

Before you complete this form

What this form is for

This form is for a licensee requesting the surrender of a liquor licence held by the licensee. The surrender will be permanent and effective from the date approved.

Note

- ▲ The written consent of the premises owner and business owner is required to surrender a liquor licence and must be included in the application form.
- ▲ If the licensed premises is ceasing to trade temporarily, do not use this form. You must lodge a cease to trade notification (Form AM0490).

Cost

- ▲ No payment is required.

How to lodge this form

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

Please include 'AM0090 Surrender liquor licence' 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. There's no need to attach these introduction pages.

Pre-lodgement checklist

If information is missing, processing this application will be delayed and the application may be withdrawn.

- Have you answered all relevant questions in Parts 1 to 6?
- Have you read and signed either Part 7?

Need more information?

🌐 liquorandgaming.nsw.gov.au

✉ [Contact us online](#)

☎ 1300 024 720

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.

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.

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OFFICE USE ONLY

AM0090

Lodged by Email Mail OTC

Date lodged

Request no.

Finalised by

Date finalised

1B Licensee (if an organisation)

Name of organisation

ABN ACN

Daytime phone

Year incorporated

Part 1 About the liquor licence

Liquor licence number

LIQ

Licence name

The applicant is an individual

 Complete 1A only

The applicant is an organisation

 Complete 1B only

Part 2 About this application

What was the last date that the premises traded?

Why do you propose to surrender the liquor licence?

Is any liquor stock stored on the licensed premises?

No Yes If **Yes**, when and how will the liquor be disposed of?

1A Licensee (if an individual)

 Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

Daytime phone

Part 3 Declaration by premises owner

If multiple premises owners, copy this section and complete for each premises owner.

I consent to the surrender of the liquor licence in Part 1 of this form

The premises owner is an individual

▶ Complete 3A only

The premises owner is an organisation

▶ Complete 3B only

3A Premises owner (if an individual)

Name

Position

Signature

Date

3B Premises owner (if an organisation)

Two signatures are required under section 127 of the *Corporations Act 2001*.

1. Name

Title e.g. director

Signature

Date

2. Name

Title e.g. director, company secretary

Signature

Date

Part 4 Declaration by business owner (not required for a surrender of a club licence)

If multiple business owners, copy this section and complete for each business owner.

I consent to the surrender of the liquor licence in Part 1 of this form

The business owner is an individual (ie. a person)

▶ Complete Part 4A only.

The business owner is an organisation (e.g. a company)

▶ Complete Part 4B only.

4A Business owner (if an individual)

Name

Position

Signature

Date

continue overleaf

4B Business owner (if an organisation)

Two signatures are required under section 127 of the *Corporations Act 2001*.

1. Name

Title e.g. director

Signature

Date

2. Name

Title e.g. director, company secretary

Signature

Date

Part 5 Club licence surrender

Is the licence being surrendered a club licence?

No proceed to Part 6

Yes answer the following questions.

Does hold gaming machine entitlements?

No

Yes

The *Gaming Machines Act 2001* allows the club to transfer gaming machine entitlements (GMEs) to one or more other clubs within a 12-month period from the surrender date.

If the GMEs have not been transferred within 12 months, the GMEs are automatically forfeited. Alternatively, any remaining GMEs can be retained for a further period of up to 12 months if the club pays a levy to retain each GME for that period. If GMEs have not been transferred by the end of the further 12-month period, the GMEs are forfeited.

I consent to the surrender of the liquor licence in Part 1 of this form

If the licensee is an individual (ie. a person)

▶ Complete Part 5A only.

If the licensee is an organisation (e.g. a company)

▶ Complete Part 5B only.

5A Licensee (if an individual)

Name

Position

Signature

Date

5B Licensee (if an organisation)

Two signatures are required under section 127 of the *Corporations Act 2001*.

1. Name

Title e.g. director

Signature

Date

2. Name

Title e.g. director, company secretary

Signature

Date

continue overleaf

Part 6 Hotel licence surrender

Is the licence being surrendered a hotel licence?

No proceed to Part 7

Yes answer the following questions.

Does the licence hold gaming machine entitlements?

No

Yes

The *Gaming Machines Act 2001* allows the hotel to transfer gaming machine entitlements (GMEs) to one or more other hotels within a 12-month period from the approved surrender date. If the GMEs have not been transferred within 12 months, the GMEs are automatically forfeited. Alternatively, any remaining GMEs can be retained for a further period of up to 12 months if the hotel pays a levy to retain each GME for that period. If GMEs have not been transferred by the end of the further 12-month period, the GMEs are forfeited.

Does the licence hold poker machine permits?

No

Yes

The *Gaming Machines Act 2001* allows the hotel to transfer poker machine permits (PMPs) to one or more other hotels within a 12-month period from the approved surrender date. If the PMPs have not been transferred within 12 months, the PMPs are automatically forfeited. Alternatively, any remaining PMPs can be retained for a further period of up to 12 months if the hotel pays a levy to retain each PMP for that period. If PMPs have not been transferred by the end of the further 12-month period, the PMPs are forfeited.

Part 7 Declaration

- ▲ 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 attachments are true, correct and complete and that I have made all reasonable inquiries to obtain the information required to complete the application.
- ▲ I undertake to immediately notify the Authority of any change to the information in this application, if the information changes before the application is determined.
- ▲ I acknowledge that under section 36 of the *Gaming and Liquor Administration Act 2007* and section 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 may result in delay or refusal of the application.
- ▲ 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 the Independent Liquor & Gaming Authority is collecting information to enable processing of the application. I also understand that the Authority will use the 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, the Authority may need to disclose information to other Government agencies.

The applicant is an individual

▶ Complete 8A only

The applicant is an organisation

▶ Complete 8B only

8A Applicant (If an individual)

Full name

Title e.g. director

Signature

Date

DD / MM / YYYY

8B Applicant (if an organisation)

Two signatures are required under section 127 of the *Corporations Act 2001*.

1. Name

Title e.g. director

Signature

Date

DD / MM / YYYY

continue overleaf

2. Name

Title e.g. director, company secretary

Signature

Date

If the application is lodged by a legal or other representative:

Name of representative

Representative's business name

Daytime phone

Correspondence address

Email