

Approval for under 18s to access licensed premises

Before you complete this form

What this form is for

It's for the licensee of a hotel, club, packaged liquor (or other premises which function like a bottle shop), or public entertainment venue who seeks approval for minors between the ages of 14-17 to enter and remain in specified parts of the licensed premises.

Generally it allows minors between the ages of 14-17 to work in the licensed premises. It does not allow them to serve, supply or sell alcohol.

Additionally, this form can be used to apply for an exemption to allow minors to enter and remain on the premises of a packaged liquor licence or other premises that function like a bottle shop. It does not allow them to serve, supply and sell alcohol

Note:

If the licensee wishes to have under 18s to serve, supply and sell alcohol you will need to lodge the form AM0180 'Exception from requirement to sell, supply and serve liquor'.

Cost

- The fee for this application is set out in the [Liquor Fee Schedule](#). This is a processing fee and is **not refundable** if the application is withdrawn or not granted.

No GST applies. Note that fees may change without notice.

Whose details must be included

- Licensee (Part 1)
- Applicant (Part 3)
- Legal representative/solicitor (if applicable) (Part 3)

Lodge a copy of this application with local police.

Your application may be delayed unless local police have also had the opportunity to assess it. Please lodge a copy of all pages of this application, including attachments, at the police station closest to the licensed premises immediately before or within two days of lodging this form with L&GNSW.

Please complete all questions that apply to you. If information is missing, processing this application will be delayed and the application may be withdrawn.

Pre-lodgement checklist

If information is missing, processing this application will be delayed and the application may be withdrawn.

- ☐ Have you answered all relevant questions in Parts 1 to 4?
- ☐ Have you taken a copy of this entire application with attachments and lodged it with local police?
- ☐ Have you read and signed Part 3?

How to lodge this form

@ liquor.applications@liquorandgaming.nsw.gov.au

Please include 'AM0190 Approval for under 18s to access licensed premises' in the subject line.


Please provide all pages of this application and supporting documents.

Lodge a copy of all pages of this application, including attachments, at the police station closest to the licensed premises and the Liquor Licence Application Notice to the local consent authority, within 2 working days of lodging with L&GNSW.

Need more information?

 liquorandgaming.nsw.gov.au

@ [Contact us online](#)

 1300 024 720

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.
Liquor & Gaming application noticeboard	Details of all lodged liquor licence applications are available on the L&GNSW online noticeboard. Anyone can visit the noticeboard to check the status of liquor and gaming related licence applications in NSW. You can also track the progress of your application. Your personal details will not be displayed.
Minor	A person under the age of eighteen.

Your privacy

We will handle your personal information in accordance with the *Privacy and Personal Information Protection Act 1998*. It is being collected by Liquor & Gaming NSW and will be used for the purpose of processing your application and may be disclosed to other Government agencies for this purpose. General information about your application may be published on an electronic noticeboard and information about the application, if granted, on a public register. Providing this information is voluntary, but where relevant information is not provided this may lead to your application being refused, delayed or not further considered. You have the right to request access to, and correct details of, your personal information held by us. You can access further information on privacy at liquorandgaming.nsw.gov.au

Approval for under 18s to access licensed premises

OFFICE USE ONLY

AM0190

Lodged by

☐ Email

Date lodged

DD / MM / YYYY

Amount paid

\$

Receipt no.

Request no.

Finalised by

Date finalised

DD / MM / YYYY

City or town of birth

Email

Daytime phone

1B Licensee (If an organisation)

Name of organisation

ABN

ACN

Daytime phone

Name of contact person

Email

Part 2 About this application

Does this application request approval for under 18s to be allowed to enter or remain in but not to serve, supply and sell alcohol? If wanting under 18's to serve, supply and sell alcohol, complete and lodge Form AM0180 "Exception from requirement to sell, supply and serve liquor"

Please check ☒ as many as applicable.

- ☐ A bar area of a hotel or club premises.
- ☐ A part of a hotel to which a minors area authorisation is in force without being in the company of a responsible adult.
- ☐ A licensed public entertainment venue without being in the company of a responsible adult.
- ☐ An area of a licensed premises related to a packaged liquor licence or other premises that function like a bottle shop

Part 1 About the liquor licence

Liquor licence number

 LIQ

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

 DD / MM / YYYY

continue overleaf

Why is the approval requested?

In what circumstances would the approval apply?
(If granted)

Describe the areas of the licensed premises which the approval would apply? (If granted)

What is the duration of the proposed approval?
In other words, what time will the approval be in force?
24-hour time e.g. 6pm = 18:00

Start time	End time
:	:

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 the attachments are true, correct and complete and that I have made all reasonable enquiries to obtain the information required to complete this application.
- I undertake to notify as soon as possible Liquor & Gaming NSW (L&GNSW) of any change to the information in this application if the information changes before the application is determined.
- I declare that immediately before or within two working days of lodging this application I will provide the required documents to the local police station.
- I declare that I am not suspended or disqualified from holding a liquor licence.
- I acknowledge that under s.36 of the *Gaming and Liquor Administration Act 2007* and s.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 will result in the application being rejected.
- 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 L&GNSW is collecting information on behalf of Independent Liquor & Gaming Authority to enable processing of the application.
- I also understand that L&GNSW will use this 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, L&GNSW may disclose information to other Government agencies.
- I acknowledge that general information about the application will be published on an electronic noticeboard and information about the application, if granted, on a public register.
- **The applicant is an individual**
Complete 3A only
- **The applicant is an organisation**
Complete 3B only

3A Applicant (If an individual)

Full name

Title (e.g. licensee)

Signature

Date

3B Applicant (If an organisation)

Two signatures are required under section 127 of the *Corporations Act 2001*.

1. Name

Title (E.g. director)

Signature

Date

2. Name

Title (E.g. director, company secretary)

Signature

Date

If the application is lodged by a legal or other representative, tell us:

Name of representative

Representative's business name

Daytime phone

Correspondence address

Email

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:
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:

continue overleaf

Police notice

Application for approval for under 18s to access licensed premises

Application type

Approval for under 18s to access licensed premises

When lodging this application with Liquor & Gaming NSW, the applicant must immediately before or within two working days lodge a copy of this application with the local police station nearest to the premises.

Complete all details below – then copy all pages of this application and attachments and lodge the copy with the local police station nearest the premises.

Note: This original notice must be lodged with the application. It will be posted on an electronic noticeboard available at liquorandgaming.nsw.gov.au while the application is pending.

Application details

Liquor licence name

Licence No.

Licensee's name

has applied to Liquor & Gaming NSW approval for under 18s to enter or remain in licensed premises in specified circumstances but not serve, sell and supply alcohol.

Name of licensed premises

Address of licensed premises

Signature of applicant

Date

Public submissions or comments about any aspect of this application are welcome, and may be made within **30 days** of the date of this notice.

For more information about the application, or to make a submission, visit at liquorandgaming.nsw.gov.au

POLICE USE ONLY

AM0190

I, (Insert name, position and organisation)

certify that this notice was received on

DD / MM / YYYY

Liquor licence no.

LIQ

Please submit this notice through the Liquor & Gaming NSW Application Noticeboard at liquorandgaming.nsw.gov.au Please include the applicants liquor licence number in the subject line.

To submit this notice via email: liquor.applications@liquorandgaming.nsw.gov.au

Please include the applicant's liquor licence number in the subject line,
or **post to** Liquor & Gaming GPO Box 7060, Sydney NSW 2001.

LIQUOR & GAMING NSW USE ONLY

Application number

Lodged date

Submissions close

DD / MM / YYYY

DD / MM / YYYY