

Licence conditions form – small bar

Liquor & Gaming NSW

Before you complete this form

This form contains the licence conditions that the Independent Liquor & Gaming Authority (ILGA) has determined are appropriate as the licence conditions for a small bar liquor licence, subject to any alternate conditions that may be imposed specific to a venue's location and/or business model.

What this form is for

This form is for a licensee when applying for a grant of a small bar liquor licence.

What you need to know

This form contains a list of licence conditions which the Independent Liquor & Gaming Authority and/or its delegates may impose if the licence is granted.

Special instructions

The Independent Liquor & Gaming Authority and/or its delegates may impose additional or alternative conditions if warranted. However, the party seeking additional or alternative conditions must demonstrate the need for those conditions.

If you would like to seek alternate conditions, and/or additional conditions, please indicate the relevant condition number, alternative condition text and/or additional condition as well as the reasons in the space provided below the conditions list. You can attach additional information on separate pages if required.

Please attach the completed form to your online liquor licence application

Lodging this form with your liquor licence application will reduce the processing time.

How to lodge this form

- Please attach this form to your online liquor licence application at lodgement.

Provide all pages of this request and attachments. There's no need to attach this introduction page.

Need more information?

- liquorandgaming.nsw.gov.au
- new.applications@liquorandgaming.nsw.gov.au

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 request and may be disclosed to other Government agencies for this purpose. Providing this information is voluntary, but where relevant information is not provided this may lead to your request 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.

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Part 1 About your proposed licensed premises

1A Licence details

Proposed licence name

Premises address

Suburb/town/city

State

Postcode

Proposed licensee or manager

1B Application details (if known)

Application number

Licence number (if known)

 LIQ

Part 2 Statutory conditions

| | | |
|---|---|--|
| 1 | Retail closure period | |
| | Section 11A of the <i>Liquor Act 2007</i> applies to this licence. Liquor must not be sold by retail on the licensed premises for a continuous period of 6 hours between 4:00 AM and 10:00 AM during each consecutive period of 24 hours. The licensee must comply with this 6-hour closure period along with any other limits specified in the trading hours for this licence. | |
| 2 | Restricted trading & NYE (std) Consumption on premises | |
| | Good Friday | 12:00 noon–10:00 PM |
| | Christmas Day | 12:00 noon–10:00 PM |
| | December 31st | Normal opening time until normal closing time or 2:00 AM on New Year's Day, whichever is the later |

Note

Trading is allowed after midnight into the early morning of Good Friday and Christmas Day if authorised by an extended trading authorisation. Trading must cease at the time specified under the authorisation. The latest time that can be specified is 5.00 AM

continue overleaf

Part 3 Conditions which may be imposed

| | | Do you agree? | |
|--|--|--------------------------|--------------------------|
| Small Bar | | Yes | No |
| 3 | <p>Crime scene preservation condition</p> <p>Immediately after the person in charge of the licensed premises or a staff member becomes aware of any incident involving an act of violence causing injury to a person on the premises, the person in charge of the licensed premises and/or staff member must:</p> <ol style="list-style-type: none"> 1) take all practical steps to preserve and keep intact the area where the act of violence occurred, 2) retain all material and implements associated with the act of violence in accordance with the crime scene preservation guidelines issued by NSW Police, as published from time to time on the Liquor & Gaming NSW website, 3) make direct and personal contact with NSW Police to advise it of the incident, and 4) comply with any directions given by NSW Police to preserve or keep intact the area where the violence occurred. <p>In this condition, 'staff member' means any person employed by, or acting on behalf of, the licensee of the premises, and includes any person who is employed to carry on security activities (eg. crowd controller or bouncer) on or about the premises.</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | <p>Closed-circuit television system</p> <ol style="list-style-type: none"> 1) The licensee must maintain a closed-circuit television (CCTV) system on the premises in accordance with the following requirements: <ol style="list-style-type: none"> (a) the system must record continuously from opening time until one hour after the premises is required to close (or, in the case of a premises that is not required to cease trading, continuously at all times), (b) recordings must be in digital format and at a minimum of ten (10) frames per second, (c) any recorded image must specify the time and date of the recorded image, (d) the system's cameras must cover the following areas: <ol style="list-style-type: none"> (i) all entry and exit points on the premises, (ii) the footpath immediately adjacent to the premises, and (iii) all publicly accessible areas (other than toilets) within the premises. 2) The licensee must also: <ol style="list-style-type: none"> (a) keep all recordings made by the CCTV system for at least 30 days, (b) ensure that the CCTV system is accessible at all times the system is required to operate pursuant to clause 1(a), by at least one person able to access and fully operate the system, including downloading and producing recordings of CCTV footage, and (c) provide any recordings made by the system to a police officer or Liquor & Gaming NSW inspector within 24 hours of any request by the police officer or Liquor & Gaming NSW inspector to provide such recordings | <input type="checkbox"/> | <input type="checkbox"/> |
| The following conditions also apply if small bar liquor trading after 12:00AM is requested | | | |
| 5 | <p>Plan of management</p> <p>The premises is to be operated at all times in accordance with the Plan of Management dated <insert date> as may be varied from time to time after consultation with NSW Police. A copy of the Plan of Management is to be kept on the premises, and made available for inspection on the request of a police officer, council officer, Liquor & Gaming NSW inspector, or any other person authorised by the Independent Liquor & Gaming Authority.</p> | <input type="checkbox"/> | <input type="checkbox"/> |

Proposed alternative / additional conditions:

continue overleaf

Part 4 Further details

5A Applicant details

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other

Given name

Family name

Email

Mobile

Signature

Date

Part 5 Declaration

- ▲ 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 application.
- ▲ I acknowledge that failure to provide all required information may result in delay or refusal of the application.
- ▲ 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 on behalf of the Independent Liquor & Gaming Authority to enable processing of this application. I also understand that L&GNSW will use the 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 L&GNSW will publish general information about the application on an electronic noticeboard and information about the application, if granted, on a public register.

Name

Position

Signature

Date