

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 - \$53.50 (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) - \$41.50

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 - \$36.50

Duplicate/Replacement of Extended Trading Permit - \$36.50 (each) - please specify permit number/s:

(For displaying on licensed premises)

Certified copy of Licence for evidence in Court - \$56.00

Certified copy of Extended Trading Permit for evidence in Court - \$56.00

Supply of historical copy of Licence, Permit or Decision of the Commission (or the former Liquor Licensing Court) or the Director - \$28/decision*

**An additional flat fee of \$28 will apply for certified copies of the above for evidence in court.*

Copy of Plan/s of licensed premises - \$28/sheet*

Copy of Plan/s of extended trading permit - \$28/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 \$224.00 for copies of plans*

Certified copy of Plan/s for evidence in Court - \$41.50/sheet

Certified copy of Plan/s of extended trading permit for evidence in Court - \$41.50

List of licensed premises or owners of licensed premises

Hardcopy - \$92

Softcopy - \$60.50

Search of Postcodes

1 to 10 - \$41.50

More than 10 - \$91

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

4. CONSENT OF LICENSEE *if applicable*

a) 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

Signature of Director

Name of Director

b) Where the licensee is a company that does not have a common seal

Signature of Director

Name of Director

Signature of Director

Name of Director

4. CONSENT OF LICENSEE *if applicable* (Continued...)

c) Where the licensee is one or more individual persons

Signature of Licensee

Signature of Witness

Signature of Licensee

Signature of Witness

5. PAYMENT DETAILS

An invoice with detailed payment options will be provided once the application has been received.

Failure to pay the appropriate fee within thirty (30) days, may result in the search request being set aside for irregularity in accordance with section 16(4) of the *Liquor Control Act 1988*.