

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 that applies to an on-premises licence can only be granted if:

- the licence is held by or on behalf of a non-proprietary association and the premises promotes tourism or industry in the local area in which the premises are situated, or
- the licensed premises are situated in or on a facility that is under the control or management of a public authority.

A public authority includes:

- a statutory body representing the Crown, including a NSW Government agency – [Interpretation Act 1987](#), section 13A applies
- a Council within the meaning of the [Health Practitioner Regulation National Law](#) (NSW), Part 5A.

If you do not meet this criteria, you cannot apply for this authorisation.

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 This is a processing fee and is **not refundable** if the application is withdrawn or not granted.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 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If information is missing, processing this application will be delayed and the application may be withdrawn.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 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.

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



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

Date of birth

DD / MM / YYYY

City or town of birth

Email

Daytime phone

1B Licensee (if an organisation)

Name of organisation

ABN

ACN

Contact Person

Email

Daytime phone

continue overleaf

Part 2 Take away sales authorisation

2A Take away sales authorisation

Is the licence held by or on behalf of a non-proprietary association which promotes tourism or industry in the local area?

No Go to Part 2B

Yes

If **Yes**, is the liquor being sold for consumption away from the premises produced in the local area to which the premises is situated?

No You do not qualify

Yes

2B Take away sales authorisation

Is the licence situated in or on a facility that is under the control or management of a public authority?

No You do not qualify

Yes

If **Yes**, describe the public authority that is either a statutory body or NSW Government agency.

Is the liquor being sold for consumption away from the premises a souvenir liquor product of the public authority concerned?

No You do not qualify

Yes

If you do not meet this criteria you cannot apply.

What is the main product or service that is sold, supplied or provided to people on the licensed premises?

Must not be liquor

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?

continue overleaf

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.

- 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

DD / MM / YYYY

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

DD / MM / YYYY

2. Name of officeholder (if more than one)

Title e.g. director, company secretary

Signature

Date

DD / MM / YYYY

continue overleaf

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

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 \$

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

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:

Local consent authority notice

Application for a change to liquor licence conditions



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 Crown Lands division of the NSW Government, if premises are on Crown Land.

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

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

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.

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

Local consent authority notice

Application for a change to liquor licence conditions

COUNCIL OR OTHER CONSENT AUTHORITY USE ONLY

AM0070

I, (insert name, position and organisation)

Certify that this notice was received on

Liquor licence no.

LIQ

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.

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

Lodged date

Submissions close

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.

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

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.

Application details

Applicant's name

Date of application

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

Police notice

Application for a takeaway sales authorisation

POLICE USE ONLY

AM0070

I, (insert name, position and organisation)

Certify that this notice was received on

Liquor licence no.

LIQ

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

Lodged date

Submissions close