

Before you complete this form

What this form is for

Any individual or organisation who needs to notify Liquor & Gaming NSW of a transfer of a liquor licence to another person provided the person satisfies the requirements of Section 60A of the *Liquor Act 2007*.

Eligibility Requirements:

- ▲ The business owner is not changing
- ▲ The business owner provides written consent to the transfer within this form
- ▲ The proposed licensee is an individual (not an organisation)
- ▲ The proposed licensee currently is, or has been a licensee of the same licence type within the past three years as the licence type being transferred. For example, a restaurant licence cannot be transferred into a hotel licence.
- ▲ The proposed licensee has not committed a prescribed offence within the past three years within the meaning of section 144B of the *Liquor Act 2007* including sale or supply of liquor contrary to licence conditions outside of trading hours, breach of licence conditions in certain circumstances, permitting intoxication, indecent, violent or quarrelsome conduct, selling or supplying liquor to an intoxicated person or minor, permitting the sale, possession or use of a prohibited plant or drug, failure to comply with official directions or notices, or short-term or long-term closure orders.
- ▲ The liquor licence has not been suspended or cancelled (or the licensee has not been disqualified from holding a licence) within the past three years.

You are required to identify in Part 4 what practices are used to ensure that liquor is sold, supplied or served responsibly and what steps are taken to prevent intoxication on the premises.

If we are unable to process this transfer because you have not provided all the required information or you are not eligible to use this form, the notification will not be endorsed and the fee will not be refunded.

Cost

The fee for this notice 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 The processing fee is not refundable if the notice is withdrawn or not processed.

Want **streamlined processing** and a **10% discount on the processing fee**? Apply [online](#) at [onegov.nsw.gov.au](#) instead.

continue overleaf

How to lodge this form

@ liquor.applications@liquorandgaming.nsw.gov.au
Include 'AM0330 Transfer Notification' 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

Provide all pages of this notice and attachments. There's no need to attach this introduction page.

Need more information?

🔍 liquorandgaming.nsw.gov.au

@ [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 notification and may be disclosed to other Government agencies for this purpose. General information about your notification may be published on an electronic noticeboard and information about the notification, if granted, on a public register. Providing this information is voluntary, but where relevant information is not provided this may lead to your notification 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.

Before you complete this form continued

Whose details must be included

You will need to contact a number of different individuals or organisations, or both, to obtain details and signatures. These may include:

- ▲ Applicant (Part 2)
- ▲ Legal representative / solicitor (Part 2)
- ▲ Proposed licensee (Parts 3 and 6)
- ▲ Business owner (Part 5)

Pre-lodgement checklist

If we are unable to process this transfer because you have not provided all the required information or you are not eligible to use this form, the notification will not be endorsed and the fee will not be refunded.

- Have you answered all relevant questions in Parts 1 to 7.
- Have you read and signed in Parts 5 and 6.
- The proposed licensee has current RSA certification, with RCG certification if a hotel licence with gaming machines.
- Have you checked the [Liquor Fee Schedule](#) to ensure your fee is correct?
- Have you completed my credit card details or enclosed payment?
- Have you attached all documents required (see below)?

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 notice.
Business owner	The person or organisation that owns the business – not the physical premises
Proposed licensee	The person that the liquor licence is being transferred to.

OFFICE USE ONLY	AM0330
By	<input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> OTC
Date lodged	DD / MM / YYYY
Amount paid	\$
Receipt no.	
Request no	

Part 1 This liquor licence

Liquor licence number
LIQ

Liquor licence name

The transfer will take effect on:

DD / MM / YYYY

Reason for this date

Note:

- Transfer date must not be backdated, and must allow for at least 21 days for L&GNSW to process the notice.
- If enough notice is not provided or a transfer date is not specified, the date of transfer will be the date of approval.

Part 2 The applicant

Please check one only.
The applicant is:

The proposed licensee
 The business owner

Name of person or organisation

Contact phone

Contact person (if not the applicant)

The person we will contact if additional information is required at any stage during the process. This may be a legal or other representative. If section below is left blank, we will contact the applicant directly.

Mr
 Ms
 Mrs
 Miss
 Other

Given name

Family name

Relationship to applicant e.g. solicitor, company secretary, consultant

Business name If applicable

Email

Contact phone

Part 3 About the proposed licensee

Are you currently a licensee?
Please check one only.

Yes ▶ If you are currently listed as a licensee at another licensed premises please ensure that an application to replace you is submitted with 28 day of the licensee position ceasing.

No

Mr
 Ms
 Mrs
 Miss
 Other

Given name

Middle name

continue overleaf

Part 5 Declaration by business owner

5A If an individual

- ▲ I am the owner/authorised representative of the business owner where the licence is held and I consent to the transfer of this licence to the proposed licensee.
- ▲ The licence has not been suspended (otherwise) than voluntarily under section 46A of the *Liquor Act 2007* or cancelled within the past 3 years.

Signature

Date

Full name

5B If an organisation

As per section 127 of the *Corporations Act 2001* two signatures are required, except where only one company officer is appointed.

- ▲ I am the business owner/authorised representative of the business owner where the licence is held and I consent to the transfer of this licence to the proposed licensee.
- ▲ The licence has not been suspended (other than voluntarily) under section 46A of the *Liquor Act 2007* or cancelled within the past 3 years.

Name of business owner organisation

1. Name of officeholder

Title e.g. director

Signature

Date

2. Name of second officeholder (if more than one)

Title e.g. director, company secretary

Signature

Date

Part 6 Declaration by proposed licensee

- ▲ I declare that I am 18 years or older and I am authorised to lodge this notice.
- ▲ I declare that the contents of this notice including the attachments are true, correct and complete and that I have made all reasonable enquiries to obtain the information required to complete this notice.
- ▲ I undertake to notify as soon as practicable Liquor & Gaming NSW (L&GNSW) of any change to the information in this notice.
- ▲ I am the holder of a licence of the same kind type as the licence to be transferred or have been, at any time during the period of 3 years immediately before the transfer, the holder of a licence of the same kind type as the licence to be transferred.
- ▲ I have not committed a prescribed offence within the meaning of section 144B during that 3-year period
- ▲ During that 3-year period I have not been disqualified from holding a 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 notice.
- ▲ I acknowledge that failure to provide all required information may delay the effect of this notice.
- ▲ I understand that specific details I have supplied in this notice 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 notification.
- ▲ 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 notice, L&GNSW may disclose information to other Government agencies.
- ▲ I consent to the transfer of the licence and agree to become the licensee.

continue overleaf

Name of proposed licensee

Signature

Date

Part 7 Payment for this notice

The fee for this notice depends on the type of licence.

Use the [Liquor Fee Schedule](#) to calculate the fee for this notice. The fee is a processing fee and is non-refundable in the event the notice is withdrawn or not processed.

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

Want **streamlined processing** and a **10% discount on the fee**? Apply [online](#) at onegov.nsw.gov.au instead.

Licence type

Please check

- Hotel licence
- Small bar licence
- On-premises licence
- Producer/wholesaler licence
- Packaged liquor licence
- Limited licence
- Former community liquor licence

Record the fee below:

Payment amount \$

Please pay by:

Credit card Cheque Cash Money order

Credit card payments

A surcharge of 0.4% will be added to credit card payments.

Card type:

MasterCard Visa

Card number

Expiry date

Name on credit card

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