



# APPLICATION TO AMEND A LIQUOR LICENCE OR PERMIT

*Liquor Act 2010*  
*Liquor Regulation 2010*

## PURPOSE OF THIS FORM

This form is to be used to apply for an amendment to a current liquor licence or permit under the *Liquor Act 2010* (the Act). You can access the legislation and its regulation at [www.legislation.act.gov.au](http://www.legislation.act.gov.au). You may also obtain further information and forms at [www.act.gov.au](http://www.act.gov.au)

## PRIVACY

The Act authorises the Commissioner for Fair Trading (the Commissioner) to collect the personal information required by this form for the purposes of amending a liquor licence or permit issued under the Act. The Commissioner prevents any unreasonable intrusion into a person's privacy in accordance with the *Information Privacy Act 2014*. The Commissioner provides identifiable information to law enforcement organisations and authorised organisations that have legal authority to request information under prescribed circumstances.

## INSTRUCTIONS FOR COMPLETION

- Read the Further Information below prior to completing the application form.
- Only complete and return the parts of the form relevant to your requested amendment. Identify on the checklist the attached supporting documentation for the appropriate amendment.
- Once your application has been received you will be contacted for payment. The amendment will not be assessed until payment of the application fee has been received.

## TRANSLATING AND INTERPRETING SERVICE

If you require further information or require advice, a language assistance service is available by phoning the Translating and Interpreting Service (TIS) on 13 14 50.

## CONTACT INFORMATION

Email: [ALiquor@act.gov.au](mailto:ALiquor@act.gov.au)

In Person: Please visit [www.act.gov.au/accessCBR](http://www.act.gov.au/accessCBR)

Or call **132281** to find an

Access Canberra Shopfront

## FURTHER INFORMATION ABOUT APPLYING FOR AMENDMENT TO A LIQUOR LICENCE OR PERMIT

### Types of applications

Change to Suitable Persons – A licence **must** be amended if someone new is to be a influential person, or person with day-to-day control. A permit **must** be amended if someone else is to be a close associate or influential person.

If a current close associate or influential person is no longer so for the licensee, you may remove them from the licence.

Amendment of a Partnership - if a partnership is to be dissolved, but one partner is to retain the licence/permit and all other details remain the same then this form can be used to amend the licensee/permit-holder details. Alternatively if another person/s are to join the partnership, and the licensee/permit-holder name will remain the same, this form can be used to amend the licensee/permit-holder details.

If the licensee is to change, other than by the dissolution of a partnership where one partner retains the licence, an application to transfer the liquor licence must be submitted. The form is available on the Access Canberra website. Permits **cannot** be transferred.

Change to Trading Times – request to extend or reduce trading times for the licensed or permitted premises. Where an increase in trading times is requested, you may be required to pay the difference between the paid renewal fee and the renewal fee for the amended trading times. The **30 day public notification period** must be complied with for an increase to trading hours.

Change to On Licence Class – request to alter the sub-class of an on licence. The **30 day public notification period** must be complied with. For changes to the licence class (other than on licence sub-class), a new licence application must be submitted.

Alteration to Premises – request to alter the public areas of the licensed or permitted premises. The **30 day public notification period** must be complied with for an increase to the occupancy loading for a public area at the licensed premises

Amendment to Licence/Permit – request to amend the licence or permit in a way other than as described above (including occupancy loading, adults-only areas and conditions).

**Only complete the Parts of the application form relevant to the requested amendment to your licence or permit.**



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## Suitability Information

If there have been changes to the persons involved with the supply of liquor under the licence or permit, suitability information for the new persons must be provided with the application. If there are proposed changes to the licensed/permited premises, these must be approved prior to the works commencing.

An **influential person** for a corporation is: an executive officer; a person who may exercise a power in relation to the corporation's management, decision making, elections or appointments, and conduct; a related corporation; or an executive officer in a related corporation.

A person with **day-to-day control** is a person, beside the licensee, who has control of the business operated under the licence on a day-to-day basis.

## Risk Assessment Management Plan

For all licences where alcohol is sold to be consumed on the premises (general, on, club or special licences) a Risk-Assessment Management Plan (RAMP) must be provided with the Application for a Liquor Licence form. A RAMP is also required for commercial permits. If the amendment/s applied for will alter the risks (e.g. longer trading hours) and/or the methods for dealing with them, an amendment to an approved [RAMP](#) form must be submitted with this application for approval by the Commissioner.

## Licence / Permit Amendment Fee

The fee to amend a current licence or permit can be found on the [Access Canberra Website](#) or by contacting Access Canberra on 132281. Once your application has been received an Access Canberra Licensing Officer will contact the applicant for payment.

