

Pop-up licence application – bar, event or promotion

Liquor & Gaming NSW

Before you complete this form

What this form is for

This application form is for a person or an organisation applying for a liquor licence for a pop-up bar or a pop-up event or promotion.

What a pop-up licence allows you to do

It allows you to sell or supply liquor only for:

- ▲ consumption on the premises of your pop-up bar or pop-up event or promotion (producer/wholesalers only)
- ▲ on a day or days specified in the licence conditions or for a period of up to 12 weeks.

What you need to know

A **pop-up bar** is an operation where the primary activity is the retail sale/supply of liquor for consumption on the premises with a capacity of 100 patrons or less at any time, allowing you to trade between 10:00am and midnight on any day.

A **pop-up event** is where the sale/supply of liquor is not the primary reason for your event, allows you to host 300 patrons or less at any time and may be held between 8:00am and midnight on any day.

Events could include pop-up music, arts/entertainment shows or performances, sports or recreational activities and promotions for retail products and services.

You will need to demonstrate that your pop-up bar or event will help to activate or revitalise local places or spaces, or diversify the social, cultural and business offerings at night in the area where it will run.

You will also need to show what controls will be in place to ensure your pop-up will be run responsibly and does unduly impact on the quiet and good order of the neighbourhood.

A pop up promotion is only available to a producer/wholesaler, and enables producer wholesalers to do tastings and sell take-away of their liquor products.

Is this the right licence for you?

You have to meet certain criteria to be eligible for this licence. For more information visit the pop-up licence page at liquorandgaming.nsw.gov.au (search for pop-up licence).

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 This is a processing fee and is not refundable if the application is withdrawn or not granted.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: Fees may change without notice.

How to lodge this form




@ functions.applications@liquorandgaming.nsw.gov.au
Include 'Pop-up licence' in the subject line.

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

You must lodge this application no less than 28 days prior to the proposed licence commencement date.

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. If you do not comply, your application may be invalid. Your application will be posted on liquor and gaming application noticeboard on our website for 14 days from lodgement and open to public submissions.

Need more information?

 liquorandgaming.nsw.gov.au
 [Contact us online](#)
 1300 024 720

Pre-lodgement checklist

Before completing this application, use the following checklist to ensure you are eligible and have all the required supporting documentation.

- ☐ Have you answered all questions in Parts 1-7?
- ☐ If the application contact person is a representative of the application, has Part 2B been completed?
- ☐ If the applicant is a corporation, has a current ASIC search containing details of directors and officeholders been provided.
- ☐ Have you read and signed the declaration in Part 9?

Post-lodgement checklist

Within two days of lodging this application with L&GNSW you must:

- ☐ Lodge a copy of your application at the nearest Police Station.
- ☐ Lodge a copy of the Liquor Licence Application Notice at the nearest Local Consent Authority.

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 your 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.

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 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.
Local consent authority	Your local council. Visit the Local Government NSW website at lgnsw.org.au to find a list of all NSW councils

APP1100/1120

By	<input type="checkbox"/> Email
Date lodged	DD / MM / YYYY
Pop-up licence type	<input type="checkbox"/> APP1100 (Bar) <input type="checkbox"/> APP1120 (Event) <input type="checkbox"/> APP1130 (Promotion)
Amount paid	\$
GLS receipt no.	
Application no.	

DD / MM / YYYY

[illegible]

_Q6149_091221

List any institutions, bodies or government agencies that support this event (if applicable).

Will this be open to the public?

- ☐ Yes
☐ No

Is it expected that the event will attract media attention?

- No ☐
Yes ☒

If **Yes**, provide details (e.g. local paper, national TV news, local radio)

Is the event likely to create an increased demand on retail, dining, accommodation, or transport facilities in the local area?

- No ☐
Yes ☒

If **Yes**, provide details

Part 2 About the applicant

If the applicant is an individual

▶ Complete Part 2A only.

If the applicant is an organisation

▶ Complete Part 2B only.

Note

An applicant cannot be both an individual and an organisation.

2A Applicant (if an individual)

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other

Given name

Middle name

Family name

Gender

Date of birth

DD / MM / YYYY

City or town of birth

Email

Mobile

--	--	--	--	--	--	--	--	--	--

Home phone

--	--	--	--	--	--	--	--	--	--

Daytime phone

--	--	--	--	--	--	--	--	--	--

Driver licence no.

