

# Associate Details Form

## Background information

This document provides information about the Associate Details form.

**Venues cannot submit their venue licence application/s without all associate detail forms.** Ensure you complete it promptly and return to your venue/s.

You are an associate if you:

- hold or will hold a relevant financial interest or relevant power in the business and is able to exercise a significant influence over the management or operation of the business;
- hold or will hold a relevant position in the business; or
- are a relative of the applicant or licence holder.

Further details about associates can be found on the Liquor and Gaming website at [Supporting information | Treasury and Finance Tasmania](#).

You can begin completing an [Associate Details form online](#).

## Key information

- Applications open **July 2022**.
- Completion of an Associate Details form is **required** as part of a Venue Licence Application.
- You only need to submit **one** associate form. You provide the **pdf receipt of the form** to all venues you are associated with.
- You will be required to provide **proof of identification**. This information is sent directly to the Liquor and Gaming Branch. You do not need to supply your proof of identification to venue applicants.
- There is **no fee** to submit an Associate Details form.

## Further information

### Information required to submit

You will be required to:

1. Provide information about yourself, such as your address, contact number and email, and date and place of birth.
2. Detail the nature of your associate to the applicant or licence holders, and list the venue(s) you are associated to.
3. Answer a number of probity questions relating to your criminal and financial history.
4. Submit proof of identity documentation compliant with the [proof of identity documentation standards](#).
5. Read and sign the consent and declaration, and submit your form.

### Venue Licence Application

You are encouraged to complete an Associate Details form as soon as possible in consultation with the associated venue operator applicant(s). Your Associate Details form needs to be completed in order for the associated applicant to submit a Venue Licence application form.

Following submission of an Associate Details form, you will be provided with a document detailing your responses minus any sensitive information, such as your identification documents. You must provide a copy of this document to all applicants you are an associate to for inclusion in the Venue Licence application form.

You can provide this document to multiple Venue Licence applicants, meaning you only need to submit a form once.

### **Proof of Identity Standards**

From 21 June 2022, the Liquor and Gaming Branch has changed its requirements for what kind of proof of identity documentation is required to establish an individual's identity as part of various liquor and gaming applications. You will be required to provide a combination of identity documents which must include:

- a photo identity document;
- full name;
- date of birth; and
- current residential address.

You will no longer be required to have these documents certified by a Commissioner for Declarations or Justice of the Peace.

Further information about the new standards of proof of identity documentation is available on the Liquor and Gaming website at [Proof of identity | Treasury and Finance Tasmania](#).