## Personal information

Details of all licence applications, including personal information such as your name and date of birth, are collected and held by Access Canberra with specific details made available to the public via the public register. You can ask Access Canberra to remove or not place personal information on the public register. However, for this to occur Access Canberra must be satisfied that the safety or wellbeing of any person would be affected by not suppressing the information and that suppression would, on balance, be in the public interest.

You can forward reasons why your personal information should not be included on the public register to the Commissioner for Fair Trading, Access Canberra, GPO Box 158, Canberra ACT 2601.

You can also access the personal information Access Canberra is holding about you. You can ask Access Canberra to make appropriate amendments to ensure that the personal information is accurate, relevant, up-to-date, complete and not misleading. Contact Compliance, Access Canberra, GPO Box 158, Canberra ACT 2601, or on 132281 for assistance.



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### APPLICATION CHECKLIST

#### Change to Suitable Person/s

You must provide the following as part of your application, for each Influential person/s or Person/s with day-to-day control of the premises:

<input type="checkbox"/>	Application Details ( <a href="#">Part A</a> )
<input type="checkbox"/>	Personal Particulars ( <a href="#">Part B</a> )
<input type="checkbox"/>	Two forms of identification (one to be current photographic ID)
<input type="checkbox"/>	Police certificate issued within the previous three (3) months (use the consent form available from <a href="http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx">http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx</a> - fees apply)
<input type="checkbox"/>	Suitability Declaration ( <a href="#">Part C</a> )
<input type="checkbox"/>	ASIC Extract - <i>required if the licensee is an organisation and the officeholders are changing</i>

#### Amendment of Partnership – Remove or add new partner as Licensee /Permit-holder

You must provide the following as part of your application

##### Remaining licensee/permit-holder

<input type="checkbox"/>	Application Details ( <a href="#">Part A</a> )
<input type="checkbox"/>	Dissolution of a partnership ( <a href="#">Part D</a> )

##### Outgoing licensee/permit-holder

<input type="checkbox"/>	Dissolution of a partnership ( <a href="#">Part D</a> )
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##### Incoming licensee/permit-holder

<input type="checkbox"/>	Personal Particulars ( <a href="#">Part B</a> )
<input type="checkbox"/>	Evidence of Citizenship or Resident Status (if born outside Australia)
<input type="checkbox"/>	Two forms of identification (one to be current photographic ID)
<input type="checkbox"/>	Police certificate issued within the previous three (3) months (use the consent form available from <a href="http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx">http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx</a> - fees apply)
<input type="checkbox"/>	Suitability Declaration ( <a href="#">Part C</a> )

#### Change to Trading Hours

The Licensee / Permit-holder must provide the following

<input type="checkbox"/>	Application Details ( <a href="#">Part A</a> )
<input type="checkbox"/>	Change to Current Trading Hours ( <a href="#">Part E</a> )
<input type="checkbox"/>	The Approved Risk-Assessment Management Plan (RAMP) for the premises must be amended when the trading times for a premises changes. Submit an new RAMP <a href="#">online</a> with the relevant section amended.
<input type="checkbox"/>	Public Consultation Notice ( <a href="#">Part F</a> )

#### Change to Trading Hours

The Licensee / Permit-holder must provide the following

<input type="checkbox"/>	Application Details ( <a href="#">Part A</a> )
<input type="checkbox"/>	Public Consultation Notice ( <a href="#">Part F</a> )



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### Alteration to Licensed / Permitted Premises

You must provide the following as part of your application

**A copy must be provided for the premises before approval will be granted to commence alterations**

<input type="checkbox"/>	Application Details ( <a href="#">Part A</a> )
<input type="checkbox"/>	Alteration to Premises Details ( <a href="#">Part G</a> )
<input type="checkbox"/>	A copy of the approved proposed alterations plans (or concept plans if not yet approved)
<input type="checkbox"/>	Plans of the entire premises, as they will be after alterations completed
<input type="checkbox"/>	Public Consultation Notice (Part F) (If Applicable)

**A copy must be provided before a final inspection and clearance by Access Canberra**

<input type="checkbox"/>	Certificate of Occupancy (for building and fit-out) following completion of the alterations
<input type="checkbox"/>	EPD certificate issued within the previous three (3) months for the proposed premises (A <i>Provision of Lease Advice – Liquor Licensing</i> form can be obtained from <a href="http://www.planning.act.gov.au/publications_forms/forms">http://www.planning.act.gov.au/publications_forms/forms</a> )
<input type="checkbox"/>	The approved RAMP for the premises must be amended (pro forma and application form on Access Canberra website)

**To be arranged before the altered premises may be used**

<input type="checkbox"/>	Satisfactory inspection by Access Canberra inspector
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### Amendment to Licence or Permit

The Licensee / Permit-holder must provide the following

<input type="checkbox"/>	Application Details ( <a href="#">Part A</a> )
<input type="checkbox"/>	Amendment to Licence or Permit ( <a href="#">Part H</a> )



