

Before you complete this form

What this form is for

It's for any individual or organisation who needs to transfer any liquor licence other than a club licence due to the death, disability or bankruptcy of the existing licensee. If the application is granted, the proposed licensee will become the licensee.

Note:

- ▲ If you have the consent of the existing licensee, use the AM0321 'Liquor licence transfer: with consent of existing licensee' form.
- ▲ If you *do not* have the consent of the existing licensee, use the AM0322 'Liquor licence transfer: without consent of existing licensee' form.
- ▲ If you are a registered club needing to transfer your liquor licence where an amalgamation is proposed, use the AM0325 'Liquor licence transfer: club licence' form.

All these forms are available at liquorandgaming.nsw.gov.au.

Cost

- ▲ The fee for this application is set out in the [Liquor Fee Schedule](#). The total fee can include a combination of a fixed fee and a processing fee. The processing fee is not refundable if the application is withdrawn or not granted.

There is a 0.4% surcharge if you pay by credit card. No GST applies. Note that fees may change without notice.

Want **streamlined processing** and a **10% discount on the processing fee**? Apply [online](#) at onegov.nsw.gov.au instead.

Pre-lodgement checklist

Please complete all questions that apply to you. If information is missing, processing this application will be delayed and the application may be withdrawn.

Note

You will need to provide written evidence as to how you are an authorised to transfer the licence from the existing licensee.

- Have you answered all applicable questions in Parts 1 to 7?
- Have you read and signed Parts 8 and 9
- Have you checked the [Liquor Fee Schedule](#) to ensure your fee is correct?
- Have you completed your credit card details or enclosed payment?
- Have you completed the notice?
- Have you attached all relevant documents, see list following.

How to lodge this form

✉ liquor.applications@liquorandgaming.nsw.gov.au

Please include 'AM0323 Liquor licence transfer application – death disability bankruptcy' in the subject line.

✉ Liquor & Gaming NSW
GPO Box 7060
Sydney NSW 2001

👤 Liquor & Gaming NSW
Level 6, 323 Castlereagh Street
Haymarket NSW 2000
Monday–Friday, 9am–5pm

Please provide all pages of this application, your payment, and supporting documents. There's no need to attach these introduction pages.

Lodge a copy of all pages of this application, including attachments, at the police station closest to the licensed premises within 2 working days of lodging with L&GNSW.

Need more information?

🔍 liquorandgaming.nsw.gov.au
Check the progress of your application on the [Liquor & Gaming application noticeboard](#).

✉ [Contact us online](#)

☎ 1300 024 720

Pre-lodgement checklist (continued)

Attachments

- Written evidence that you are authorised to act on behalf of the existing licensee

If the licence is a hotel licence with gaming machine entitlements, please attach

- the 'Direct Debit Request' form available at liquorandgaming.nsw.gov.au

If the proposed licensee is an individual, please attach

- You must have a valid competency card. However, if you have completed your RSA course within the past 90 days we will accept your application providing you have applied for your competency card and provide us with three forms of ID.
- National Police Certificate (NPC) in the name of the proposed licensee issued within the three months **before** the application lodgement date from any ACIC-accredited organisation. Although an NPC is preferred, if a transfer is required urgently we may accept the application if you provide a receipt which shows you have applied for a police check. The NPC must then be provided within the following 14 days, or any provisionally approved transfer may cease to have effect. For further information on NPCs, search go to Our services > National police checks > Information for individuals at acic.gov.au.

If the proposed licensee is an organisation (cannot be a trust), please attach

- Current ASIC extract providing details of directors and shareholders. You can purchase this through the ASIC website asic.gov.au.
- Form AM0200 'Appointment of manager notice' if applicable, available at liquorandgaming.nsw.gov.au (Part 3C).
- Form APP900 'Approved manager approval application' if applicable, available at liquorandgaming.nsw.gov.au (Part 3C).

Your privacy

We will handle your personal information in accordance with the *Privacy and Personal Information Protection Act 1998*. It is being collected by Liquor & Gaming NSW and will be used for the purpose of processing your application and may be disclosed to other Government agencies for this purpose. General information about your application may be published on an electronic noticeboard and information about the application, if granted, on a public register. Providing this information is voluntary, but where relevant information is not provided this may lead to your application being refused, delayed or not further considered. You have the right to request access to, and correct details of, your personal information held by us. You can access further information on privacy at liquorandgaming.nsw.gov.au.

