

# How to have your say about an application

Fact sheet FS3166 | February 2023

Feedback from the community and stakeholders plays an important role in helping us to determine whether or not to grant applications.

This fact sheet explains how to have your say and sets out the key components of the submission process.

## Before an application is lodged with L&GNSW

#### Community consultation

- Before some applications\* are made, the applicant is required to consult with the local community. Written notice is given to <u>stakeholders</u>, providing details of the proposed application.
- You will be provided with advice on how to contact the applicant and will generally have 30 days to make a submission.
- An applicant will provide your submissions to ILGA

\*Includes new hotels, clubs and packaged liquor licences and applications to extended trading hours for these licences

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## Once an application is lodged with L&GNSW

#### Noticeboard

- The <u>Liquor and Gaming Application</u> <u>Noticeboard</u> lists all liquor applications and applications for gaming machine entitlements, transfers and threshold increases.
- Anyone can visit the Noticeboard to check the status of liquor and gaming related licence applications in NSW and make submissions in support of, or against, any application.
- Once an application is lodged, it will be advertised on the Noticeboard generally for 30 days.
- The Noticeboard is current to the time of your search, so that you can learn about all the latest applications involving liquor and gaming licences in your neighbourhood.

See page 7 for a step-by-step guide on how to subscribe to the Noticeboard.

#### Making a submission

Anyone can make a submission. It is free and submissions help the decision-making process as to whether to approve or reject an application.

You must provide your email address and other personal information, including your name, organisation contact details (if applicable), and address. You can choose not to share your personal information with the applicant.

Things to consider and comment on when making your submission:

- how the proposed application affects your community
- trading hours

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- the size of the premises and how many people it can accommodate
- the location of the premises
  - is it near a school, place of worship or hospital?
  - are there nearby public parks or alcohol-free zones?
  - are there other factors like a public thoroughfare frequented by minors?
- you can also comment on statements made by the applicant in their Community Impact Statement (where one is required).





T: 1300 024 720 E: <u>contact.us@liquorandgaming.nsw.gov.au</u> W: https://www.liquorandgaming.nsw.gov.au/ Local demographic, crime, and health data can be used to support your application. You can access relevant information from these sites:

- population and other demographic data • are sourced from the census, available from the Australian Bureau of Statistics
- offence data is provided in the NSW Crime Tool on the Bureau of Crime Statistics and Research website
- alcohol-attributable hospitalisations and • deaths data is publicly available on the HealthStats NSW website.
- licensing data is available on the Liquor and Gaming NSW website at www.liquorandgaming.nsw.gov.au/resou rces/liquor-licence-data.

If you have already provided a submission in relation to this matter, please note it will be considered by the Authority.

Additional submissions will only be considered if you wish to raise further matters not covered by your initial one.

#### Other useful links

T: 1300 024 720

How decisions are made

Having decisions reviewed

Social impact considerations

How to request NCAT review

For any additional information, visit www.liquorandgaming.nsw.gov.au

#### See page 4 for a step by step guide to making a submission

#### Late submissions

To request additional time to lodge a submission, you can contact L&GNSW on contact.us@liquorandgaming.nsw.gov.au

#### How your submission affects an application

#### What happens to a submission?

At the conclusion of the Noticeboard period, the applicant will be provided with all submissions and will have an opportunity to review and comment on your submission. The applicant may also make amendments to their application to address concerns raised as part of this process.

#### How it is considered

The application will be considered by the Independent Liquor and Gaming Authority (ILGA) at one of its monthly meetings.

ILGA will consider your submissions and the applicant's response.

When assessing an application, ILGA will also consider relevant sociodemographic information, crime data, public health data, peer reviewed research, or other information pertaining to a community. See ILGA's Guideline 6 for more information.

#### Outcome

When ILGA determines the outcome of the application, the application status will be updated on the Noticeboard

If you are subscribed to the Noticeboard, you will receive notification when this occurs.

