

# Liquor licence transfer – club licence

Liquor &amp; Gaming NSW

## Before you complete this form

### What this form is for

It's for a registered club who wants to transfer a club liquor licence where a club amalgamation or de-amalgamation is proposed. If an amalgamation application is approved, the transferee will become the licensee of the transferred club licence.

### Cost

- ▲ The fee for this application is set out in the [Liquor Fee Schedule](#). The total fee can include a combination of a fixed fee and a processing fee. The processing fee is not refundable if the application is withdrawn or not granted.

No GST applies. Note that fees may change without notice.

### Whose details must be included

- ▲ Transferee (Part 3 and 4)
- ▲ Owner of the licensed premises (Part 5)
- ▲ Existing licensee (Part 7)
- ▲ Proposed licensee (Part 7)
- ▲ Applicant (Part 8)
- ▲ Legal representative/solicitor (Part 8)

### Note:

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

## How to lodge this form

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

Please include 'AM0325 Liquor licence transfer – club licence' in the subject line.


Please provide all pages of this application. 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 within 2 working days of lodging with L&G NSW.**

## Need more information?

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

@ [Contact us online](#)

 1300 024 720

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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.
Business owner	The person or organisation that owns the business – not the physical premises.
<a href="#">Liquor &amp; Gaming application noticeboard</a>	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.
Premises owner	The person or organisation that owns the physical premises – not the business.
Transferee	Who the licence will be transferred to.

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).

# Liquor licence transfer – club licence

Liquor &amp; Gaming NSW

## OFFICE USE ONLY

AM0325

Lodged by	<input type="checkbox"/> Email
Date lodged	<input type="text" value="DD / MM / YYYY"/>
Amount paid	<input type="text" value="\$"/>
Receipt no.	<input type="text"/>
Request no.	<input type="text"/>
Finalised by	<input type="text"/>
Date finalised	<input type="text" value="DD / MM / YYYY"/>

## Part 1 About the liquor licence

Liquor licence number

 LIQ          

Licence name

## Part 2 About the application

The application can be lodged by:

Please check ☒ one only

- ☐ the existing licensee
- ☐ the proposed licensee (if the existing licensee consents)

## Part 3 About the transferee

Name of organisation

ABN          ACN        

Daytime phone

Email


Fax

Web address


Year incorporated

Business address (street address)


Suburb/town/city

State

Postcode

Country if not Australia

continue overleaf

**Postal address** (if different from business address) a PO Box if one exists.

GPO/PO box or street address


Suburb/town/city

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State

--	--	--

Postcode

--	--	--	--

Country if not Australia

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Contact person for the organisation:

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other

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Given name

--

Middle name

--

Family name

--

Gender

--

Date of birth

DD / MM / YYYY
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City or town of birth

--

Email


Home phone

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Mobile

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Daytime phone

--	--	--	--	--	--	--	--	--	--

Driver licence no.

--	--	--	--	--	--	--	--	--	--

State

--	--	--

**Residential address (street address)**


Suburb/town/city

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State

--	--	--

Postcode

--	--	--	--

Country if not Australia

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**Postal address** (if different from residential address) a PO Box if one exists.

GPO/PO box or street address


Suburb/town/city

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State

--	--	--

Postcode

--	--	--	--

Country if not Australia

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If the existing appointed manager is being replaced as part of this transfer application, the licensee must notify us of the appointed manager (who must already be an approved manager).

Is the current manager going to be the approved manager once the transfer is complete?

☐ Yes

☐ No ► attach appointment of manager notice.

*continue overleaf*

## Part 4 More information about the transferee

Does the transferee meet the requirements in section 10 of the *Registered Clubs Act 1976*?

- ☐ Yes ► provide supporting documents  
☐ No

Will the transfer, if approved, mean the transferor will be amalgamated with more than 10 registered clubs?

- ☐ Yes  
☐ No

### Note:

The total number of other clubs that a registered club may amalgamate with is 10 (not including any club that has de-amalgamated or any premises that has ceased to trade).

