

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:		
	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.		
the	ents and Legal Representatives cannot authorise a search request unless representing the licensee under s17 of E Liquor Control Act 1988. If the Licensee is not available to give consent, the applicant may need to lodge a Redom of Information request.		
S	EARCH 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)		
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Duplicate/Replacement Licence - \$38.00	
☐ Duplicate/Replacement of Extended Trading Permit - \$38.00 (e	ach) - 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 Cou	ırt - \$58.00
☐ Supply of historical copy of Licence, Permit or Decision of the Court) or the Director - \$29.50 /decision*	Commission (or the former Liquor Licensing
*An additional flat fee of \$29.50 will apply for certified copies of the abo	ove 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* – per	rmit number/s:
(For retention on licensed premises)	
Please advise which format you would like any of the above document	s 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	ce in Court - \$44.00
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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 document if required.	d provide further details below. Attach a separate
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 <u>has</u> a common seal:		
The common seal of		
ccordance 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 <u>does not have</u> a common seal		
Signature of Director	Name of Director	
Signature of Director	Name of Director	
CONSENT OF LICENSEE if applicable (Continued)		
c) Where the licensee is one or more individua	al persons	
Signature of Licensee	Signature of Witness	
Signature of Licensee	Signature of Witness	
PAYMENT DETAILS		
Invoice/Biller details: write the name you want on the invoice		
Bill To Name (Person(s) or Company):		
Biller email: Biller address:		

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.

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