _____ Email: _____

2. DETAILS OF CHANGE OF NAME

(a) Proposed trading name: _____

(b) Has this name been approved by the Australian Securities and Investments Commission? YES NO

(c) From what date is approval sought? ____/____/____

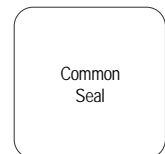
3. DECLARATION

Notice of application is hereby made for a licence in accordance with, and on the basis of, the information set out above. It is declared that all information and details provided in this form and in any plan or document lodged in support of the application, are true and correct and do not omit any relevant information.

Dated the _____ day of _____ / _____

WHERE THE LICENSEE IS A COMPANY THAT HAS A COMMON SEAL:-

The common seal of _____
was hereunto affixed in accordance with section 127 of the *Corporations Act 2001* and the Articles of Association in the presence of:-



Signature of Director

Name of Director (*Please print clearly*)

Signature of Director

Name of Director (*Please print clearly*)

3. DECLARATION (continued...)

WHERE THE LICENSEE IS A COMPANY WHICH DOES NOT HAVE A COMMON SEAL:-

Signature of Director

Name of Director (*Please print clearly*)

Signature of Director

Name of Director (*Please print clearly*)

WHERE THE LICENSEE IS ONE OR MORE INDIVIDUAL PERSONS:-

Signature of Licensee

Signature of Witness

Signature of Licensee

Signature of Witness

WHERE THE LICENSEE IS A CLUB:-

The common seal of _____
was hereunto affixed by order of its Committee Members in accordance with its constitution in the
presence of:

Common
Seal

Signature of Committee Member

Name of Committee Member

Signature of Committee Member

Name of Committee Member

4. Payment Details

Entering your credit card details below, you give consent for the appropriate application fee to be deducted from your card

Card Type: Visa <input type="checkbox"/> MasterCard <input type="checkbox"/>	Copy of Receipt (<i>email only</i>): YES <input type="checkbox"/> NO <input type="checkbox"/>
Card Number:	Expiry Date:
Cardholder's Name:	Cardholder's Signature:
Email Address:	



FEE SCHEDULE FOR LIQUOR ACTIVITIES
EXTRACT FROM LIQUOR CONTROL REGULATIONS 1989
EFFECTIVE AS FROM 1 JANUARY 2017

DESCRIPTION <i>(Please note: Fees are generally not refunded if an application is not approved)</i>	FEE
ADD, VARY OR CANCEL a condition of a licence or permit Permanent <ul style="list-style-type: none"> Club restricted licence \$43.00 Any other type of licence \$237.00 One-Off <i>(for a period of 21 days or less)</i> <ul style="list-style-type: none"> Club restricted licence \$43.00 ¹Any other licence type if the anticipated number of patrons is: <ul style="list-style-type: none"> Up to 500 \$110.00 Between 501 and 1,000 \$226.00 Between 1,001 and 5,000 \$1137.00 Between 5,001 and 10,000 \$2275.00 Over 10,000 \$4560.00 	
Alteration or redefinition of a licensed premises	\$399.00
APPROVAL OF MANAGER Application for Approval of Manager lodged at Australia Post \$168.00 Upgrade from restricted licence to unrestricted licence <ul style="list-style-type: none"> Lodged at Australia Post \$56.00 Lodged online \$15.00 Renewal of Manager's Approval (Identification Card) for a period of five years <ul style="list-style-type: none"> Application for renewal lodged at Australia Post \$164.00 Lodged online \$126.00 Replacement identification Card <ul style="list-style-type: none"> Lodged at Australia Post \$52.00 Lodged online \$10.00 	
⁴ Approval of person in position of authority	\$159.00
Approval to conduct non-liquor business on licensed premises	\$221.00
Change of name of licensed premises	\$73.00
EXTENDED TRADING PERMIT Ongoing <ul style="list-style-type: none"> Alfresco \$348.00 Liquor without a meal (not restricted to 120 persons) \$466.00 Liquor without a meal (restricted to 120 persons or less) \$53.00 Associations \$348.00 Hours, dining, late delivery, restaurant with accommodation \$1168.00 Cellar Door Operation (producers only): <ul style="list-style-type: none"> new cellar door operation (one licensee only) \$345.00 new cellar door operation (two or more licensees) – applications must be lodged concurrently \$345.00 plus \$290.00 per additional licensee existing cellar door permit where an additional licensee is seeking approval to operate under a permit \$290 per additional licensee 	
EXTENDED TRADING PERMIT <i>continued</i>	



