



Application for transfer of a licence

Office of Liquor and Gaming Regulation

<p>Office use only</p> <p>Date received:</p> <p>Receipt no.:</p> <p>Amount received:</p> <p>Fees: To find out the current application fee go to www.business.qld.gov.au/liquor-gaming</p>	<p>Instructions for completion</p> <p>Please complete in BLOCK letters. Attach extra pages if needed. If you need help completing this form, contact the Office of Liquor and Gaming Regulation (OLGR) on 13 QGOV (13 74 68).</p> <p>Privacy statement — please read</p> <p>OLGR is collecting the information on this form to assess your application for a Transfer of a Wine Licence. This information is authorised by section 7 of the <i>Wine Industry Act 1994</i>. This information will only be accessed by authorised employees within the department. The business information is placed on a register that may be inspected by the public which is authorised by section 59 of the <i>Wine Industry Act 1994</i>. Your personal information will not be disclosed to any other parties unless authorised or required by law. The business information which is placed on the public register will include trading hours, trading conditions, licensee, nominees, and trading name information.</p> <p>Warning</p> <p>False or misleading statements will attract a maximum penalty of 100 penalty units or 6 months imprisonment and may lead to immediate cancellation of licence.</p> <p>Copyright protects this document. The State of Queensland has no objection to this material being reproduced, made available online or electronically, but only if it is recognised as the owner of copyright and this material remains unchanged.</p> <p>Criminal history check</p> <p>A criminal history check will be conducted for each new person named on the application form (eg. licensee, nominee or company director). A fee applies for each criminal history check required. Fees should be included in the “amount authorised” at payment details.</p>
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Section 1 — to be completed by licensee

Part A

<p>Details of premises</p>	<p>Name of premises (as shown on licence document)</p> <p>Address of premises</p> <p>.....</p> <p>Locality/suburb State Postcode</p>
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Part B

<p>Wine licence number</p>	<p>Wine licence number (as shown on licence document)</p>
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Part C

<p>Outgoing licensee</p>	<p>Full name of outgoing licensee (as shown on licence document)</p> <p>.....</p>
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Part D

<p>Proposed licensee</p>	<p>Full name of proposed licensee (as shown on contract)</p> <p>.....</p>
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Part E

Settlement/takeover date	Proposed settlement or takeover date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>D D / M M / Y Y Y Y</small>
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Part F

Contact details	Your contact details for future correspondence Address Locality/suburb State Postcode Telephone Facsimile Mobile Email
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Part G

Solicitor or acting agent details	Do you have a solicitor or agent acting on your behalf in this application? <input type="checkbox"/> No – go to Part H <input type="checkbox"/> Yes – please give details: Name of solicitor or agent Address of solicitor or agent Locality/suburb State Postcode Telephone Facsimile Mobile Email
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Part H

Your responsibilities	You are the only person authorised to sell and supply wine on these premises until the transfer has been approved. Takeover must not occur before the approval of the transfer by the Department's Chief Executive.
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Part I

Signature of outgoing licensee Outgoing licensee as at Part C	Name..... Signature..... Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>D D / M M / Y Y Y Y</small>
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Section 2 – to be completed by proposed licensee

Part AA

Details of premises

Name of premises (as shown on licence document)

Address of premises

.....

Locality/suburb State Postcode

Part BB

Wine licence number

Wine licence number (as shown on licence document)

Part CC

Outgoing licensee

Full name of outgoing licensee (as shown on licence document)

.....

Part DD

Proposed licensee

Full name of proposed licensee (as shown on contract)

.....

Part EE

Nominee details

If the proposed licensee is a company, partnership or a person who will not be responsible for the day to day operation of the premises, you *must* have one or more responsible people as nominee. Otherwise you *may* have nominees.

Will you have a nominee/s?

No – go to Part FF

Yes – full name of proposed nominee/s

.....

Part FF

Contact details

Your contact during the course of the application

Address

Locality/suburb State Postcode

Telephone Facsimile

Mobile Email

Part GG

Solicitor or acting agent details

Do you have a solicitor or agent acting on your behalf in this application?

- No – go to Part HH
 Yes – please give details:

Name of solicitor or agent

Address of solicitor or agent

.....

Locality/suburb State Postcode

Telephone Facsimile

Mobile Email

Part HH

Proposed licensee

Is the proposed licensee a company?

- No – go to Part II
 Yes – please attach a current copy of your company extract

Part II

Trading name change

Will the trading name of the premises change?

- No – go to Part JJ
 Yes – please write below the new name as it appears on the Certificate of Registration of Business name

.....

Part JJ

Type of licence being transferred

What type of licence is being transferred?

- Wine producer – go to Part KK
 Wine merchant – go to Part OO

Part KK

Activities currently undertaken at premises

Which of the following activities is the outgoing licensee currently undertaking at the premises?

- Growing fruit at the premises
 Making wine at the premises
 Growing fruit and making wine at the premises

Part LL

Will you be continuing these activities?