--	--	--	--	--	--	--	--	--	--

State

--	--	--

Residential street address

continue overleaf

Suburb/town/city

State

Postcode

Country if not Australia

☐ Postal address as above

Postal address

GPO/PO box or street address

Suburb/town/city

State

Postcode

Country if not Australia

More information about the applicant

Is or was the applicant ever associated with a liquor licence in NSW?

No ☐

Yes ☒

If **Yes**, please supply

▶ Attach a separate sheet if associated with more than one licence.

Licence name

Liquor licence number

LIQ

Applicant's role

Start date

End date

If **Yes**, and if the applicant was an employee:

Employer's name

Position with employer

Start date with employer

End date with employer

Employer's liquor licence number

LIQ

Has the applicant been refused or disqualified from holding a liquor or gaming licence in Australia?

No ☐

Yes ☒

If **Yes**, supply details:

Does the applicant (if an individual) have responsible service of alcohol (RSA) qualifications?

☐ Yes ▶ supply details

☐ No ▶ supply details

If **Yes**,

RSA certificate or competency card number

RSA training provider e.g. TAFE NSW

RSA certificate or competency card issue date

If **No**, when will the applicant complete the RSA course? (applicant must complete RSA course before licence can be granted)

continue overleaf

2B Applicant (if an organisation)

Note

If an organisation is applying for the licence, the organisation must appoint a person to manage the licence. Lodge application form AM0200 to notify us of the manager.

If the manager has not already been approved by Liquor & Gaming NSW, also lodge application form for an Approved Manager.

It is a requirement for a manager who has not been approved to provide a National Police Check as part of their application.

This is not required if the applicant is an individual.

Both applications need to be lodged online at liquorandgaming.nsw.gov.au prior to submitting this form.

(These applications **must** be lodged with this pop-up licence application).

Has a current ASIC search containing details of directors and officeholders been provided?

- ☐ Yes
☐ No

Name of organisation

Must exactly match the name registered to the ABN/ACN.

ABN

ACN

Email

Website

Daytime phone

Business address a street address

Suburb/town/city

State

Postcode

Country if not Australia

Postal address

(if different from business address) a PO Box if one exists

Suburb/town/city

State

Postcode

Country if not Australia

Contact person details

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other

Given name

Middle name

Family name

Gender

Date of birth

DD / MM / YYYY

City or town of birth

Driver licence no.

State

Email

Residential address a street address

Suburb/town/city

continue overleaf

State Postcode

Country if not Australia

Postal address

Suburb/town/city

State Postcode

Country if not Australia

Proposed approved manager details

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other

Given name

Middle name

Family name

Gender

Date of birth

Email

Daytime phone

LIQ ☒

Part 3 More information about the applicant (if Part 2B was completed)

Have any of the directors and officeholders ever been, in New South Wales or elsewhere, convicted of an offence, including any offence against the liquor laws?

No ☐

Yes ☒

If **Yes**, supply details:

Part 4 More information about the pop-up bar or event

Start date

DD / MM / YYYY

End date

DD / MM / YYYY

What is the local government area?

Where will it be held? a 'physical' street address

Suburb/town/city

State

Postcode

continue overleaf

What is the location at that premises?

e.g. Hyde Park North, ABC Showground. If there are multiple premises or locations, attach a sheet listing each premises and address.

Is development consent or approval required for the event at the premises?

No ☐

Yes ☒

If **Yes**, what is the DA number?

--

Estimate quantity of alcohol to be sold:

Beer litres

Wine litres

Spirits (Post mix) litres

Spirits (Pre-mix) litres

What food will be available?

Do all personnel who will be selling/supplying liquor hold RSA qualifications?

Yes ☐

No ☐

Will the licensed area be physically defined?

No ☐

Yes ☒

If **Yes**, describe how the area will be defined
eg. fenced, within a building

What will be the estimated patron capacity?

Pop-up bar: up to 100 people

Pop-up event: up to 300 people

--

How will you ensure the patron capacity is not exceeded at any one time?

What is the number and location of bars, selling points, etc?

How will you supervise and control the licensed area?

What controls will be in place to ensure the pop-up bar or event is run responsibly and will not unduly impact on the quiet and good order of the neighbourhood?

