



# Application for a licence to sell tobacco products

## Tobacco Products Control Act 2006

### Important information for the applicant

In Western Australia any business that sells tobacco products needs to hold a valid licence. Use this form to apply for a licence to sell tobacco products by means of retail sale, indirect sale or wholesale.

If your business will sell tobacco from more than one premises, each premises will need its own licence. You can apply for multiple licences at once by submitting this application and attaching a [TC1B Application for a licence to sell tobacco products \(additional premises supplementary form\)](#).

Tobacco licences cannot be transferred and a premises can only have one of each type of licence at a time. If you are taking over a business that sells tobacco the previous licence holder must notify us to confirm the date their licence can be cancelled (see form Section 3) and return their licence to us.

Applications cannot be assessed until all supporting documents have been submitted and payment has been made. Incomplete applications will be discontinued after 28 days. **Allow 20 working days from submitting a complete application for assessment.** Following lodgement, additional information may be requested for the proper consideration of your application.

Information on tobacco laws and licencing is available on the [Department of Health website](#). If you need assistance please email [TCC.Apply@health.wa.gov.au](mailto:TCC.Apply@health.wa.gov.au) or call 1300 784 892.

### 1. Premises details

Registered business name/trading name			
Premises address			
	Suburb	Postcode	
<b>Licence type you wish to apply for at the premises</b> (select all that apply)			
<input type="checkbox"/> <b>Retail sale</b> – the normal meaning of retail sale (includes sales from vending machines on the premises)			
<input type="checkbox"/> <b>Indirect sale</b> – sale by retail where the seller and the purchaser are not in the same place at the same time (e.g. sale by internet, electronic mail, telephone, facsimile or mail order)			
<input type="checkbox"/> <b>Wholesale</b> – means a sale, other than by way of retail, in any quantity			
<b>Category of premises</b> (select one only) If more than one is applicable, please select the category you expect to receive most revenue from			
<input type="checkbox"/> General store/shop	<input type="checkbox"/> Service station	<input type="checkbox"/> Deli	<input type="checkbox"/> Newsagent
<input type="checkbox"/> Restaurant	<input type="checkbox"/> Pub/club	<input type="checkbox"/> Mines amenity	<input type="checkbox"/> Mobile vehicle
<input type="checkbox"/> Warehouse	<input type="checkbox"/> Online business	<input type="checkbox"/> Other (Please specify):	
<b>Tobacco products you propose to sell</b>			
<input type="checkbox"/> Cigarettes	<input type="checkbox"/> Pouch tobacco	<input type="checkbox"/> Cigars	<input type="checkbox"/> Shisha
<input type="checkbox"/> Other (please specify):			

**Additional information for liquor licenced premises only (leave blank if not applicable)**

What type of liquor licence will apply to the premises?	
Will there be a vending machine dispensing tobacco products at the premises? Allowed at liquor licenced premises or mines amenity only	<input type="checkbox"/> No <input type="checkbox"/> Yes (1 x vending machine) <input type="checkbox"/> Yes (2 x vending machines)

**Additional information for indirect sellers only (leave blank if not applicable)****How will you sell tobacco products?**

<input type="checkbox"/> Email	<input type="checkbox"/> Mail	<input type="checkbox"/> Telephone	<input type="checkbox"/> Fax
<input type="checkbox"/> Online (provide full website address):			

**Additional information for mobile vehicle premises only (leave blank if not applicable)  
(The premises address in section 1 is the address where the vehicle will be garaged most days)**

Vehicle registration			
Vehicle make		Vehicle model	

**2. Applicant details – Complete only section 2a or 2b as applicable****2a. Body corporate**

A body corporate is an Australian public company, an Australian private company, an association or other incorporated or unincorporated entity. A tobacco licence cannot be issued in the name of a trust.

Body corporate name	
ACN (Australian Company Number)	

**2b. Individual/partnership**

An individual is a sole trader or a person trading in partnership with one or more other persons. If applying as a partnership, only one person can be listed below. The other partner must endorse the application in Section 8. If you are applying as a company partnership please see our [website](#) for further information.

Surname	
Other names	
Date of birth	
ABN (Australian Business Number)	
Is the applicant trading as a partnership?	<input type="checkbox"/> No <input type="checkbox"/> Yes

### 3. Outgoing licence holder's cancellation (leave blank if not applicable)

If the premises has a licence held by another entity, the outgoing licence holder must cancel their licence. This section may be completed by the outgoing licence holder to assist in this process. The outgoing licence holder must also return their licence to Tobacco Control Compliance at the mail address on the last page of this form.

Licence number	
Date of cancellation	
Contact details	
Name of previous licence holder	
Signature of outgoing licence holder (owner/director)	

### 4. Business contact details

#### Corporate email address

This is where inspection reports and other correspondence about the business (including copies of any licence, renewal forms and other formal documents) can be sent.

Email address	
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#### Business postal address

This is where we can send you letters (including tobacco licence and renewal forms), and for the service of documents.

Postal address		
	Suburb	Postcode

#### Business contact person

Who should we contact about the ongoing operation of the business? This is usually a manager or head office contact, or the owner for small businesses.

Full name	
Position	
Email address	
Telephone (include area code)	

### 5. Suitability of applicant

A tobacco licence can only be issued to a suitable person. If applying as a body corporate the questions apply to the entity, all officers and directors. We also consider other information when assessing an applicant's suitability.

