

Applying for a packaged liquor licence (bottle shop)



A packaged liquor licence enables you to sell alcohol to the public, to be consumed away from the licensed premises. This fact sheet sets out the key elements of the application process. Additional information can be found on the [Liquor & Gaming NSW website](#)



Before submitting your application for a packaged liquor licence (bottle shop)

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| Development consent | • Ensure you have development approval (DA) from your local council to operate a bottle shop on your chosen site. |
| RSA and licensee training | • Complete the relevant training course through an approved provider. |

Submitting your application

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| Lodge your application | • You can apply for your licence online |
| Statement of Risks and Potential Effects | • Prepare a Statement of Risks and Potential Effects (SoRPE). For further information, visit, liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/applying-for-and-managing-your-liquor-licence/apply-for-a-liquor-licence |
| Premises plan | • Follow these steps to submit a plan of your proposed premises |
| Plan of management | <ul style="list-style-type: none">• A plan of management (POM) provides guidance for you and your staff on practices and actions that will be taken to follow liquor laws and obligations for your packaged liquor bottle shop licence.• Review this plan of management factsheet about what to include in your POM. |
| Delivery of alcohol | <ul style="list-style-type: none">• An enhanced framework to regulate alcohol deliveries commenced on 1 July 2021.• Review this alcohol delivery factsheet for the standards and key legislative requirements that apply to same day and non-same day deliveries. There are additional harm minimisation standards for same day deliveries.• You will be asked to provide information about your proposed business model on your application form. The purpose of requiring this information is to assist in assessing whether your POM meets the necessary requirements. |

Submitting your application

Delivery of alcohol

- If you note on your application form that your business model includes same day and/or non-same day deliveries, your POM must include the following:
 - A description of the processes that you and your staff will follow to adhere to these harm minimisation standards for alcohol delivery.
- If you note on your application form that your proposed business model does not currently include same day and non-same day deliveries, your POM must include the following:
 - A statement that your POM will be updated to outline how same day and non-same day delivery will be managed in line with legislative requirements, in consultation with police, if you decide to offer it in the future.
- It is important to note that if you state on your application form that your business model does not currently include same day and/or non-same day deliveries, this does not prohibit you doing so in the future. It only determines what information should be included in your POM at the time of application.

After submitting your application

Noticeboard and assessment

- Once you've lodged a licence application, it will be advertised on the [Liquor and Gaming Application Noticeboard](#) for 30 days. This allows stakeholders such as the community, local council, NSW Police and NSW Health an opportunity to comment.
- Your application will be assigned to a case officer who will contact you to discuss any additional information that may be required.

Stakeholder notification

- To see who you must notify about this application, go to liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/applying-for-and-managing-your-liquor-licence/apply-for-a-liquor-licence
- Notification must be completed within two days of your application being lodged.

Conditions

- Your case officer may propose potential licence conditions based on the circumstances of your licensed premises.
- This does not mean they will be imposed, you can discuss the reasons for why they were proposed with your case officer.
- You will also have an opportunity to make a submission if you do not believe the proposed conditions are necessary or appropriate for your business. This submission will be considered by the Independent Liquor and Gaming Authority (ILGA) when your application is reviewed.
- ILGA has the final decision about what conditions will be imposed if the licence is granted. ILGA has a [suite of licence conditions](#) that are examples of what could be proposed to you for consideration.

After submitting your application

Independent Liquor & Gaming Authority determination

- Your application will be considered by ILGA at one of its monthly meetings, within 120 days in most cases.
- When assessing an application, ILGA will consider relevant sociodemographic information, crime data, public health data, peer reviewed research, or other information pertaining to a community. See ILGA's [Guideline 6](#) for more information.
- ILGA will also consider any submissions received and your response.
- You may be provided with informal advice of the outcome of your application within two weeks of the meeting, however it may take longer for formal advice and your licence to be provided.