

# Drink on-premises authorisation – micro-breweries and small distilleries

## Before you complete this form

### What this form is for

This application form is for small scale producers of beer, cider and spirits, who have a producer/wholesaler liquor licence and who wish to apply for a drink on premises authorisation to sell liquor by retail for consumption on the licensed premises.

### What you need to know

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 If information is missing, processing this application will be delayed and the application may be withdrawn.

### Cost

The fee for this application is set out in the [Liquor Fee Schedule](#). This is a processing fee and is not refundable if the application is withdrawn or not granted. No GST applies.

**Note:** Fees may change without notice.

## Pre-lodgement checklist

**If information is missing, processing this application will be delayed and the application may be withdrawn.**

- Have you answered all questions in Parts 1 to 5?
- Have you attached documents listed in Part 4?
- Have you read and signed the declaration in Part 6?
- Have you completed the notices?
- Have you lodged all pages of this application (including attachments for site plans (mandatory) or ASIC reports if required?)

## How to lodge this form

✉ [liquor.applications@liquorandgaming.nsw.gov.au](mailto:liquor.applications@liquorandgaming.nsw.gov.au)

Please include 'AM0016 Drink on-premises authorisation – micro-breweries and small distilleries' in the subject line.

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 and the Liquor Licence Application Local consent authority notice, within 2 working days of lodging with L&GNSW.**

## Need more information?

🌐 [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au)

✉ [Contact us online](#)

☎ 1300 024 720

*continue overleaf*

## Before you complete this form *continued*

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### Explanation of terms

Term	Definition
Applicant	<p>The person qualified to make this application.</p> <p>The applicant may nominate a legal or other representative to be their contact person regarding this application.</p>
<a href="#">Liquor &amp; Gaming application noticeboard</a>	<p>Details of all lodged liquor licence applications are available on the L&amp;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.</p>

### 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](http://liquorandgaming.nsw.gov.au).

OFFICE USE ONLY		AM0016
Lodged by	<input type="checkbox"/> Email	
Date lodged		DD / MM / YYYY
Amount paid	\$	
GLS Receipt no.		
Request no.		
Finalised by		
Date finalised		DD / MM / YYYY

## Part 1 About the liquor licence

Liquor licence number  
LIQ

Licence name

- If the licensee is an individual (ie. a person)  
▶ Complete 1A only
- If the licensee is an organisation (e.g. a company)  
▶ Complete 1B only

### 1A Licensee (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

continue overleaf

## 1B Licensee (if an organisation)

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

  


ABN

ACN

Email

  


Daytime phone

## Part 2 Drink on-premises authorisation

What areas of the premises will be used for the authorisation? (e.g. dining area, function area etc.) These areas must be clearly labelled on the plan.

  
  
  


How will the areas be physically or visually defined? (e.g. wall, door, partition, barricade etc.)

  
  
  


How will your business utilise the drink on-premises authorisation if this application is approved?

  
  
  
  
  
  
  
  


Will food be available?

Yes

No

Does this venue have a capacity of 120 patrons or less?

Yes

No

Is beer or cider sold for consumption on the premises the licensee's own product?

Yes

No

## Part 3 Trading hours

This application, if granted for a new licence or with an extended trading authorisation for an existing licence, will require a 6-hour closure period each day.

The 6-hour closure period is usually 4:00am to 10:00am each day. It will be specified when the producer/wholesaler licence and/or the extended trading authorisation is granted (if granted for a wine producer or small-scale regional producer).

**Trading hours must be within the standard trading period (5:00am–midnight Monday to Saturday; 10:00am–10:00pm Sunday).**

In addition, for licences subject to a 6-hour closure period, trading hours cannot be within the 6-hour closure period.

Day	Current trading hours		Proposed drink on-premises authorisation trading hours	
	start time	end time	start time	end time
Mon-Sat	:	:	:	:
Sunday	:	:	:	:

Proposed maximum number of patrons in the area to which the authorisation applies

Will entertainment be supplied on the area of the licensed premises to which the authorisation applies?