Have you ever been refused or disqualified from holding a licence to sell tobacco products anywhere in Australia?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Do you have a licence to sell tobacco anywhere in Australia that is suspended?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Have you ever been convicted of an offence under the <i>Tobacco Products Control Act 2006</i> , a corresponding law or the repealed <i>Tobacco Control Act 1990</i> ?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Have you been convicted anywhere in the world of an offence involving fraud or dishonesty in the last 10 years?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Are you the subject of a pending charge anywhere in the world for an offence involving fraud or dishonesty?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

## 6. Mandatory supporting documents

The following documents need to be submitted with the application for it to be lodged and assessed. Incomplete applications cannot be assessed and will be discontinued after 28 days. These supporting documents are always needed, even if you have submitted a recent application or hold a current licence.

### 6a. Proof of identification (one of the following is required, as applicable)

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <p><b>If applying as a body corporate</b><br/>For incorporated entities – Australian Securities and Investment commission (ASIC) extract showing all company directors and officeholders, current as of the date of submitting this application. For body corporate applicants other than incorporated entities please see our <a href="#">website</a>.</p> |
| <input type="checkbox"/> | <p><b>If applying as an individual</b><br/>A copy of a current driver's licence, passport, or other prescribed identification document in accordance with regulation 17 of the <i>Tobacco Products Control Regulations 2006</i>. Please see our <a href="#">website</a>.</p>  |
| <input type="checkbox"/> | <p><b>If trading in partnership</b><br/>A copy of a current driver's licence, passport, or other prescribed identification document in accordance with regulation 17 of the <i>Tobacco Products Control Regulations 2006</i> for the individual and all partners. If you are applying as a company partnership please see our <a href="#">website</a>.</p>  |

### 6b. National Police Certificate/s (one of the following is required, as applicable)

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <p><b>If applying as a body corporate</b><br/>A National Police Certificate issued within the past 12 months for all directors and officeholders.</p>             |
| <input type="checkbox"/> | <p><b>If applying as an individual or partnership</b><br/>A National Police Certificate issued within the past 12 months for the individual and all partners.</p> |

### 6c. Business name record of registration/franchise agreement (as applicable)

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <p>If the business is <b>trading under a registered business name</b>, attach evidence you are the registered owner of that business name.<br/>If the business is a <b>franchise</b> and the applicant does not hold the registered business name, Please see our <a href="#">website</a>.</p> |
|--------------------------|--|

### 6d. Prescribed fees

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <p>Please see Section 7 for payment information and fees</p> |
|--------------------------|--|

Additional information may be required for the proper consideration of a particular application. If this is the case we will contact you to request this.

## 7. Payment

The **total fee** must be paid for each type of licence and for each premises you are applying for. If the application is refused only the licence fee will be refunded. Incomplete payments will delay assessment.

### Fee schedule at 1 July 2023

Type of licence	Application fee	Licence fee	Total fee (application + licence fees)
Retailer's licence	\$82	\$235	<b>\$317</b>
Indirect seller's licence	\$82	\$235	<b>\$317</b>
Wholesaler's licence	\$200	\$575	<b>\$775</b>

Fees may change. Please refer to the *Tobacco Products Control Regulations 2006* for current fees.

### Internet banking (preferred payment method)

Contact Tobacco Licencing at [TCC.Apply@health.wa.gov.au](mailto:TCC.Apply@health.wa.gov.au) for a unique Customer Reference Number to make internet payment by BPay or BPOINT. We endeavour to reply as soon as possible.

#### Telephone and internet banking – BPAY®

Contact your bank or financial institution to make this payment from your cheque, savings or transaction account.



#### Telephone and internet banking – BPOINT®

Pay with your Credit Card (Visa or MasterCard) using BPOINT®.

Visit [www.bpoint.com.au/payments](http://www.bpoint.com.au/payments) or call 1300BPOINT (1300 276 468)



Enter BPAY®/BPOINT® receipt number here:

### Cheque or Money Order (alternative payment method)

Make Cheque or Money Order payable to 'Department of Health' and mail with this application form.

## 8. Applicant declaration

I declare the information contained within this application is true and correct. I acknowledge if issued a licence, the licence holder is responsible for compliance with the requirements of the *Tobacco Products Control Act 2006*, the *Tobacco Products Control Regulations 2006* and any other legislation referred to within these laws.

If the applicant is a body corporate the signing officer must be a Director of the company or provide evidence of their delegated authority to sign this application on their behalf. For applications to trade in a partnership the partner must authorise the application in accordance with Regulation 17.

**In accordance with Section 103 of the *Tobacco Products Control Act 2006*, providing false or misleading information may incur a penalty of \$20,000 or \$100,000 for a body corporate.**

Full name			
Position			
Signature		Date	___/___/___
Signature of partner (if trading as a partnership only)		Date	___/___/___

## 9. Submit your application

Please send your application with all supporting documents and payment to:

#### Email (preferred method):

[TCC.Apply@health.wa.gov.au](mailto:TCC.Apply@health.wa.gov.au)

#### Post (alternative method):

Tobacco Control Compliance Licencing  
Department of Health  
PO BOX 8172  
PERTH BUSINESS CENTRE WA 6849