

# Take-away sales authorisation

## Before you complete this form

### What this form is for

This application form is for the licensee of certain on-premise or small bar licences who apply for a take-away sales authorisation to sell liquor by retail 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 restaurant

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.

### Cost

The fee for this application is set out in the [Liquor Fee Schedule](#).

If the application is withdrawn or not granted, licensing fees can be refunded, however processing fees are non-refundable.

### How to lodge this form

- ✉ [liquor.applications@liquorandgaming.nsw.gov.au](mailto:liquor.applications@liquorandgaming.nsw.gov.au)  
Please include 'AM0070 Take-away sales authorisation' in the subject line.

### Need more information?

- 🔍 [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au)  
Check the progress of your application on the [Liquor & Gaming application noticeboard](#).
- ✉ [Contact us online](#)
- ☎ 1300 024 720

### Your privacy

You can view our privacy collection notice here: [liquorandgaming.nsw.gov.au/about-us/privacy-collection-notice-liquor-and-gaming-applications](http://liquorandgaming.nsw.gov.au/about-us/privacy-collection-notice-liquor-and-gaming-applications)

### 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**If information is missing, processing this application will be delayed and the application may be withdrawn.**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 site notice?

### 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.

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intentionally blank**

# Take-away sales authorisation

## 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

City or town of birth

Email

Daytime phone

## 1B Licensee (if an organisation)

Name of organisation

ABN ACN 

Contact Person

Email

Daytime phone

## 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

### 2C Take away sales authorisation

Is the licence an on-premises with a restaurant class?

No  You do not qualify

Yes

If **Yes**, will you sell takeaway liquor in conjunction with a genuine takeaway meal?

No  You do not qualify

Yes

**If you do not meet this criteria you cannot apply.**

During what hours will the authorisation be used?

Day	From	To
Monday	:	:
Tuesday	:	:
Wednesday	:	:
Thursday	:	:
Friday	:	:
Saturday	:	:
Sunday	:	:

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 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:

[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: