

REQUEST FOR SEARCH OF LICENSED PREMISES

Please also refer to the Director's policy *Inspection of Records and Access to Documents regarding accessing certain documents.*

1. CONTACT INFORMATION

Name of Person Requesting Search: _____

Contact Number: _____

Email Address: _____

Postal Address: _____

2. PREMISES IDENTIFICATION

Licence Number: _____

Name of Licensed Premises: _____

Address of Licensed Premises: _____

PLEASE NOTE THE FOLLOWING

Written authorisation/consent is required from the current Licensee(s) to access information for:

- a) Duplicate/replacement Licenses;
- b) Duplicate/replacement Permits;
- c) Duplicate/replacement Plans;
- d) Work Orders and S117 Lodgements; and
- e) Searches of Licensed Premises and/or copies of any documents relating to the Licence or search results.

Agents and Legal Representatives cannot authorise a search request unless representing the licensee under s17 of the *Liquor Control Act 1988*. If the Licensee is not available to give consent, the applicant may need to lodge a Freedom of Information request.

SEARCH REQUIRED

Full Search of Licence Record - \$57.00 (Elaborate below)

A detailed search of the department's database to access information relating to an active licensed premises.

General Search of Licence Record (search of the database of records per licence) - \$44.00

Please refer to the Directors Policy – Inspection of records and access to documents for further information – Licensee consent not required for a general Search of Licence Record.

Copy of specific document pertaining to Licensed Premises (other than already prescribed) - \$4 per page (Elaborate below)

Duplicate/Replacement Licence - \$38.00

Duplicate/Replacement of Extended Trading Permit - \$38.00 (each) - please specify permit number/s:

(For displaying on licensed premises)

Certified copy of Licence for evidence in Court - \$58.00

Certified copy of Extended Trading Permit for evidence in Court - \$58.00

Supply of historical copy of Licence, Permit or Decision of the Commission (or the former Liquor Licensing Court) or the Director - \$29.50 /decision*

**An additional flat fee of \$29.50 will apply for certified copies of the above for evidence in court.*

Copy of Plan/s of licensed premises - \$29.50/sheet*

Copy of Plan/s of extended trading permit - \$29.50/sheet* – permit number/s:

(For retention on licensed premises)

Please advise which format you would like any of the above documents to be delivered:

Hardcopy

Softcopy

**Fees are charged up to a maximum of \$232.00 for copies of plans*

Certified copy of Plan/s for evidence in Court - \$44.00/sheet

Certified copy of Plan/s of extended trading permit for evidence in Court - \$44.00

List of licensed premises or owners of licensed premises

Hardcopy - \$92

Softcopy - \$65.00

Search of Postcodes

1 to 10 - \$44.00

More than 10 - \$98.00

Customised Request (fee is calculated after form submitted)

Select this option if seeking a tailored data search or other request and provide further details below. Attach a separate document if required.

3. SIGNATURE OF APPLICANT

Signature of Applicant

Date

Name of Applicant