Describe how the applicant will ensure that liquor is not taken away from the licensed area:

continue overleaf

Will security officers be engaged?

No ☐

Yes ☐

If **Yes**, provide details about the name of the security company, number of security officers, patrol areas and responsibilities:

Part 5 Owner of the pop-up bar or event premises

If the premises owner is an individual (i.e. a person).

▶ Complete all questions in Part 5A only.

If the premises owner is an organisation (i.e. a company)

▶ Complete all questions in Part 5B only.

If owned jointly by an individual and an organisation.

▶ Complete all questions in Part 5A and Part 5B.

If insufficient space in this form for multiple premises owners, attach a separate sheet answering the Part 7 questions for each premises owner.

6A Premises owner (if an individual)

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

Email

Mobile

Home phone

Daytime phone

Driver licence no.

State

Residential street address

Suburb/town/city

State

Postcode

Country if not Australia

☐ **Postal address as above**

We will use this mailing address when we contact this person about the licence.

Postal address

GPO/PO box or street address

Suburb/town/city

State

Postcode

Country if not Australia

5B Premises owner (if an organisation)

Name of organisation

ABN

ACN

continue overleaf

Daytime phone

Email

Website

Business street address

Suburb/town/city

State

Postcode

Country if not Australia

☐ **Postal address as above**

Postal address

GPO/PO box or street address

Suburb/town/city

State

Postcode

Country if not Australia

Part 6 Pop-up bar, event or promotion business owner

If the business owner is an individual (i.e.. a person).

▶ Complete all questions in Part 6A only.

If the business owner is an organisation (e.g. a company).

▶ Complete all questions in Part 6B only.

If owned jointly by an individual and an organisation.

▶ Complete all questions in Parts 6A and 6B.

If insufficient space in this form for multiple premises owners, attach a separate sheet answering all questions for each business owner.

6A Business owner (if an individual)

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other

Given name

Middle name

Family name

Gender

Date of birth

DD / MM / YYYY

City or town of birth

Email

Mobile

Home phone

Daytime phone

Driver licence no.

State

Residential street address

Suburb/town/city

State

Postcode

Country if not Australia

☐ **Postal address as above**

continue overleaf

Postal address

GPO/PO box or street address

Suburb/town/city

State

Postcode

Country if not Australia

Postal address

GPO/PO box or street address

Suburb/town/city

State

Postcode

Country If not Australia

6B Business owner (if an organisation)

Name of organisation

ABN ACN

Daytime phone

Email

Website

Business street address

Suburb/town/city

State

Postcode

Country if not Australia

☐ **Postal address as above****Part 7 Liquor trading hours**

The licence will be subject to a 6-hour closure period, which is a continuous block of time in each 24-hour period, during which the licence must not sell/supply liquor. The period cannot start any earlier than midnight. Standard trading hours are affected by the 6-hour closure period. Liquor & Gaming NSW will approve a period that is appropriate to the particular premises and the circumstances, having regard to the objectives of the *Liquor Act 2007*.

6-hour closure period:

 start time : end time :

If the proposed hours for the 6-hour closure period are not 4:00am to 10:00am, you must provide reasons and relevant information in support of the closure period 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 considerations that Liquor & Gaming NSW will have regard to under section 3(2) of the *Liquor Act 2007*, which are:

- the need to minimise harm associated with misuse and abuse of liquor (including harm arising from violence and other anti-social behaviour)
- the need to encourage responsible attitudes and practices towards the promotion, sale, supply, service and consumption of liquor, and

continue overleaf

- c) the need to ensure that the sale, supply and consumption of liquor contributes to, and does not detract from, the amenity of community life. (attach a separate sheet if insufficient space)

Hours during which liquor will be sold/supplied:
Show times as 10:00am or 6:00pm. Show midday as 12:00pm.
Show midnight as 12:00am.

Bar or event date	Bar or event times		Time liquor will be sold/supplied	
	start time	end time	start time	end time
DD / MM / YY	:	:	:	:
DD / MM / YY	:	:	:	:
DD / MM / YY	:	:	:	:
DD / MM / YY	:	:	:	:
DD / MM / YY	:	:	:	:
DD / MM / YY	:	:	:	:
DD / MM / YY	:	:	:	:
DD / MM / YY	:	:	:	:
DD / MM / YY	:	:	:	:
DD / MM / YY	:	:	:	:
DD / MM / YY	:	:	:	:
DD / MM / YY	:	:	:	:

Part 8 Other information we need

Note

This is a **mandatory** requirement.