## Part 5 Owner of the licensed premises

The premises owner is an individual

► Complete 5A only

The premises owner is an organisation

► Complete 5B only

If owned jointly by an individual and an organisation,

► Complete Part 5A and 5B

If insufficient space in the form for multiple premises owners, attach a separate sheet answering all questions for each premises owner. (answer for all current and proposed premises owners)

### 5A Premises owner (if an individual)

This individual is currently a premises owner

- ☐ Yes  
☐ No

This individual will cease to be a premises owner if this transfer application is approved

- ☐ Yes  
☐ No

This individual will become a premises owner if this transfer application is approved

- ☐ Yes  
☐ No

☐ 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

Driver licence no.

State

Residential street address

Suburb/town/city

State

Postcode

Country if not Australia

**Postal address** (if different from residential address) a PO Box if one exists; otherwise a 'physical' street address. We will use this mailing address when we contact this person about the licence

Suburb/town/city

State

Postcode

continue overleaf

Country if not Australia

### 5B Premises owner (if an organisation)

This organisation is currently a premises owner

- ☐ Yes  
☐ No

This organisation will cease to be a premises owner if this transfer application is approved

- ☐ Yes  
☐ No

This organisation will become a premises owner if this transfer application is approved

- ☐ Yes  
☐ No

Name of organisation

ABN

ACN

Daytime phone

Year incorporated

Email

Web address

### Business street address

Suburb/town/city

State

Postcode

Country if not Australia

**Postal address** (if different from business address) a PO Box if one exists; otherwise a 'physical' street address. We will use this mailing address when we contact this person about the licence

Suburb/town/city

State

Postcode

Country if not Australia

## Part 6 Other information we need

### Attach:

- ▲ if applicable, a completed copy of form AM0200 'Appointment of Manager Notice'
- ▲ the direct debit authorities for deduction of gaming machine authorisation fees, monitoring fees and tax
- ▲ supporting documents as set out in the legislative checklist in GL4016 'Guidelines for registered clubs amalgamations'
- ▲ Liquor & Gaming NSW may request further supporting documentation, as needed, during the course of our assessment.

To obtain these forms and guidelines, go to [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au).

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## Part 7 Declaration by existing and proposed licensee

### 7A Existing licensee

I consent to transfer of the licence to the proposed licensee.

Name of existing licensee


#### 7A(i) Existing licensee (if an organisation)

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

1. Name

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Title e.g. director

--

Signature

--

Date

DD / MM / YYYY
----------------

2. Name

--

Title e.g. director, company secretary

--

Signature

--

Date

DD / MM / YYYY
----------------

### 7B Proposed Licensee

I consent to transfer of the licence to the proposed licensee.

Name of proposed licensee


#### 7B(i) Proposed licensee (must be 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
----------------

2. Name

--

Title e.g. director, company secretary

--

Signature

--

Date

DD / MM / YYYY
----------------

continue overleaf

## Part 8 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.
- ▲ 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.

### 8A Applicant (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

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

Name of representative

Representative's business name

Daytime phone

Correspondence address

Email

*continue overleaf*



## Part 9 Payment for this application

Use the [Liquor Fee Schedule](#) to calculate the fee for this application. The total fee can include a combination of a fixed fee and a processing fee. The processing fee component is non-refundable in the event 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*

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intentionally blank**

# Police notice

## Application for Liquor licence transfer – club licence

Liquor &amp; Gaming NSW

### Application type

#### Change the kind of activity carried out on the licensed premises for the on-premises licence

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.

Complete **all** details below – then copy **all** pages of this application and the plan and attach them to the copy of this notice that you lodge 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](http://liquorandgaming.nsw.gov.au) while the application is pending.

### Application details

Applicant's name

Date of application

DD / MM / YYYY

Applicants address

has applied to Liquor & Gaming NSW for approval for a transfer of a club liquor licence to another club licensee (ie. an amalgamation)

Name of existing licensed premises

Licence No

Address of existing licensed premises

Name of existing licensee

Name of proposed licensee

Signature of applicant

Date

DD / MM / YYYY

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).

## POLICE USE ONLY

AM0325

I, (insert name, position and organisation)

Certify that this notice was received on

DD / MM / YYYY

Liquor licence no.

LIQ


**Please submit this notice** through the Liquor & Gaming NSW Application Noticeboard at [liquorandgaming.nsw.gov.au](https://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](mailto: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

DD / MM / YYYY

DD / MM / YYYY