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### PART A - APPLICATION DETAILS (MUST BE COMPLETED)

Select from the following:

#### Liquor Licence Number:

**Current licence type** (select **one** of the following):

- CATERING  
 GENERAL  
 OFF  
 CLUB  
 SPECIAL

ON – select one of the following sub-classes:

- Bar  
 -  Nightclub  
 -  Café and Restaurant

#### Liquor Permit Number:

**Current licence type** (select **one** of the following):

- Commercial  
 Non-commercial

Applicant Details		
Licensee / permit holder name:		
Registered business name of premises / trading name:		
Licensed / permitted premises address:		
Suburb:	State: ACT	Postcode:
Contact person for licensed / permitted premises:		
Phone number: (    )		

Amendment application type			
<input type="checkbox"/> Change to Suitable Persons (complete Part B and Part C)			
<input type="checkbox"/> Change to Trading Hours (complete Part E)			
<input type="checkbox"/> Change of On Licence sub-class; to: (complete Part F)	<input type="checkbox"/> Bar	<input type="checkbox"/> Nightclub	<input type="checkbox"/> Café and Restaurant
<input type="checkbox"/> Alteration to licensed / permitted premises (complete Part G)			
<input type="checkbox"/> Amendment to licence /permit (complete Part H)			





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### PART C - SUITABILITY INFORMATION – PERSON

*This part must be completed for the proposed licensee/s, each influential person for a corporation, and the person/s who are to have day-to-day control of the business (if not the licensee)*

#### DECLARATION

I, Name in full  
of Full residential address  
whose current position/occupation is  
make the following declaration,

- That I will give true answers to all questions in this declaration by selecting the corresponding YES or NO box beside the questions; and
- That for each question I answer YES, I will provide full and accurate details of the facts or matters specified or associated with the question, attaching additional details on an annexure form.

1.	Have you ever been convicted or found guilty of an offence under any of the laws in any State or Territory in Australia listed below? You may refer to your attached police certificate in the attached additional details.		
	- ACT <i>Liquor Act 2010</i> or any corresponding liquor laws	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	- ACT <i>Crimes Act 1900</i> or the <i>Crimes Act 1914</i> (Cwlth)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	- ACT <i>Criminal Code 2002</i> or the <i>Criminal Code Act 1995</i> (Cwlth)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	- ACT <i>Unlawful Gambling Act 2009</i>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	- <i>Trade Practices Act 1974</i> (Cwlth)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	- ACT <i>Fair Trading Act 1992</i> or corresponding fair-trading laws	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	- A law of the ACT or elsewhere with a maximum penalty of imprisonment for 1 year or more	<input type="checkbox"/> No	<input type="checkbox"/> Yes
2.	Have you ever been convicted or found guilty of an offence against a law in Australia or anywhere else relating to the supply or consumption of liquor?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
3.	Have you ever been the subject of a cancellation order relating to a liquor licence or permit?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
4.	Have you ever been proven to be non-compliant with any legal obligation in relation to the supply of liquor?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
5.	Have you ever been refused a licence, permit or other authority (however described) in relation to the supply of liquor?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
6.	In the last five (5) years have you been declared bankrupt, personally insolvent, or been involved in the management of a corporation when the corporation was insolvent?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
7.	If the proposed licensee is a corporation, in the last five (5) years has the corporation been insolvent?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
8.	If the proposed licensee is a club, is the club an <b>eligible club</b> ? (see page 2 for definition of an eligible club)	<input type="checkbox"/> No	<input type="checkbox"/> Yes

#### Understanding of Obligations under the Act:

9.	I understand that I may not serve liquor without a current Responsible Service of Alcohol (RSA) Certificate or equivalent interstate qualification	<input type="checkbox"/> No	<input type="checkbox"/> Yes
10.	I understand that I may not serve liquor to persons under the age of 18	<input type="checkbox"/> No	<input type="checkbox"/> Yes
11.	I understand that I may not serve liquor to intoxicated persons	<input type="checkbox"/> No	<input type="checkbox"/> Yes
12.	I understand that I must supply water free of charge and ensure food is available to patrons	<input type="checkbox"/> No	<input type="checkbox"/> Yes
13.	I understand that I am required to report incidents directly to Access Canberra within 24 hours of an incident occurring	<input type="checkbox"/> No	<input type="checkbox"/> Yes

I understand that a person who intentionally makes a false statement may be guilty of an offence. I believe that the statements in this declaration are true and correct.