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One-Off	
Increase hours, extend the licensed area and/or sell liquor to non-members	
<ul style="list-style-type: none"> • Club restricted licence \$43.00 • ^{1 & 3}For all other licence types <ul style="list-style-type: none"> ○ Up to 500 \$110.00 ○ Between 501 and 1,000 \$226.00 ○ Between 1,001 and 5,000 \$1137.00 ○ Between 5,001 and 10,000 \$2275.00 ○ Over 10,000 \$4560.00 	
² Grant or removal of a club, club restricted, restaurant, producer's or wholesaler's licence	\$886.00
² Grant or removal of a hotel, hotel restricted, tavern, tavern restricted, small bar, casino liquor licence, nightclub, special facility or liquor store licence	\$3454.00
Juvenile function (under section 126A)	\$64.00
Application for Liquor Restricted Premises Declaration:	
<ul style="list-style-type: none"> • Where the applicant is the occupier of the premises No charge • Where the applicant is the owner of the restricted premises; or a prescribed class of persons as defined in the <i>Liquor Control Regulations 1989</i> \$264.00 	
^{1 & 3} OCCASIONAL LICENCE	
<ul style="list-style-type: none"> • Up to 250 \$53.00 • Between 251 and 500 \$110.00 • Between 501 and 1,000 \$226.00 • Between 1,001 and 5,000 \$1137.00 • Between 5,001 and 10,000 \$2275.00 • Over 10,000 \$4560.00 	
³ Profit Sharing	\$231.00
² Protection order under section 87(1)	\$231.00
² Transfer of liquor licence	\$849.00
Vary or substitute plans approved under a conditionally granted licence	\$277.00
ANNUAL LICENCE FEE	
⁵ Club Restricted	\$288.00
⁵ For all other licence types	\$584.00
Extended Trading Permit – Ongoing:	
<ul style="list-style-type: none"> • No more than 2 \$277.00 • 3 or more \$556.00 	
SEARCH AND SUPPLY FEES	
Address labels for licensed premises	\$142.00
Advertising Banner "Liquor Control Act – Notice of Application"	\$25.00
Copy of a decision of the Commission or Director	



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<ul style="list-style-type: none"> For each Additional fee for certification 	<p>\$25.00</p> <p>\$25.00</p>
Copy of documentation, other than already prescribed, per page	\$4.00
Copy of plan (requires licensee's consent) <ul style="list-style-type: none"> For each sheet (up to a maximum of \$200) Certified (for each sheet) 	<p>\$25.00</p> <p>\$35.00</p>
Database printout of record of general licence details	\$35.00
Duplicate licence (requires licensee's consent)	\$35.00
Full search of a licence record (requires licensee's consent and will incur additional fees for copies of documents as listed above)	\$52.00
Issue of a summons to a witness	\$20.00
List of licensed premises or owners of licensed premises <ul style="list-style-type: none"> Hardcopy Electronic format 	<p>\$89.00</p> <p>\$58.00</p>
Search of postcodes <ul style="list-style-type: none"> 1 to 10 postcodes More than 10 postcodes 	<p>\$35.00</p> <p>\$77.00</p>

FOOTNOTES

¹ Where an application is for a function or event that takes place over a number of consecutive dates, the fee will be based upon the total maximum number of persons expected to be present in the licensed/permit area at any one time over the consecutive dates. For example: if a function or event runs for 2 days and the maximum number of persons expected to be present in the licensed/permit area at any one time is 300, then the fee will be calculated on an attendance of 600 people in total and will be \$224.

² In addition to the application fee, new applicants in respect of protection orders and permanent liquor licences (i.e. grant or transfer applications, with the exception of a club or club restricted licence) will pay an additional \$148.00 fee for each individual in a position of authority (including each director and shareholder of a company and adult trust beneficiary or unit holder).

³ In addition to the application fee, new applicants in respect of profit sharing agreements or arrangements will pay an additional \$148.00 fee for each individual who is party to the agreement or arrangement and in relation to whom a background check is sought from the Police Service.

⁴ In addition to the application fee, in respect of a body corporate seeking to be approved as a shareholder in the licensee company after the licence is granted, an additional \$148.00 fee applies for each individual to whom a background check is sought from the Police Service (including each director and shareholder and adult trust beneficiary or unit holder related to that body corporate) other than for the first individual, which will be captured by the application fee.

⁵ Annual licence fees for newly granted licences are charged on a quarterly pro-rata basis as follows:

Licence Effective	Fee: Club Restricted	Fee – All Other Licences
1 January - 31 March (100%)	\$288.00	\$584.00
1 April – 30 June (75%)	\$216.00	\$438.00
1 July – 30 September (50%)	\$144.00	\$292.00
1 October – 31 December (25%)	\$72.00	\$146.00