No

Yes

## Part 4 Other information we need

**Attach**

a plan of the premises outlining the boundaries of the current licensed area and the proposed drink on-premises authorisation

The plan, preferably A4 size, must be to scale.

Refer to FS3127 'How to submit a floor plan with a liquor licensing application' fact sheet at [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au) for more information.

*continue overleaf*

## Part 5 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 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 the licensee is not suspended or disqualified from holding a liquor licence.
- ▲ 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 L&GNSW is collecting information on behalf of the Independent Liquor & Gaming Authority to enable processing of the application. I also understand that L&GNSW 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, L&GNSW may need to disclose information to other Government agencies.
- ▲ I acknowledge that L&GNSW will publish general information about the application on an electronic noticeboard and information about the application, if granted, on a public register.

If the applicant is an individual

- ▶ Complete Part 5A only.

If the applicant is an organisation

- ▶ Complete Part 5B only.

### 5A Applicant (if an individual)

Name of proposed licensee

Signature

Date

DD / MM / YYYY

### 5B Applicant (if an organisation)

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

Name of 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

**continue overleaf**

## Part 6 Payment for this application

Use the [Liquor Fee Schedule](#) to calculate the fee for this application. Note this is a processing fee and is not refundable if the application is withdrawn or not granted.

Fees are subject to change without notice and do not incur GST.

Record the fee below:

Payment amount \$

Pay by credit card or PayPal® using the following link:

[www.liquorandgaming.nsw.gov.au/applicationpayments](http://www.liquorandgaming.nsw.gov.au/applicationpayments)

▲ **Step 1**

Click on the link or type the URL into your web browser

▲ **Step 2**

Follow the instructions online to complete the payment

▲ **Step 3**

When the lodgement fee is paid online you will receive a receipt number. Please record the receipt number below before lodging the application. Not providing this information may result in delays in processing your application.

Receipt number:

*continue overleaf*

# Local consent authority notice

Application for drink on-premises authorisation - micro-breweries and small distilleries

Liquor & Gaming NSW

## Application type

### Drink on-premises authorisation – micro-breweries and small distilleries

When lodging this application, the applicant must immediately before or within two working days lodge a copy of this notice with:

the local council or other consent authority or the internet.

- ▲ if the premises are within 500 metres of another local government area, the local council or other consent authority for that area
- ▲ the Crown Lands division of the NSW Government, if the premises are on Crown land.

Complete **all** details below – then copy this notice and lodge the copy with each applicable organisation listed above.

**Note:** This original notice must be lodged with the application to Liquor & Gaming NSW. It will be posted on an electronic noticeboard available at [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au) while the application is pending.

## Submissions

Submissions about this application can be made within 30 days.

For more information about the application, or to make a submission, visit at [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au).

## Application details

Applicant's name

Date of application

DD / MM / YYYY

**has applied to the L&GNSW for a Drink on-premises authorisation – micro-breweries and small distilleries to sell liquor by retail for consumption on the premises**

Name of licensed premises

Address of licensed premises

**Standard trading hours are 5:00am to midnight Monday to Saturday; 10:00am to 10:00pm Sunday.** Trading hours allowed by the local consent authority (e.g. the local council) may be different. A 6-hour closure period may apply each day.

### Proposed trading hours for this authorisation are

Monday to Saturday	Start time <input type="text"/> :	End time <input type="text"/> :
Sunday	Start time <input type="text"/> :	End time <input type="text"/> :

Proposed maximum number of patrons in the licensed premises?

Will entertainment to be provided in the area for the authorisation?

No  Yes

Signature of applicant

Date

DD / MM / YYYY

**COUNCIL OR OTHER CONSENT AUTHORITY USE ONLY**

**AM0016**

I, (insert name, position and organisation)


Certify that this notice was received on

DD / MM / YYYY
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Liquor licence no.

LIQ 

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I advise, check one

development consent is not required to permit the proposed activity

development consent is required but not in place

development consent is required and in place

DA no. 

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**To submit this notice manually** email [individual.licensing@liquorandgaming.nsw.gov.au](mailto:individual.licensing@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
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Submissions close

DD / MM / YYYY
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## Application type

### Drink on-premises authorisation – micro-breweries and small distilleries

When lodging this application, the applicant must immediately before or within two working days lodge a copy of this application with the police station nearest to the premises.

Complete **all** details below – then copy **all** pages of this application and attachments and the plan and lodge the copy with the police station nearest to the premises.

**Note:** This original notice must be lodged with the application to Liquor & Gaming NSW. It will be posted on an electronic noticeboard available at [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au) while the application is pending.

## Submissions

Submissions about this application can be made within 30 days.

For more information about the application, or to make a submission, visit at [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au).

## Application details

Applicant's name

Date of application

DD / MM / YYYY

**has applied to the L&GNSW for a drink on-premises authorisation – micro-breweries and small distilleries to sell liquor by retail for consumption on the premises**

Name of licensed premises

Address of licensed premises

Standard trading hours are 5:00am to midnight Monday to Saturday; 10:00am to 10:00pm Sunday. Extended trading hours can be approved under the liquor laws. Trading hours allowed by the local consent authority (e.g. the local council) may be different. A 6-hour closure period may apply each day.

### Proposed trading hours for this authorisation are

Monday to Saturday	Start time <input type="text"/> :	End time <input type="text"/> :
Sunday	Start time <input type="text"/> :	End time <input type="text"/> :

Proposed maximum number of patrons in the licensed premises?

Will entertainment to be provided in the area for the authorisation?

No  Yes

Is an extended trading authorisation proposed as part of this application?

No  Yes

Signature of applicant

Date

DD / MM / YYYY

**POLICE USE ONLY**

**AM0016**

I, (insert name, position and organisation)

Certify that this notice was received on


DD / MM / YYYY
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Liquor licence no.

LIQ 

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**To submit this notice manually** email [individual.licensing@liquorandgaming.nsw.gov.au](mailto:individual.licensing@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

Lodged date

Submissions close

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DD / MM / YYYY
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DD / MM / YYYY
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# Public consultation – site notice

Application for drink on-premises authorisation - micro-breweries and small distilleries

Liquor & Gaming NSW

## Application type

### Drink on-premises authorisation – micro-breweries and small distilleries

The applicant below has applied to sell liquor by retail for consumption on the premises

This notice must be affixed to the location of a proposed licensed premises within two working days of lodging the application with Liquor & Gaming NSW.

This notice must also be provided to:

- ▲ the occupiers of any building on land situated within 50 metres of the boundary of the proposed premises
- ▲ the occupiers of any building on land adjoining the boundary of the land containing the proposed premises, regardless of a separating road

Complete **all** details below – then copy this notice, affix a copy to the site and also lodge a copy with each person or organisation listed above.

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

## Public submissions

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

For more information about the application, or to make a submission, visit at [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au).

## Application details

Applicant's name

Date of application

DD / MM / YYYY

**has applied to the L&GNSW for a drink on-premises authorisation – micro-breweries and small distilleries to sell liquor by retail for consumption on the premises**

Name of licensed premises

Address of licensed premises

Standard trading hours are 5:00am to midnight Monday to Saturday; 10:00am to 10:00pm Sunday. Extended trading hours can be approved under the liquor laws. Trading hours allowed by the local consent authority (e.g. the local council) may be different. A 6-hour closure period may apply each day.

### Proposed trading hours for this authorisation are

Monday to Saturday	Start time <input type="text"/> :	End time <input type="text"/> :
Sunday	Start time <input type="text"/> :	End time <input type="text"/> :

Proposed maximum number of patrons in the licensed premises?

Will entertainment to be provided in the area for the authorisation?

No  Yes

Is an extended trading authorisation proposed as part of this application?

No  Yes

Signature of applicant

Date  DD / MM / YYYY