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## Step by step guide to making a submission relating to a liquor or gaming application or authorisation

Go to the <u>Noticeboard</u> ( <u>https://lngnoticeboard.oneg</u> an application by area, application details or using t	ov.nsw.gov.au/ he advanced s	<mark>search</mark> ) where you can search for earch.
Home > Search	Search Search by: Area Ar	pplication <u>Advanced search</u>
Search by: Area Application Advanced search	Any of these words:	Any word
LGA A	In area:	Any area
Parramatta	Application type:	All application types
suburb North Parramatta	With status:	All statuses >
Parramatta	Posted date ranging from:	dd/mm/yyyy 💼 to dd/mm/yyyy 🖼
Silverwater Police AREA COMMAND	Close date ranging from:	dd/mm/yyyy 💼 to dd/mm/yyyy
PARRAMATTA PAC +	Determination date ranging from:	dd/mm/yyyy 💼 to dd/mm/yyyy 💼
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Click to 'Expand' the application you are interested	in then select	Reset Search
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Back Continue	 onnection to the ant.	Back application. You	can elect to no	Continue t share your
Your basis for submission		Who is making	this application?	
What best describes your interest in this submission?				
Owner or occupant of neighbouring premises - within 50m		Are you an individu	al or representing an o	rganisation?
Owner or occupant of neighbouring premises - between 50-	100m	Individual		
Owner or occupant of neighbouring premises - more than 10	10m	Organisation		
Local Police		Authorised Ag	gent	
Neighbouring council (licensed premises within 500m of the	council boundary)			
Health     Department of communities and justice		Back		
<ul> <li>Road and maritime services</li> </ul>				
Aboriginal services				
Domestic violence service				
Organisation providing gambling related counselling or treat	tment services			
Organisation providing alcohol related counselling or treatm	ent services			
Other				

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<ul> <li>Comment on statements ra one is required).</li> </ul>	aised in the applicants Co	ommunity impact Statement (where	
In relation to gaming application	ns consider: Assessment (LIA) domoo	strates that additional doming	Drag file(s) here or Choose file(s) to upload
activities will be responsibly	y managed.	searces char additional gamling	
Please provide details of noting that any informat	your submission re ion provided will be	lating to the application supplied to the applicant.	
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Save your submission or change any <b>details</b> previou	isly entered.	
Make a submission relating to a liquor or gaming application or authorisation	Your details Edit	
Save your submission here to review and change. The completed submission will be sent to you as a PDF document with your confirmation email after you've lodged the submission.	First name Last name	
Make your declaration. You can also elect to receive the status of the application.	e email notifications when there are changes to	
When you are ready, select submit and your submis	sion will be lodged with us.	
Make a submission relating to a liquor or gaming application or authorisation		
Declaration		
I declare that the contents of this submission including attachments are true and correct.		
<ul> <li>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 submission.</li> </ul>		
I understand that all submissions will be provided to the applicant for response.		
<ul> <li>I understand that specific details I have supplied in this submission may be 'personal information' under the Privacy and personal information Protection Act 1998.</li> </ul>		
<ul> <li>Personal information is any information or opinion that identifies an individual or enables someone to identify an individual.</li> </ul>		
<ul> <li>I acknowledge that L&amp;GNSW is collecting information on behalf of Independent Liquor &amp; Gaming Authority to enable processing of the application.</li> </ul>		
<ul> <li>I also understand that my personal information will be provided to the applicant with the submission unless I specifically advised that I did not want to share my personal</li> </ul>		
l agree		
Email notifications		
Yes, I would like to receive updates when there is a change related to this application to		
Back		

### Step by step guide to subscribing to the Noticeboard

Subscribe to an area: Go to the <u>Noticeboard</u> ( <u>https://l</u> you can search for a suburb, a Local Government Are Area Command (PAC). Then click on the link 'Subscril	ngnoticeboard.onegov.nsw.gov.au/search) where a (LGA), Statistical Area Level 2 (SA2) or Police be to (area)'.
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Enter your email address to receive email notification area.	ns whenever there is an application lodged in that
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Subscribe to an application: Go to the <u>Noticeboard</u> ( <u>h</u> where you can search for an application by area, appl Click on the 'View details' button and then click the 'N	ttps://lngnoticeboard.onegov.nsw.gov.au/search) lication details or using the advanced search. Noti fy me' button.
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Enter your email address and click 'Notify me' to receive email notifications when there are changes to the status of the

application.

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