

Lease or sublease licensed premises

Liquor & Gaming NSW

Before you complete this form

What this form is for

It's for a licensee or owner of a licensed premises who wants to apply for approval to lease or sublease any part of the licensed premises.

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 This is a processing fee and is **not refundable** if the application is withdrawn or not granted.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

Whose details must be included

- ▲ Licensee (Part 1A or 1B)
- ▲ Lessee or sublessee (Part 3A or 3B)

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 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 Government, if the premises are on Crown land.

Note

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

How to lodge this form

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

Please include 'AM0570 Lease or sublease licensed premises' in the subject line.

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

Pre-lodgement checklist

Please complete all questions that apply to you. If information is missing, processing this application will be delayed and the application may be withdrawn.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 43?
- ☐ 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?

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.

Lease or sublease licensed premises

Liquor & Gaming NSW

OFFICE USE ONLY

AM00570

By ☐ Email

Date lodged

Receipt no

Request no

Finalised by

Date finalised

Notification issue date

Email

Home phone

Mobile

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

Year incorporated

Name of contact

Email

Daytime phone

Part 1 About the liquor licence

LIQ

Licence name

If the licensee is an individual (i.e. a person),

▶ Complete all questions in Part 1A only.

If the licensee is an organisation (e.g. a company),

▶ Complete 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

Part 2 About this application

- ☐ A licensee (or a related corporation of the licensee)
Cannot apply to lease or sublease parts of the licensed premises on which liquor is ordinarily sold/supplied for consumption on the premises, or on which gaming machines are ordinarily kept, used or operated.
A 'related corporation of the licensee' means either a corporation that, within the meaning of the *Corporations Act 2001*, is a related body corporate of the licensee; or if the licensee is an individual, any corporation that employs the licensee or in respect of which the licensee occupies a position of authority.
- ☐ The owner of the licensed premises
Cannot apply to lease or sublease parts of the licensed premises on which liquor is ordinarily sold/supplied for consumption on the premises, or on which machines are ordinarily kept, used or operated.
- ☐ A licensee of any licensed premises situated in a shopping centre if the licensee also owns each of the premises comprising the shopping centre
Cannot apply to lease or sublease parts of the licensed premises on which gaming machines are ordinarily kept, used or operated.
Can apply only to lease or sublease parts of the licensed premises on which liquor is ordinarily sold/supplied for consumption on the premises.

Name of person

Role

Daytime phone

What part(s) of the licensed premises are proposed for lease or sublease?

Start date

End date

Who is the proposed lessee or sublessee?

How will the licensee continue to comply with the liquor laws (including section 92) if part of the licensed premises is leased or subleased?

Part 3 About the lessee or sublessee

If the lessee or sublessee is an individual (ie. a person),

▶ Complete all questions in Part 3A only.

If the lessee or sublessee is an organisation (e.g. a company),

▶ Complete all questions in Part 3B only.

3A Lessee or sublessee (if an individual)

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

Drivers licence

State

Email

continue overleaf

Home phone

Mobile

Daytime phone

Residential address a 'physical' street address

Suburb/town/city

State

Postcode

Postal address

Suburb/town/city

State

Postcode

3B Lessee or sublessee (if an organisation)

Name of organisation Must exactly match the name registered to the ABN/ACN, and cannot be a trust

ABN

ACN

Email

Website

Daytime phone

Business address a 'physical' street address

Suburb/town/city

State

Postcode

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

Contact person details

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

Drivers licence

State

Email

continue overleaf

Residential address a 'physical' street address

Suburb/town/city

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State

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Postcode

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Postal address if different from residential address. We will use this mailing address when we contact this person about the application/licence.

Suburb/town/city

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State

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Postcode

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Part 4 Other information we need

Attach

- ☐ a plan of the licensed premises showing the area(s) for lease or sublease.
- ☐ a copy of the lease or sublease agreement.
The plan must be to scale and be A4 or A3 size only.
Outline the proposed lease or sublease area in a distinctive colour.

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.
- ▲ 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

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Date

DD / MM / YYYY

5B If an organisation

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

Name of applicant

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, tell us:

Name of representative

Representative's business name

Email

Contact phone daytime

Address for correspondence

Suburb/town/city

State

Postcode

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 \$

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

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:

Local consent authority notice

Liquor & Gaming NSW

When lodging this application with the Independent Liquor & Gaming Authority, the applicant must immediately before or within two working days lodge 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 Government, 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

Date of application

Applicant's name

Licence No

has applied to the Liquor & Gaming NSW to lease or sublease licensed premises.

Liquor licence name

Address of licensed premises

Signature of applicant

Date

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

AM0570

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

Liquor & Gaming NSW

When lodging this application with the Independent Liquor & Gaming Authority, 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, the plan and the agreement and lodge the copy 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.

Application details

Date of application

DD / MM / YYYY

Applicant's name

Licence No

has applied to the Liquor & Gaming NSW to lease or sublease licensed premises.

Liquor licence name

Address of licensed premises

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

AM0570

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. 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

DD / MM / YYYY

DD / MM / YYYY