

Take-away sales authorisation

Before you complete this form

What this form is for

This application form is for the licensee of an on-premises licence who applies for a take-away sales authorisation to sell liquor by retail on the licensed premises for consumption away from the licensed premises (except on Good Friday and Christmas Day).

Note

A take-away sales authorisation can be granted only if an on-premises licence is held by or on behalf of a non-proprietary association, and if the Authority is satisfied that the licensed premises promote tourism or industry in the local area in which the premises are situated.

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 This is a processing fee and is **not refundable** if the application is withdrawn or not granted.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

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If information is missing, processing this application will be delayed and the application may be withdrawn.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 2?
- Have you read and signed Part 3?
- 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 notices?

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.
Approved manager	An individual who is approved to manage a licenced premises on behalf of a licensee.

How to lodge this form

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

Please include 'AM0070 Take-away sales 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.

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

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.

**This page is
intentionally blank**

OFFICE USE ONLY

AM0070

Lodged by Email Mail OTC

Date lodged

Amount paid \$

GLS Receipt no.

Request no.

Finalised by

Date finalised

Date of birth

City or town of birth

Email

Daytime phone

1B Licensee (if an organisation)

Name of organisation

ABN

ACN

Contact Person

Email

Daytime phone

Part 1 About the liquor licence

Liquor licence number

LIQ

If you are applying for a new licence as well as a take-away sales authorisation, write new licence here

Licence name

The licensee is an individual

▶ Complete 1A only

The licensee is an organisation

▶ Complete 1B only

1A Licensee (if an individual)

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

continue overleaf

Part 2 Take away sales authorisation

What is the main product or service that is sold, supplied or provided to people on the licensed premises?
Must not be liquor

Is the licence held by or on behalf of a non-proprietary association?

No

Yes

If **Yes**, what is the association's name?

Is the liquor to be sold/supplied under this authorisation produced in the local area where the licensed premises are situated?

No

Yes

If **Yes**, name or describe the local area

Does the on-premises licence relate to a vessel, an aircraft or any moving vehicle?

No

Yes

When will the authorisation be used? Check one

All approved trading hours

Part of approved trading hours

During what hours will the authorisation be used?

24 hour clock e.g. 6pm = 18:00

Start time not earlier than 10:00am

End time not later than 10:00pm

How will the licensee ensure that the sale or supply of liquor for take-away is not the primary purpose of the business or activity carried out on the licensed premises?

Part 3 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 Liquor & Gaming NSW 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 documents to the local consent authority and the local police station.
- ▲ I declare that the applicant 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 the Liquor & Gaming NSW is collecting information to enable processing of the application. I also understand that Liquor & Gaming NSW 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, Liquor & Gaming NSW may need to disclose information to other Government agencies.
- ▲ I acknowledge that Liquor & Gaming NSW will publish general information about the application on an electronic noticeboard and information about the application, if granted, on a public register.

continue overleaf

If the applicant is an individual

▶ Complete Part 3A only.

If the applicant is an organisation

▶ Complete Part 3B only.

3A Applicant (must be an individual)

Name

Position

Signature

Date

3B Applicant (if an organisation)

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

Name of Licensee

1. Name of officeholder

Title e.g. director

Signature

Date

2. Name of officeholder (if more than one)

Title e.g. director, company secretary

Signature

Date

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

Mr Ms Mrs Miss Other

Given name

Family name

Representative's business name

Email

Contact phone daytime

Address for correspondence

Suburb/town/city

State

Postcode

Country if not Australia

continue overleaf

Part 4 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

Cardholder's name

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

Local consent authority notice

Application for a takeaway sales authorisation

Application type

Takeaway sales authorisation

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 Department of Industry – Lands & Forestry if 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 while the application is pending.

Submissions

Submissions about this application can be made until the submission close date.

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

Application details

Applicant's name

Date of application

DD / MM / YYYY

has applied to the L&GNSW for a take-away sales authorisation to sell liquor by retail on the licensed premises for consumption away from the licensed premises

Name of licensed premises

Address of licensed premises

Signature of applicant

Date

DD / MM / YYYY

COUNCIL OR OTHER CONSENT AUTHORITY USE ONLY

AM0070

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 takeaway sales authorisation



Application type

Takeaway sales authorisation

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 while the application is pending.

Submissions

Submissions about this application can be made within 14 days.

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

Application details

Applicant's name

Date of application

DD / MM / YYYY

has applied to the L&GNSW for a take-away sales authorisation to sell liquor by retail on the licensed premises for consumption away from the licensed premises

Name of licensed premises

Address of licensed premises

Signature of applicant

Date

DD / MM / YYYY

POLICE USE ONLY

AM0070

I, (insert name, position and organisation)

Certify that this notice was received on

DD / MM / YYYY

Liquor licence no.

LIQ

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LIQUOR & GAMING NSW USE ONLY

Application number

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Lodged date

DD / MM / YYYY

Submissions close

DD / MM / YYYY
