

Sale on other premises authorisation

Before you complete this form

What this form is for

It's for the licensee of an on-premises licence with a catering service or tour operator business type who wants authorisation to sell liquor by retail on other premises for consumption on those other premises.

Note:

If the premises are (either single or multiple) used regularly, a plan of the premises showing the area proposed for the sale on other premises authorisation must be attached.

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 This is a processing fee and is **not refundable** if the application is withdrawn or not granted.

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

Whose details must be included

- ▲ Licensee Individual (Part 1A)
- ▲ Licensee Organisation (Part 1B)
- ▲ Applicant Individual (Part 5A)
- ▲ Applicant Organisation (Part 5B)
- ▲ Legal representative/solicitor (Part 5B)

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If information is missing, processing this application will be delayed and the application may be withdrawn.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 3?
- Have you attached the documents listed in Part 4?
- Have you read and signed the declaration in Part 5?
- Have you checked the [Liquor Fee Schedule](#) to ensure your fee is correct?
- Have you enclosed payment or included credit card details?
- Have you completed the notices?

Special instructions

There are several things you must do immediately before or within two working days of lodging the original application with L&GNSW.

- ▲ You **must** make a duplicate of all pages of this application and attachments and lodge it at the local police station immediately before or within two working days of lodging the original with L&GNSW.
- ▲ You **must** lodge a copy of 'Local consent authority notice' with:
 - the local council or other consent authority – if the premises are within 500 metres of another local government area
 - the local council or other consent authority for that area
 - the Crown Land division of the NSW Department of Industry if the premises are on Crown land.

How to lodge this form

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

Please include 'AM0065 Sale on other premises authorisation' 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 and the Liquor Licence Application Notice to the local consent authority, 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

Before you complete this form *continued*

- ▲ You **must** also provide a copy of the notice to:
- the occupiers of any building on land adjoining the licensed premises, even if there is a separating road
 - the occupiers of any building on land situated within 100 metres of the boundary of the licensed premises
 - the stakeholders consulted during the community impact statement (CIS) process.

Note

Each notice must be completed in full even if details are duplicated.

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.
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.

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.

Sale on other premises authorisation

OFFICE USE ONLY

AM0065

By Email Mail OTC

Date lodged

Receipt no

Request no

Finalised by

Date finalised

Notification issue date

Email

Daytime phone

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

Name of contact

Email

Daytime phone

Part 2 Sale on other premises authorisation

What is the kind of business or activity carried out on the licensed premises, or what is the kind of licensed premises to which the licence relates? (tick one or more if applicable)

- Catering service
- Tour operator

If a catering service, is it proposed to sell or supply liquor on private domestic premises?

- Yes
- No

Part 1 About the liquor licence

LIQ

Licence name

If the licensee is an individual (i.e. a person), answer all questions in Part 1A only.

If the licensee is an organisation (e.g. a company), answer all questions in Part 1B only.

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

continue overleaf

Describe the other premises on which it is proposed to sell or supply liquor.

What is the good or service that will be provided to persons to whom liquor is sold or supplied on the other premises?

How will the licensee ensure that the sale or supply of liquor is not the primary purpose of the business or activity carried out on the other premises?

Part 3 Trading hours

During what hours will the authorisation be utilised

The proposed sale on other premises trading hours must be within your current approved consumption on premises trading hours.

Monday to Saturday start time End time

Sunday start time: End time

Part 4 Other information we need

Attach:

- If the premises are a single or multiple premises used regularly, a plan of the premises showing the area proposed for the sale on other premises authorisation with boundary outline in red colour.
The plan, preferably A4 size, must be to scale.

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 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 and the local consent authority.
- ▲ 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.

5A If an individual

Name of applicant

Signature

Date

DD / MM / YYYY

5B If an organisation

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

Name of applicant

1. Name of officeholder

Position e.g. director

Signature

Date

DD / MM / YYYY

2. Name of officeholder (if more than one)

Position e.g. director, company secretary

Signature

Date

DD / MM / YYYY

continue overleaf

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

Name of representative

Representative's business name

Daytime phone

Correspondence address

Email

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 \$

Please pay by:

Credit card Cheque Cash Money order

Credit card payments

A surcharge of 0.4% is added to credit card payments.

Card type MasterCard Visa

Card number

Name on credit card

Expiry date

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

continue overleaf

Local consent authority notice

Application for a sale on other premises authorisation



Application type

Sale on other premises authorisation

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

- ▲ the local council or other consent authority
- ▲ if the premises are within 500 metres of another local government area, the local council or other consent authority for that area
- ▲ the Crown Land division of the NSW Department of Industry 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. It will be posted on an electronic noticeboard available at liquorandgaming.nsw.gov.au while the application is pending.

Application details

Applicant's name

Date application lodged

DD / MM / YYYY

Applicant's address

has applied to the Liquor & Gaming NSW for an authorisation that allows the sale of liquor by retail on other premises for consumption on those premises

Licensee's name

Liquor licence no.

LIQ

Address of main premises

Standard trading hours for a sale on other premises authorisation 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 (eg. the local council) may be different.

Proposed trading hours for this authorisation are

Monday to Saturday start time

End time

Sunday start time

End time

Proposed maximum number of patrons in the licensed premises?

Will entertainment be provided on the licensed premises during the extended trading hours?

Yes

No

If **Yes**, what type of entertainment will be provided?

Signature of applicant

Date

DD / MM / YYYY

Submissions about this application can be made to Liquor & Gaming NSW within 30 days.

Check the electronic noticeboard for the closing date for this application Lodge submissions via the noticeboard.

COUNCIL OR OTHER CONSENT AUTHORITY USE ONLY

AM0065

I, (insert name, position and organisation)

Certify that this notice was received on

DD / MM / YYYY

Liquor licence no.

LIQ										
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I advise, tick 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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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

Police notice

Application for a sale on other premises authorisation



Application type

Sale on other premises authorisation

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.

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.

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

Application details

Applicant's name

Date of application

DD / MM / YYYY

Applicant's address

has applied to Liquor & Gaming NSW for an authorisation that allows the sale of liquor by retail on other premises for consumption on those premises

Licensee's name

Liquor licence no.

 LIQ

Address of main premises

Standard trading hours for a sale on other premises authorisation 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 (eg. the local council) may be different.

Proposed trading hours for this authorisation are

Monday to Saturday start time

End time

Sunday start time

End time

Proposed maximum number of patrons in the licensed premises?

Will entertainment be provided on the licensed premises during the extended trading hours?

 Yes

 No
If **Yes**, what type of entertainment will be provided?

Signature of applicant

Date

DD / MM / YYYY

Submissions about this application can be made to Liquor & Gaming NSW within 30 days. Check the electronic noticeboard for the closing date for this application Lodge submissions via the noticeboard.

POLICE USE ONLY

AM0065

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.

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LIQUOR & GAMING NSW USE ONLY

Application number

Lodged date

Submissions close

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DD / MM / YYYY

DD / MM / YYYY