Before you complete this form *continued*

Explanation of terms

Term	Definition
Applicant	The person or organisation qualified to make this application. The applicant may nominate a legal or other representative to be their contact person regarding this application.
Authorised person	The person or organisation legally authorised to act on the behalf of a deceased, disabled or bankrupt existing licensee.
Business owner	The person or organisation that owns the business – not the physical premises
Existing licensee	The person or organisation that the liquor licence is being transferred <i>from</i> .
Interested party	A person or organisation entitled to receive any income derived from the business or any other financial benefit from carrying on of the business such as rent or profit. Financial institutions are not considered to be interested parties.
Liquor & Gaming application noticeboard	Details of all lodged liquor licence applications are available on the L&GNSW online noticeboard. Anyone can visit the noticeboard to check the status of liquor and gaming related licence applications in NSW. You can also track the progress of your application. Your personal details will not be displayed.
Premises owner	The person or organisation that owns the physical premises – not the business.
Proposed licensee	The person or organisation that the liquor licence is being transferred <i>to</i> .

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intentionally blank**

Liquor licence transfer: death, disability or bankruptcy of existing licensee

OFFICE USE ONLY

AM0323

Lodged by Email Mail OTCDate lodged Amount paid \$ Receipt no. Request no.

Part 1 This liquor licence

Liquor licence number

LIQ

Liquor licence name

The transfer will take effect on:

Note:

- ▲ Transfer date must not be backdated, and must allow for at least 21 days for L&GNSW to process the application.
- ▲ If enough notice is not provided or a transfer date is not specified, the date of transfer will be the date of approval.

Part 2 The applicant

Please check one only.

The applicant is:

- The proposed licensee (consent by the *authorised person* must be given in Part 8)
- A family member of a deceased licensee applying for an endorsement of the licence on death of individual licensee *before* probate of the will is granted
- An executor or administrator of the will of the deceased licensee *after* probate of the will is granted
- A trustee under the *Bankruptcy Act 1966* or the protective commissioner

- The licensee's spouse or de facto partner, another member of licensee's family, or a person interested in the business carried out on the licensed premises (where licensee is disqualified from holding a licence under the *Liquor Act 2007*)

Name of person or organisation

Contact phone

 Contact person (if not the applicant)

The person we will contact if additional information is required at any stage during the application process. This may be a legal or other representative. If section below is left blank, we will contact the applicant directly.

 Mr Ms Mrs Miss Other

Given name

Family name

Relationship to applicant e.g. solicitor, company secretary, consultant

Business name If applicable

Email

Contact phone

Part 3 About the proposed licensee

Please check one only.

- Proposed licensee is an individual
▶ Complete 3A only
- Proposed licensee is an organisation (e.g. a company)
▶ Complete 3B and 3C

3A If an individual

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

Email

Home phone

Mobile

Daytime phone

Residential street address

Suburb/town/city

State

Postcode

Country if not Australia

Postal address as above

Postal address

GPO/PO box or street address

Suburb/town/city

State

Postcode

Country if not Australia

3B If an organisation (e.g. a company)

Name of organisation

Must exactly match the name registered to the ABN/ACN, and cannot be a trust

ABN

ACN

Email

Daytime phone

Website

Business street address

Suburb/town/city

State

Postcode

Country if not Australia

Postal address as above

Postal address

GPO/PO box or street address

Suburb/town/city

State Postcode

Country if not Australia

Contact person for this organisation

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

Email

Home phone

Mobile

Daytime phone

Residential street address

Suburb/town/city

State Postcode

Country if not Australia

Postal address as above

Postal address

GPO/PO box or street address

Suburb/town/city

State Postcode

Country if not Australia

3C Approved manager

Will the existing manager remain at the premises?

Yes Go to Part 4

No

Has the proposed manager been issued with a managerial licence (LIQXA) by L&GNSW?

Yes

Complete AM0200 'Appointment of manager notice' at liquorandgaming.nsw.gov.au and attach it to this application.

No

Complete both the AM0200 'Appointment of manager notice' and APP900 'Approved manager approval form' at liquorandgaming.nsw.gov.au and attach them to this application.

Note: Licensee cannot trade under the licence without an approved manager for more than 28 days after lodgement.

Part 4 More information about the proposed licensee

4A Prescribed offence

Has the proposed licensee committed a prescribed offence during the last 3 years?

No Go to Part 4B

Yes

Please provide further details of the offence committed:

4B Disciplinary action

Has the proposed licensee been suspended, disqualified, or subjected to disciplinary action under the liquor and gaming laws in Australia?

No Go to Part 4C

Yes

Please provide further details:

4C Liquor experience (for individuals only)

Has the proposed licensee had more than 6 months continuous experience selling/supplying liquor at a licenced venue?

Please check one only.

Yes

No

Has the proposed licensee had 5 years or more continuous experience as a licensee or approved manager at more than one venue?

