



Still – Application for permission

How to complete the application for a still permission.

Last updated 30 November 2022

When to use this form

Use this form if you:

- don't have an excise manufacturer licence, and
- want permission to manufacture, sell, dispose of, buy, import, own or possess a still with a capacity of more than 5 litres.


You need permission for the still regardless of what it will be used for.

A still is equipment used to separate substances from a liquid mix, by using the different evaporation rates of those substances. The capacity of the still refers to the volume of liquid that the still is capable of holding.

Permission for the still is not a licence to distil alcohol. It is illegal to distil alcohol without an excise manufacturer licence.

For more information about stills visit [Excise on spirits and other excisable beverages](#).

The application form

The *Application for permission - still* form is designed to be completed on a desktop or laptop computer (**not** on a mobile device such as a smartphone or tablet). You'll need to use [Adobe Reader](#)  software to view the form.


Because this is an electronic form, you can type your answers straight into the boxes provided.

Some questions will only be displayed if we need you to answer them. If you want to see all of the questions before filling in the form, use the **Print form with all questions** button to print a copy.

How to get the form

Double-clicking the form won't open it. The form will **not** load on a **mobile device, tablet** or within a **browser**.

To complete the form, you **must** save it to your **desktop computer** or **laptop** (with the latest version of **Adobe Acrobat** installed) by following these steps:

- To download, right click on [Application for permission – still \(NAT 71905, PDF 1.4MB\)](#) .
- Select **Save target as** (or a similar option depending on your internet browser) to save it to your computer.
- To open your saved form, right click on the PDF file in the folder it was saved in, select **Open with** then select Adobe Acrobat Reader DC.
- Enable JavaScript if prompted before filling in the form. If JavaScript is not enabled, additional questions will not be populated and the form will be incomplete.
- Once you've completed your form, save it using the **Save form** button at the end of the form.

Note: Update your default app for PDF file types to Adobe Acrobat Reader DC to open all PDF files with Adobe Acrobat.

Declaration

You, or a person who is authorised to act on your behalf (an authorised contact), must complete the declaration. If the applicant is an entity, the declaration can only be completed by a **primary contact** or a **person authorised by a primary contact**.

If you lodge this application through Online services for business, your electronic credential will be accepted as your electronic signature.

Lodging your application

Before you lodge your application form, make sure you have completed all the relevant sections.

Keep a copy of your completed application for your records and lodge the original through:

- secure mail in Online services for business
- mail to

Australian Taxation Office
PO Box 3514
ALBURY NSW 2640

Lodge through Online services for business

If you use Online services for business to lodge your application, it is more secure and will be processed faster than if you lodge by mail.

Follow these steps to lodge through secure mail in Online services for business:

1. Fill in the application form
2. Save the completed form as a PDF to your computer
3. Log into Online services for business
4. Select **Communication** then **Secure mail**
5. Create a **New** message
6. **Select View more topics from the Topic list**
7. **Select Excise from the Other topics list**
8. Select **Alcohol, fuel and petroleum products, tobacco, duty free store** from the Subject list
9. Attach the application form
10. Provide your contact details and complete the declaration
11. Select **Send**

You will receive a receipt number once you've lodged your application.

Tracking your application progress

You can track the progress of your application in Online services for business.

Select **Your dealings** from the **Communications** menu.

Service standards

You can expect a decision on your application within 28 days of us receiving all the necessary information.

If your application is incomplete, we will contact you for more information. If the information isn't provided after a reasonable period, we'll ask you to reapply when you can provide the information we need.

Contact us

If you need more information, you can **contact us** or visit **Excise on spirits and other excisable beverages**.

QC 38481

Our commitment to you

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we will take that into account when determining what action, if any, we should take.

Some of the information on this website applies to a specific financial year. This is clearly marked. Make sure you have the information for the right year before making decisions based on that information.

If you feel that our information does not fully cover your circumstances, or you are unsure how it applies to you, contact us or seek professional advice.

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