- No – go to Part MM
 Yes – go to Part NN

Part MM	
Activities to be undertaken at the premises	<p>A wine producer must grow the fruit used to make the wine at the premises, make the wine at the premises or both. What activities will you be undertaking at the premises?</p> <p>.....</p> <p>.....</p> <p>.....</p>
Part NN	
Possession of remaining stocks of licensee's wine	<p>Will you take possession of remaining stocks of licensee's wine made by the outgoing licensee as part of the transfer contract?</p> <p><input type="checkbox"/> No – go to Part TT</p> <p><input type="checkbox"/> Yes – go to Part SS</p>
Part OO	
Activities currently undertaken at premises	<p>Which of the following activities is the outgoing licensee currently undertaking at the premises?</p> <p><input type="checkbox"/> Buying Queensland fruit to make wine</p> <p><input type="checkbox"/> Having wine made in Queensland</p> <p><input type="checkbox"/> Blending wine at the premises</p> <p><input type="checkbox"/> Other – give details.....</p> <p>.....</p>
Part PP	
	<p>Will you be continuing these activities?</p> <p><input type="checkbox"/> No – go to Part QQ</p> <p><input type="checkbox"/> Yes – go to Part RR</p>
Part QQ	
Activities to be undertaken at the premises	<p>A wine merchant must conduct a business that contributes to the Queensland wine industry in a substantial way. What activities will you be undertaking at the premises?</p> <p>.....</p> <p>.....</p> <p>.....</p>
Part RR	
Possession of remaining stocks of wine made by outgoing licensee	<p>Will you take possession of remaining stocks of wine made by the outgoing licensee as part of the transfer contract?</p> <p><input type="checkbox"/> No – go to Part TT</p> <p><input type="checkbox"/> Yes – go to Part SS</p>

Part SS

Details of type and amount of wine

Give details of the type and amount of wine which you will take possession of as a result of this transfer?

Type of wine	Amount in litres

Part TT

Is this application being made by an owner or mortgagee in lawful possession of the premises?

- No – go to Part VV
- Yes – go to Part UU

Part UU

Submission details

You must attach a submission detailing the circumstances under which you have taken possession of the premises. Is this submission attached?

- No – this application cannot be finalised until the submission is lodged
- Yes – go to Part VV

Part VV

Are the premises, or any part of the premises, currently subject to a licence under the *Liquor Act 1992* or the *Wine Industry Act 1994*?

- No – go to Part WW
- Yes – give details
-

Part WW

Satellite cellar doors (Wine producers only)

Are there any satellite cellar doors operating under this licence?

- No – go to Part YY
- Yes – go to Part XX

Part XX

Consent of owner of satellite cellar door

If more than one cellar door is operated by this licence, the consent of all owners will be required.

I have no objection to the proposed licensee acquiring the use of the satellite cellar door situated at

.....
.....

Name..... Signature

Date / /
D D / M M / Y Y Y Y

Part YY

You must lodge complete Personal Details Schedule(s) on behalf of the proposed licensee(s)/nominee(s).

Are these Personal Details Schedule(s) attached?

- No – do not lodge this application until Personal Detail Schedule(s) (Form 5) are available and attached
 Yes

Part ZZ

Consent of proposed nominee

I/We

.....
consent to act as nominee under this licence.

Signature(s) of proposed nominee/s

.....

Date / /
D D / M M / Y Y Y Y

Part AAA

Owner's consent

(If the owner of the premises is not the outgoing or proposed licensee, or in possession as at Part TT)

As owner of the premises described at Part A, or an authorised delegate of the owner, I consent to this licence transfer.

Name

Signature

Date / /
D D / M M / Y Y Y Y

Part BBB

Signature of proposed licensee

(As at Part D)

If the licensee is a company with more than one director, a director other than the proposed nominee must sign here.

- All questions have been answered
- All necessary attachments have been included
- All consents have been obtained as required by **Parts XX, YY and ZZ**

Name

Signature

Date / /

Lodgement details

Please lodge the completed application, any supporting documentation and fees at the **Office of Liquor and Gaming Regulation** at the address below:

By mail: Locked Bag 180, City East Qld 4002

In person: Upper Plaza, 33 Charlotte Street, Brisbane Qld 4000

For further information phone 13 QGOV (13 74 68) or visit www.business.qld.gov.au/liquor-gaming

Payment details

Payment type:

- Money order
- Cheque (Make cheque payable to: Office of Liquor and Gaming Regulation)
- Credit card*

Charge my: Mastercard VISA

Credit card no.

Cardholder's name:

Amount authorised: \$..... Expiry date: /
month year

Signature:

*OLGR **will not** accept credit card details by fax or email, including PDF attachments.

If an email is received with credit card details, it will be deleted immediately and your form will not be processed. This is in accordance with the Payment Card Industry Data Security Standard.

A receipt will not be issued unless specifically requested.