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Publication details
July 2008

This fact sheet outlines the requirements when applying for a packaged liquor licence. It also outlines the key trading entitlements associated with this type of liquor licence.

What is a packaged liquor licence?

A packaged liquor licence enables the licensee to sell takeaway liquor on the licensed premises –through a bottleshop or via home delivery, mail order, or the internet.

A packaged liquor licence is subject to the following regulatory controls:

- packaged liquor may only be sold to the public for consumption off the premises
- liquor may be sold to employees and to other persons authorised to sell liquor, for consumption off the premises
- tastings may be conducted on the premises, with or without charge.

Applying for a packaged liquor licence

Before applying for a packaged liquor licence, the applicant must prepare a community impact statement (CIS). The applicant must lodge the CIS with the application for a packaged liquor licence. A CIS helps the Authority to consider the likely impact of the proposed licence on the local and broader community, and gauge the level of community support for the proposal.

The application fee for a packaged liquor licence is \$1500. The application form can be downloaded at www.olgr.nsw.gov.au/liquor_forms.asp

The Casino, Liquor & Gaming Control Authority will consider any submissions received in relation to a licence application from stakeholders including police, the local council and residents.

People who were consulted as part of the CIS process can also make submissions directly to the Authority on the same licensing proposal.

As part of this process, the Office of Liquor, Gaming & Racing will provide a report to the Authority based on social profile data it maintains for the local government area where the proposed premises are located. This data will be developed in the second half of 2008.

The application is also referred to the Director of Liquor and Gaming who must report on any matters requested by the Authority including the compliance history, if any, of those associated with the application and on the existence and effectiveness of a local liquor accord.



NSW Office of
Liquor, Gaming & Racing



Department of the Arts, Sport and Recreation

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Important things to know

Trading	Monday - Saturday	Sunday	Good Friday	Christmas Eve	Christmas Day
Standard hours	5am - midnight	10am - 10pm	Not permitted	Usual trading Monday to Saturday 8am to midnight Sunday	Not permitted
Extended hours (if allowed)	Not permitted	5am - 10am 10pm - midnight	Not permitted	5am - 8am	Not permitted

Trading hours

Trading hours for a packaged liquor licence are shown in the table above.

An application for extended trading on a Sunday requires the preparation of a CIS. If extended trading is sought as part of an application for a new packaged liquor licence, the CIS must address issues relating to the proposed new licence and the extended trading hours.

Liquor sales area

If business is carried out on the premises besides the sale of liquor, liquor may be sold only in a separate area of the premises - the liquor sales area. This area must be adequately separated from the other areas of business. For instance in a supermarket, the liquor sales area, including cash registers etc, must be separate from other parts of the supermarket. The sale or supply of alcohol for takeaway purposes must be the principal activity carried out in the liquor sales area.

Restrictions on packaged liquor licences

Packaged liquor licences cannot be granted to a general store, service station or take-away food shop. A general store includes a convenience store, mixed business or milk bar with a retail floor area not more than 240 square metres and is used primarily for the sale of groceries.

RSA training for staff

The licensee and all staff who serve liquor must have completed an approved responsible service of alcohol course. The licensee must keep a copy of each RSA certificate in a register on the premises.

Signage

A packaged liquor licence must display the following:



This sign must be displayed wherever liquor is sold on licensed premises at each servery counter or cash register. The notice must be displayed on the licensee's website if alcohol is ordered via the website.

Signage is available from the Office of Liquor, Gaming & Racing at www.olgr.nsw.gov.au/signs_order_form.asp

Need more information?

Our website is constantly updated with information about the new liquor laws. Go to www.olgr.nsw.gov.au to access this information. Subscriptions to our e-news service are also available from this site.

Access to the liquor laws – the *Liquor Act 2007* and the *Liquor Regulation 2008* – is available from www.olgr.nsw.gov.au/legislation_liquor_reform.asp

For more information, call us on 02 9995 0894 or email us at info@olgr.nsw.gov.au

FAQs

I wish to apply for a licence to sell liquor by retail only via the internet and telephone. Do I require a packaged liquor licence, and do I need to prepare a community impact statement?

Yes. A packaged liquor licence is required if you propose to sell liquor via the internet or telephone. A CIS is required for a packaged liquor licence application. An application for a packaged liquor licence that only sells via internet, mail order, fax or telephone requires a Category A CIS. Other packaged liquor licence applications require a Category B CIS.

The CIS process is designed to be simple and cost effective. It will assist the Authority to determine the likely impact on the local and broader community, and gauge the level of community support for a particular licensing proposal.

Do promotional staff promoting certain brands of beer and wine have to be RSA trained in order to conduct tastings on our premises?

Yes. All people selling or supplying liquor on licensed premises must be RSA trained, including promotional staff.

Can our 16 year old son work in the store stocking shelves and removing empty packaging?

Yes. People under 18 can undertake certain duties such as stocking shelves and cleaning in a liquor store.

Approval must be obtained from the Casino, Liquor & Gaming Control Authority for a person under 18 to serve liquor in licensed premises. This approval is only granted in very limited circumstances.