



Downgrade a Licence (vary conditions)

Log in to your LGO account

[HERE](#)



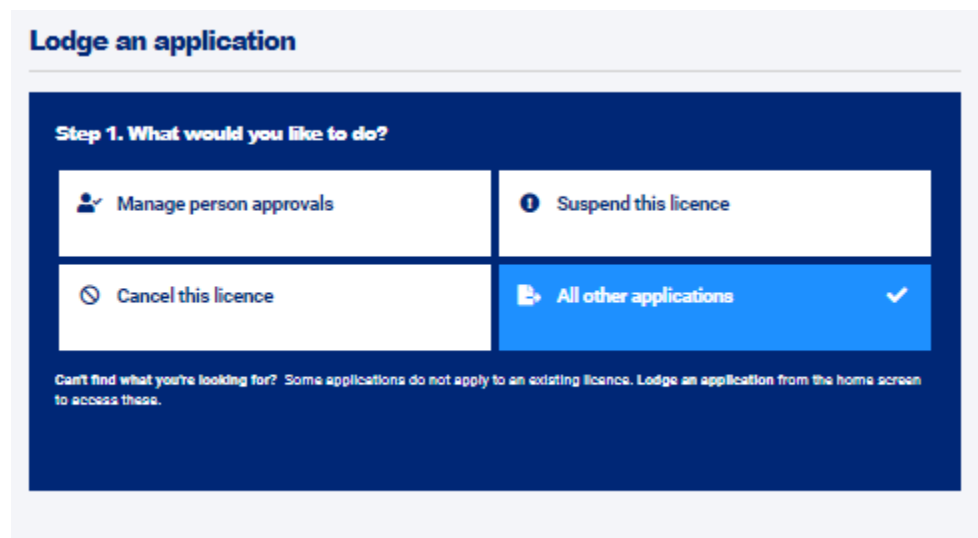
Click on your Licence

Select **Lodge an application** from your top left of page.

HINT Be aware that an "Error" message frequently pops up. Click OK and it should work. Also, it can take considerable time for LGO pages to load



Select **All other applications**



Welcome Christine,

📧 ccantr@clubs.sa.gov.au

🏠 [Home](#) / [Addresses/Binding Club](#) / Forms & Tools

Tools

➤ [Annual fee calculator](#)

➤ [Search for a licence or check a person approval status](#)

➤ [Community interest portal](#)

➤ [Application noticeboard](#)

Online forms

➤ [Upgrade a licence](#)

➤ [Downgrade a licence](#)

➤ [Relocate a licence](#)

➤ [Change alter or redefine a licensed premises](#)

➤ [Self liquor for takeaway or delivery \(COVID-19 Short Term Licence\)](#)

➤ [Administrators landlord or mortgagee taking over a licence](#)

➤ [Notify the Commissioner of a change in details](#)

Select **Downgrade a licence**

Variation to conditions (downgrade)

Before you begin

When to use this form

This form is to be used to apply to make changes to your licence which will decrease your trading rights, including:

- Reduce your capacity
- Reduce your trading hours
- Remove exemptions to your licence
- Remove exemptions to your licence
- Remove endorsements to your licence (if applicable)

For changes that would increase your trading rights, such as increasing your hours or capacity please use the variation to conditions (upgrade) application form.

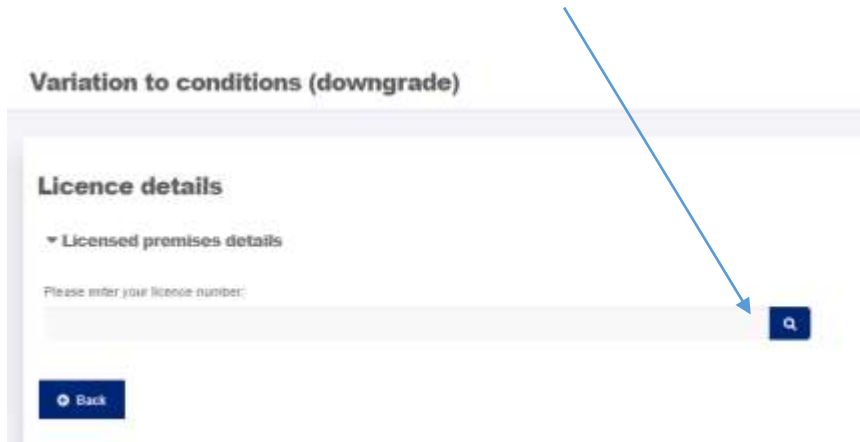
Please ensure you read the information about applying for variations to your licence on the SA GOV website prior to lodging your application. The website contains information about what documents are required and as well as when a community impact submission will be required.

➤ Next

Next -

Search for your licence

Enter your Licence Number - Click on magnifying glass – Select your Club - Next



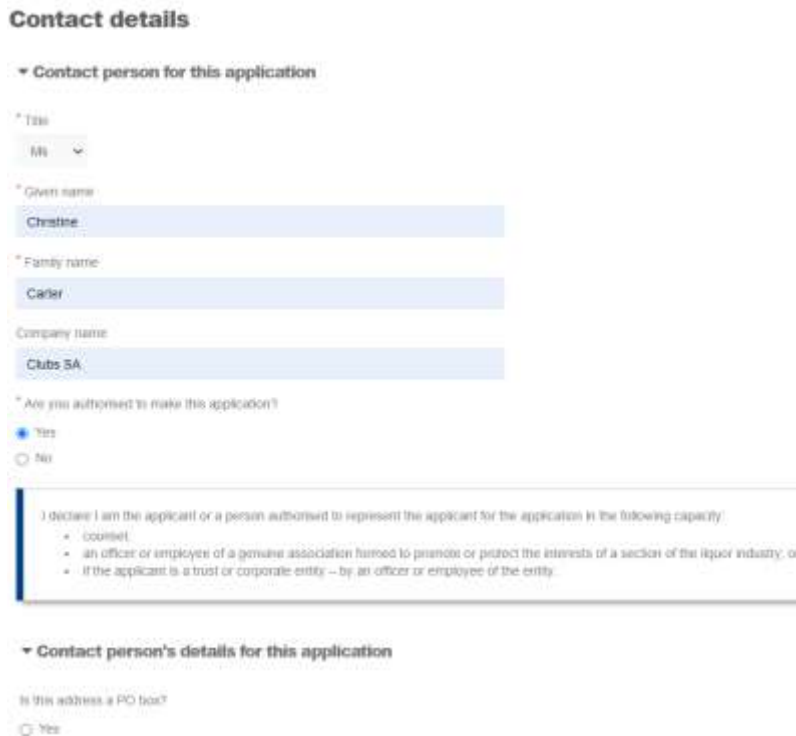
Variation to conditions (downgrade)

Licence details

▼ Licensed premises details

Please enter your licence number:

Enter contact details –



Contact details

▼ Contact person for this application

* Title
Ms

* Given name
Christine

* Family name
Cader

Company name
Clubs SA

* Are you authorised to make this application?
 Yes
 No

I declare I am the applicant or a person authorised to represent the applicant for the application in the following capacity:

- courtier,
- an officer or employee of a genuine association formed to promote or protect the interests of a section of the liquor industry, or
- if the applicant is a trust or corporate entity – by an officer or employee of the entity.

▼ Contact person's details for this application

Is this address a PO box?
 Yes

Next –

Select **Application Type** - Next – Select specific detail on following page

Example: Remove exemption – Next – Responsible person exemption - Next

Variation to conditions (downgrade)

Application type

What would you like to reduce or remove from your licence?

- Reduce venue capacity
- Reduce trading hours
- Remove authorisations
- Remove exemptions
- Remove endorsements

Back

Application details

Remove exemptions

Please select the exemptions you would like to remove from your licence.

- Late night trading code of practice
- General Code of Practice
- Responsible person exemption

Back

Check Confirmation page and Declaration

Variation to conditions (downgrade)

Confirmation

Contact details

Contact person for this application

Title	Mrs
Surname	Christie
Family name	Carter
Company name	Clubs SA
Are you authorized to make this application?	Yes

Contact person's details for this application

Is this address a PO box?	No
Unit number	5031
Street number	322a
Street name	Henley Beach Road
Street type	
Suburb	Tynesville
State	SA
Postcode	5031
Preferred contact number	132132132
Email	ccarter@clubsasa.com.au

Application type

Reduce venue capacity	
Reduce trading hours	
Remove authorisations	
Remove exemptions	<input checked="" type="checkbox"/>
Remove endorsements	

Application details

Remove exemptions	<input type="checkbox"/>
Late night trading code of practice	
General Code of Practice	
Responsible person exemption	<input checked="" type="checkbox"/>

Confirmation

I make the above declarations

Declaration

I, Christine Carter declare that

- I am authorised to make this application
- All the information provided in this application is true and correct
- I have read and understood the outline of responsibilities

I make the above declarations

[Back](#) [Submit](#)

- Tick check box for the declaration
- Receipt page.
- You will receive an email confirming receipt of application.