

APPLICATION FOR TRANSFER OF A LICENCE

Office Use Only

Date received

Receipt No

Amount received

Fees:

To find out the current application fee go to www.olgr.qld.gov.au

Instructions

Please complete in BLOCK letters. Attach extra pages if needed. If you need help completing this form, contact the Office of Liquor, Gaming and Racing on (07) 4637 6016.

Privacy Statement – Please read

The Department is collecting information, including personal information, for the purposes of the *Wine Industry Act 1994*. In accordance with the legislation, some personal information may be passed to the Queensland Police Service to assist with criminal history searches, and business information is placed on a register that may be inspected by the public. In other instances, information on this form can be disclosed without your consent where authorised or required by law.

Warning: 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.

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Criminal History Check

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.

PART A – To be completed by outgoing licensee

**Section 1
Premises
details**

Name of premises (as shown on licence document)

Address of premises

Locality/Suburb State Postcode

**Section 2
Wine licence
number**

Wine licence number (as shown on licence document)

**Section 3
Outgoing
licensee**

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

**Section 4
Proposed
licensee**

Full name of proposed licensee (as shown on contract)

**Section 5
Settlement/
takeover date**

Proposed settlement or takeover date / /
D D M M Y Y Y Y

**Section 6
Contact
details**

Your contact details for future correspondence

Address

Locality/Suburb State Postcode

Phone Fax

Mobile Email

**Section 7
Solicitor or
acting agent
details**

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

No – Go to Section 8

Yes – Give details

Name of solicitor or agent

Address

Locality/Suburb State Postcode

Phone Fax

Mobile Email

**Section 8
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.

**Section 9
Signature
of outgoing
licensee**

Outgoing licensee as
at Section 3.

Name

Signature

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

PART B – To be completed by proposed licensee

Section 1 Premises details

Name of premises (as shown on licence document)

Address of premises

Locality/Suburb State Postcode

Section 2 Wine licence number

Wine licence number (as shown on licence document)

Section 3 Outgoing licensee

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

Section 4 Proposed licensee

Full name of proposed licensee (as shown on contract).....
.....

Section 5 Nominee details

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

Will you have a nominee/s?

No – Go to Section 6

Yes – Full name of proposed nominee/s.....
.....

Section 6 Contact details

Your contact during the course of the application

Address

Locality/Suburb State Postcode

Phone Fax

Mobile Email

Section 7 Solicitor or agent details

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

No – Go to Section 8

Yes – Give details

Name of solicitor or agent.....

Address

Locality/Suburb State Postcode

Phone Fax

Mobile Email

Section 8 Proposed Licensee	<p>Is the proposed licensee a company?</p> <p><input type="checkbox"/> No – Go to Section 9</p> <p><input type="checkbox"/> Yes – Please attach a current copy of your company extract</p>
Section 9 Trading name change	<p>Will the trading name of the premises change?</p> <p><input type="checkbox"/> No – Go to Section 10</p> <p><input type="checkbox"/> Yes – Please write below the new name as it appears on the Certificate of Registration of Business name.....</p>
Section 10 Type of licence being transferred	<p>What type of licence is being transferred?</p> <p><input type="checkbox"/> Wine producer – Go to Section 11</p> <p><input type="checkbox"/> Wine merchant – Go to Section 15</p>
Section 11 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"/> Growing fruit at the premises</p> <p><input type="checkbox"/> Making wine at the premises</p> <p><input type="checkbox"/> Growing fruit and making wine at the premises</p>
Section 12	<p>Will you be continuing these activities?</p> <p><input type="checkbox"/> No – Go to Section 13</p> <p><input type="checkbox"/> Yes – Go to Section 14</p>
Section 13 Activities to be undertaken at 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>
Section 14 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 Section 20</p> <p><input type="checkbox"/> Yes – Go to Section 19</p>
Section 15 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>

Section 16	<p>Will you be continuing these activities?</p> <p><input type="checkbox"/> No – Go to Section 17</p> <p><input type="checkbox"/> Yes – Go to Section 18</p>														
Section 17	<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>														
Section 18 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 Section 20</p> <p><input type="checkbox"/> Yes – Go to Section 19</p>														
Section 19 Details of type and amount of wine	<p>Give details of the type and amount of wine which you will take possession of as a result of this transfer?</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 70%; text-align: left; padding: 2px;">TYPE OF WINE</th> <th style="width: 30%; text-align: left; padding: 2px;">AMOUNT IN LITRES</th> </tr> </thead> <tbody> <tr><td style="height: 15px;"> </td><td> </td></tr> <tr><td style="height: 15px;"> </td><td> </td></tr> <tr><td style="height: 15px;"> </td><td> </td></tr> <tr><td style="height: 15px;"> </td><td> </td></tr> <tr><td style="height: 15px;"> </td><td> </td></tr> <tr><td style="height: 15px;"> </td><td> </td></tr> </tbody> </table>	TYPE OF WINE	AMOUNT IN LITRES												
TYPE OF WINE	AMOUNT IN LITRES														
Section 20	<p>Is this application being made by an owner or mortgagee in lawful possession of the premises?</p> <p><input type="checkbox"/> No – Go to Section 22</p> <p><input type="checkbox"/> Yes – Go to Section 21</p>														
Section 21 Submission details	<p>You must attach a submission detailing the circumstances under which you have taken possession of the premises. Is this submission attached?</p> <p><input type="checkbox"/> No – This application cannot be finalised until the submission is lodged</p> <p><input type="checkbox"/> Yes – Go to Section 22</p>														
Section 22	<p>Are the premises, or any part of the premises, currently subject to a licence under the <i>Liquor Act 1992</i> or the <i>Wine Industry Act 1994</i>?</p> <p><input type="checkbox"/> No – Go to Section 23</p> <p><input type="checkbox"/> Yes – Give details (including licence number, or attach a copy of the licence document)</p> <p>.....</p>														

**Section 23
Satellite
cellar doors**

(Wine producers only)

Are there any satellite cellar doors operating under this licence?

No – **Go to Section 25**

Yes – **Go to Section 24**

**Section 24
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

**Section 25
Personal
details
schedule**

You must lodge completed 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 Details Schedule(s) (Form 5) are available and attached.**

Yes

**Section 26
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

**Section 27
Owner's
consent**

(If the owner of the main premises is not the outgoing or proposed licensee, or in possession as at Section 20)

As owner of the premises described at Section 1, or an authorised delegate of the owner, I consent to this licence transfer.

Name

Signature

Date / /
D D M M Y Y Y Y

**Section 28
Signature
of proposed
licensee**

(As at Section 4)

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 Sections 24-26.

Name

Signature

Date / /

D D M M Y Y Y Y

**Lodgement
details**

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

By mail: PO Box 841, Toowoomba Qld 4350

In person: 137 Herries Street, Toowoomba Qld 4350

For further information phone (07) 4637 6016 or visit www.olgr.qld.gov.au

Payment details

Payment Type:

- Money Order
- Cheque – *Make cheque payable to Office of Liquor, Gaming and Racing*
- Credit Card – Charge my:

Mastercard VISA

Credit Card No.

Cardholder's Name:

Amount Authorised: \$ Expiry Date:

Signature:

A receipt will not be issued unless specifically requested.