

Packaged liquor licence



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 take-away alcohol 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
- alcohol may be sold to employees and to other persons authorised to sell alcohol, 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 allows consideration to be given to 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 \$2,000. The application form can be completed online through www.licence.nsw.gov.au or downloaded at www.olgr.nsw.gov.au/liquor_forms.asp

All submissions received in relation to a licence application can be considered from stakeholders including police, the local council and residents.

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

For more information about the CIS process go to www.olgr.nsw.gov.au

Trading hours

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

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.

Daily 6-hour closure

A 6-hour closure period applies to all liquor licences granted from 30 October 2008 onwards, as well as existing licences that have an extended trading authorisation granted from that date.

The Independent Liquor & Gaming Authority is required to approve a 6-hour closure period for any particular licensed premises. It must approve a period that is appropriate to the particular premises and the circumstances, having regard to the objectives of the *Liquor Act 2007*.

Trading	Monday - Saturday	Sunday	Good Friday	Christmas Day
Standard hours*	5am - 10pm	10am - 10pm	Not permitted	Not permitted
Extended hours (if allowed)	Not permitted	5am - 10am	Not permitted	Not permitted

* These hours are subject to the 6-hour closure period. Refer to additional information contained in this fact sheet.

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Parliament has imposed a closure period for certain licences that commences at 4 am and concludes at 10 am each day. These are licences granted by the Local Court or licences granted between 30 October 2008 and 2 December 2008.

An application may be made to the Authority to change the 6-hour closure period (as previously determined by the Authority or as imposed by the liquor legislation) on either a temporary or permanent basis, or for different closure periods to operate on different days of the week. An application fee applies.

The Authority encourages applicants to provide reasons and relevant information in support of the closure period which is proposed. Applicants should provide an account of the current or proposed mode of operation of the licensed premises, the demonstrated or likely needs of its patrons, the interests of the local community and the opinion (if any) of local Police towards the proposal.

Applicants should also address how the proposed closure period relates to those considerations that the Authority is required to consider under section 3(2) of the *Liquor Act 2007*, which are as follows:

- a) the need to minimise harm associated with misuse and abuse of alcohol (including harm arising from violence and other anti-social behaviour);
- b) the need to encourage responsible attitudes and practices towards the promotion, sale, supply, service and consumption of alcohol; and
- c) the need to ensure that the sale, supply and consumption of alcohol contributes to, and does not detract from, the amenity of community life.

Alcohol sales area

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

Important Information

Liquor licensing freeze applies to parts of City of Sydney

A freeze applies to the grant of certain types of liquor licences and trading authorisations for premises in prescribed freeze precincts in the City of Sydney local government area.

For more information about the freeze, visit www.olgr.nsw.gov.au

Signage

A packaged liquor licence must display the following sign:



This sign must be displayed wherever alcohol 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 at www.olgr.nsw.gov.au or www.shop.nsw.gov.au

Need more information?

Our website is constantly updated with information about the 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 also available from www.olgr.nsw.gov.au

For more information, call our Customer Service Team on 02 9995 0300 or email info@olgr.nsw.gov.au

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FAQs

I wish to apply for a licence to sell alcohol 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 alcohol 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 assists in determining 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 alcohol 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.

Regulatory approval must be obtained for a person under 18 to serve alcohol in licensed premises. This approval is only granted in very limited circumstances.