Please check one only.

Yes

No

Please give details of your experience and names of venues (optional)

Did these venues trade after midnight?

Please check one only.

Yes

No

Did these venues conduct live entertainment?

Please check one only.

Yes

No

Did these venues have a capacity of 200 or more?

Please check one only.

Yes

No

Part 5 Premises owner on grant of provisional transfer

- Proposed premises owner is an individual – even if they are a current owner
 - ▶ Complete 5A only
- Proposed premises owner is an organisation (e.g. a company) – even if they are a current owner
 - ▶ Complete 5B only
- Premises are to be owned jointly by both an individual and an organisation – even if they are current owners
 - ▶ Complete both 5A and 5B

If more premises owners need to be listed, please make as many copies of 5A and/or 5B as required. Answer all questions for each proposed premises owner and include additional pages with this application.

5A If an individual

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

Email

Home phone

Mobile

Daytime phone

Residential street address

Suburb/town/city

State

Postcode

Country if not Australia

Postal address as above

Postal address

GPO/PO box or street address

Suburb/town/city

State

Postcode

Country if not Australia

5B If an organisation

Name of organisation

Must exactly match the name registered to the ABN/ACN. Attach current ASIC extract providing details of directors and shareholders. You can purchase this through asic.gov.au.

ABN

ACN

Email

Daytime phone

Website

Business street address

Suburb/town/city

State

Postcode

Country if not Australia

Postal address as above

Postal address

GPO/PO box or street address

Suburb/town/city

State

Postcode

Country if not Australia

6A If an individual

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

DD / MM / YYYY

City or town of birth

Email

Home phone

Mobile

Daytime phone

Residential street address

Suburb/town/city

State

Postcode

Country if not Australia

Postal address as above

Postal address

GPO/PO box or street address

Part 6 Business owner on grant of provisional transfer

- Proposed business owner is an individual – even if they are a current owner
▶ Complete 6A only
- Proposed business owner is an organisation (e.g. a company) – even if they are a current owner
▶ Complete 6B only
- Business to be owned jointly by both an individual and an organisation – even if they are current owners
▶ Complete both 6A and 6B

If more business owners need to be listed, please make as many copies of 6A and/or 6B as required. Answer all questions for each proposed business owner and include additional pages with this application.

Suburb/town/city

State

Postcode

Country if not Australia

6B If an organisation

Name of organisation

Must exactly match the name registered to the ABN/ACN
Attach current ASIC extract providing details of directors and
shareholders. You can purchase this through asic.gov.au.

ABN

ACN

Email

Daytime phone

Website

Business street address

Suburb/town/city

State

Postcode

Country if not Australia

Postal address as above

Postal address

GPO/PO box or street address

Suburb/town/city

State

Postcode

Country if not Australia

Part 7 Other interested parties on grant of provisional transfer (other than premises owner and business owner)

- Proposed interested party is an individual – even if they have current interest in the liquor licence
▶ Complete 7A only
- Proposed interested party is an organisation (e.g. a company) – even if they have current interest in the liquor licence
▶ Complete 7B only
- Interested parties comprise both an individual and an organisation – even if they have current interest in the liquor licence
▶ Complete both 7A and 7B

If more interested parties need to be listed, please make as many copies of 7A and/or 7B as required. Answer all questions for each proposed interested party and include additional pages with this application.

7A If an individual

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

DD / MM / YYYY

City or town of birth

Email

Home phone

Mobile

Daytime phone

Residential street address

Suburb/town/city

State

Postcode

Country if not Australia

Postal address as above

Postal address

GPO/PO box or street address

Suburb/town/city

State

Postcode

Country if not Australia

7B If an organisation

Name of organisation

Must exactly match the name registered to the ABN/ACN
Attach current ASIC extract providing details of directors and
shareholders. You can purchase this through asic.gov.au.

ABN

ACN

Email

Daytime phone

Website

Business street address

Suburb/town/city

State

Postcode

Country if not Australia

Postal address as above

Postal address

GPO/PO box or street address

Suburb/town/city

State

Postcode

Country if not Australia

Part 8 Declaration by authorised person/s

- Authorised person is an individual
▶ Complete 8A only
- Authorised person is an organisation
▶ Complete 8B only

8A If an individual

I (authorised person) Full name

consent to the transfer of the licence to the proposed licensee.

Signature

Date

8B If an organisation

Executed under section 127 of the *Corporations Act 2001*.

I/We (authorised person/s) consent to the transfer of the licence to the proposed licensee.

Name of existing licensee organisation

1. Name

Title e.g. director

Signature

Date

2. Name

Title e.g. director, company secretary

Signature

Date

Part 9 Declaration by proposed licensee

- ▲ I declare that I am 18 years or older and I am authorised to lodge this application.
- ▲ I declare that the contents of this application including the attachments are true, correct and complete and that I have made all reasonable enquiries to obtain the information required to complete this application.
- ▲ I undertake to notify as soon as possible Liquor & Gaming NSW (L&GNSW) of any change to the information in this application if the information changes before the application is determined.
- ▲ I declare that immediately before or within two working days of lodging this application I will provide the required documents to the local police station.
- ▲ I declare that I am not suspended or disqualified from holding a liquor licence.
- ▲ I acknowledge that under s. 36 of the *Gaming and Liquor Administration Act 2007* and s. 307A of the *Crimes Act 1900* it is an offence to provide false, misleading or incomplete information in this application.
- ▲ I acknowledge that failure to provide all required information will result in the application being rejected.
- ▲ I understand that specific details I have supplied in this application may be 'personal information' under the *Privacy and Personal Information Protection Act 1998*. Personal information is any information or opinion that identifies an individual, or enables someone to identify an individual. I acknowledge that L&GNSW is collecting information on behalf of Independent Liquor & Gaming Authority to enable processing of the application.
- ▲ I also understand that L&GNSW will use this information for its intended purpose only, store the information securely, and allow the applicant or licensee to access and update the information. When processing this application, L&GNSW may disclose information to other Government agencies.
- ▲ I acknowledge that general information about the application will be published on an electronic noticeboard and information about the application, if granted, on a public register.

- Proposed licensee is an individual
▶ Complete 9A only
- Proposed licensee is an organisation
▶ Complete 9B only

9A If an individual

Name of proposed licensee

Signature

Date

DD / MM / YYYY

9B If an organisation

Executed under section 127 of the *Corporations Act 2001*.

Name of proposed licensee organisation

1. Name

Title e.g. director

Signature

Date

DD / MM / YYYY

2. Name

Title e.g. director, company secretary

Signature

Date

DD / MM / YYYY

Part 10 Payment for this application

- ▲ The fee for this application depends on the type of licence you are applying for. Use the [Liquor Fee Schedule](#) to calculate the fee. The total fee can include a combination of a fixed fee and a processing fee. The processing fee component is non-refundable in the event the application is withdrawn or not granted.

Want **streamlined processing** and a **10% discount on the processing fee**? Apply [online](#) at [onegov.nsw.gov.au](#) instead.

Application type Please check

Death

Disability

Bankruptcy

Please pay by:

Credit card Cheque Cash Money order

Payment amount \$

Credit card payments

A surcharge of 0.4% will be added to credit card payments.

Card type:

MasterCard Visa

Card number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Expiry date

Name on credit card

Cardholder signature

Date

Cheque and money order payments

- ▲ Make payable to 'Liquor & Gaming NSW'.
- ▲ For cheques, please cross and mark 'Not negotiable'.

Cheque drawer name

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Police notice

Liquor licence transfer: death, disability or bankruptcy of existing licensee



Department
of Industry

Liquor & Gaming

Application type

Liquor licence transfer: death, disability or bankruptcy of existing licensee

When lodging this application with Liquor & Gaming NSW, the applicant must immediately before or within two working days lodge a copy of this application with the local police station.

Complete **all** details below – then copy all pages of this application and lodge the copy with the local police station.

Note: This original notice must be lodged with the application. It will be posted on an electronic noticeboard available at liquorandgaming.nsw.gov.au while the application is pending.

Application details

Date lodged

Name of licensed premises

Liquor licence no.

LIQ

Proposed licensee's name

Address of licensed premises

has applied to Liquor & Gaming NSW for a transfer of the existing liquor licence below to another person or organisation.

Signature of applicant

Date

Public submissions or comments about any aspect of this application are welcome, and may be made within **30 days** of the date of this application being posted to the noticeboard.

For more information about the application, or to make a submission, visit at liquorandgaming.nsw.gov.au.

POLICE USE ONLY

AM0323

I, (insert name, position and organisation)

Certify that this notice was received on

DD / MM / YYYY

Liquor licence no.

LIQ

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Please submit this notice through the Liquor & Gaming NSW Application Noticeboard at liquorandgaming.nsw.gov.au. Please include the applicants liquor licence number in the subject line.

To submit this notice manually email liquor.applications@liquorandgaming.nsw.gov.au. Please include the applicants liquor licence number in the subject line, or post to Liquor & Gaming NSW GPO Box 7060, Sydney NSW 2001.

LIQUOR & GAMING NSW USE ONLY

Application number

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Lodged date

DD / MM / YYYY

Submissions close

DD / MM / YYYY