*Signature of person making the declaration*

Full Name (Print)

Date:     /     /



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### PART D - DISSOLUTION OF A PARTNERSHIP

#### DECLARATION – FOR COMPLETION BY LICENSEE/PERMIT-HOLDER

I, name

being the proposed licensee/permit-holder

- a) declare that I have read and understood the information provided in this form, and that the details shown are true and correct;
- b) declare that this application is made due to the dissolution of the partnership that currently holds the licence for the above premises;
- c) understand that I will retain the licence for the premises;
- d) agree to abide by any conditions that form part of the licence issued by the Commissioner;
- e) consent to Access Canberra having access to the records relating to my history, only for the purposes of this application; or in relation to a liquor licence subsequently granted by the Commissioner; and
- f) understand that it is an offence to provide false or misleading information.

Signed:

Date:     /     /

#### DECLARATION – FOR COMPLETION BY THE EXITING PARTNER

I, name

being a current licensee

- a) declare that I have read and understood the information provided in this form, and that the details shown are true and correct;
- b) confirm that I am no longer a partner in partnership name  
and that I consent to licensee name  
retaining the licence in their name; and
- c) understand that it is an offence to provide false or misleading information.

Signed:

Date:     /     /





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## PART E - CHANGE TO CURRENT TRADING HOURS

CURRENT TRADING HOURS ARE WITHIN THE FOLLOWING TIMEFRAMES: (select **one** of the following):

- 7am – 6pm (OFF only\*)     
  7am – 11pm (OFF only\*\*)     
  7am – Midnight (standard)     
  7am – 1 am  
 7am – 2am     
  7am – 3am     
  7am – 4am     
  7am – 5am

AMENDED TRADING HOURS WILL BE WITHIN THE FOLLOWING TIMEFRAMES: (select **one** of the following):

- 7am – 6pm (OFF only\*)     
  7am – 11pm (OFF only\*\*)     
  7am – Midnight (standard)     
  7am – 1 am  
 7am – 2am     
  7am – 3am     
  7am – 4am     
  7am – 5am

\* This early licenced time is available only for off licensees that have provided liquor purchase information exceeding \$3,000,000 in a reporting year.

\*\* Note – Premises that sell liquor for consumption off the premises are permitted to trade until 11pm only.

Note - The licensee may apply (in writing) to the commissioner to extend trading hours for special events on 6 occasions within a 12 month period. (A special event is defined under Section 214A Liquor Act 2010). On 25 April, 24 December and 31 December, standard licensed times are 7am – 1am the following day.

AMENDED TRADING HOURS TO COMMENCE
/ /

If the commercial permit or licence authorises the sale of liquor to be consumed on the premises, you must amend the trading hours nominated on your approved RAMP and submit it to the Commissioner for re-approval. The pro-forma and application form can be found on the Access Canberra website.

## PART F - PUBLIC CONSULTATION NOTICE

I approve Access Canberra to post the Public Consultation Notice on the Open Government Website.

### Declaration

I agree that,

1. A public sign of the size and format required by the Commissioner and containing all the relevant details of the application will be displayed on the premises or site to which the application relates.
2. The Public Sign will be continuously and conspicuously displayed for 30 days.

I understand that a person who intentionally makes a false statement may be guilty of an offence. I believe that the statements in this declaration are true and correct.

*Signature of person making the declaration*

Full Name (Print)

Date: / /



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### PART G - ALTERATION TO PREMISES DETAILS

*(This part is to be submitted prior to commencing the alterations to the premises)*

Note: An application to increase the occupancy loading for a public area at the licensed premises is subject to 30 days public consultation. If this applies please complete Part F of this form.

Contact person for the alterations
Contact phone number (    )
Mobile
Email address
Expected commencement date     /     /
Expected completion date     /     /
<p>Details of the proposed alterations</p> <p><i>(Briefly describe the nature of the proposed alterations. May refer to attached plans)</i></p>



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### PART H - AMENDMENT TO A LICENCE OR PERMIT

Complete this part if you wish to amend a licence or permit in a way not already described, e.g. occupancy loading, adults-only area or a condition. Attach any supporting documentation to the application.

Provide a brief description of what you wish to have amended on your licence or permit:

Provide a rationale for why you require this amendment:

### DECLARATION AND PAYMENT (REQUIRED)

The Commissioner may only amend the licence or permit if satisfied that the following continue to be suitable persons:

- a) the licensee or permit-holder;
- b) close associates;
- c) influential persons;
- d) the premises; and
- e) for licences, the persons with day-to-day control.

It is an offence for a person to fail to inform the Commissioner about changes to their suitability information within seven (7) days of the change occurring. The maximum penalty is 20 penalty units.

I, name

being the licensee / permit-holder for premises address/business name

confirm that the suitability information for persons and the permitted premises, provided for this licence is still true and correct.

*Signature of person making the declaration*

Full Name (Print)

Date:     /     /

### LODGEMENT AND PAYMENT METHODS

This form should be lodged via email to [ACliquor@act.gov.au](mailto:ACliquor@act.gov.au)

**You will be contacted for payment once your application has been received.**

Please note that the licence fee is GST exempt.