Attach

- ▲ a full site plan of the proposed licensed premises with a key showing:
 - all entry/exit points
 - points of sale/supply of liquor (i.e.. all bar areas)
 - Boldly outline the entire boundary of where the bar or event will be run.
- ▲ if the applicant is a corporation, provide a current ASIC search containing details of directors and officeholders.
- ▲ A Plan of Management for the operation of the event including the alcohol plan of management and practices in place.
- ▲ A completed licence conditions form. Download FM2031 'Licence conditions form – events, trade fairs and other functions' from liquorandgaming.nsw.gov.au.

continue overleaf

Part 9 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 attachments are true, correct and complete and that I have made all reasonable inquiries to obtain the information required to complete the application.
- ▲ I undertake to notify as soon as practical 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 I will provide the required documents to the local consent authority and the local police station.
- ▲ I declare that the applicant is not suspended or disqualified from holding a liquor licence.
- ▲ 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 information on behalf of Independent Liquor & Gaming Authority to enable processing of the 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.

If the applicant is an individual

- ▶ Complete Part 9A only.

If the applicant is an organisation

- ▶ Complete Part 9B only.

9A Applicant (if an individual)

Full name of applicant

Signature

Date

9B Applicant (if an organisation)

Executed under section 127 of the *Corporations Act 2001*.

1. Name of officeholder

Position e.g. director

Signature

Date

2. Name of officeholder (if more than one)

Position e.g. director, company secretary

Signature

Date

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

Name of representative

Representative's business name

Email

Contact phone daytime

Address for correspondence

Suburb/town/city

State

Postcode

continue overleaf

Part 10 Payment for this application

Use the [Liquor Fee Schedule](#) to calculate the fee for this application. The total fee can include a combination of a fixed fee and a processing fee. The processing fee component is non-refundable in the event the application is withdrawn or not granted.

If more than one category applies, pay only the highest amount.

Fees are subject to change without notice and do not incur GST.

Payment amount \$

Pay by credit card or PayPal® using the following link:

www.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

Application notices

Liquor & Gaming NSW

Instructions

The notices on the following pages must be lodged with the respective parties *immediately before, or within two working days* of, lodging an application.

Follow these instructions carefully. Failure to comply with all requirements may result in refusal of your application.

Police Notice

- ☐ Complete the Police Notice

A **copy** of the completed notice, application, and any attachments and plans **must** be lodged:

- ☐ With the **police station nearest to the premises** immediately before, or within two working days, of lodging the application.
- ☐ Lodge the original completed notice with the application to Liquor & Gaming NSW.

Local Consent Authority Notice

- ☐ Complete the Local Consent Authority Notice

A **copy** of the completed notice **must** be lodged:

- ☐ With the **local council or other consent authority**.
- ☐ With the **local council or other consent authority for a neighbouring local government area (LGA)** if the premises are within **500 metres** of the other LGA.
- ☐ With the Crown Lands division of the NSW Government, if the premises are on Crown Land.
- ☐ Lodge the original completed notice with the application to Liquor & Gaming NSW.

Failure to strictly comply with these requirements may result in this application being rejected.

**This page is
intentionally blank**

Local consent authority notice

Application for a pop-up licence (bar, event or promotion)

Liquor & Gaming NSW

Application type

Pop-up licence (bar, event or promotion)

When lodging this application with Liquor & Gaming NSW, the applicant must immediately before or within two working days lodge this notice with:

- ▲ the local council or other consent authority
- ▲ if the premises are within 500 metres of another local government area, the local council or other consent authority for that area
- ▲ the Crown Lands division of the NSW Government, if the premises are on Crown Land.

Complete **all** details below – then copy this notice and lodge the copy with each applicable organisation listed above.

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

Application details

Applicant's name

Date of application

DD / MM / YYYY

Name of pop-up licence

Address of pop-up licence

Location at the premises (e.g. Hyde Park North)

Details

Date of special event	Start <input type="text" value="DD / MM / YYYY"/>	End <input type="text" value="DD / MM / YYYY"/>
Liquor trading hours	Start time <input type="text" value=":"/>	End time <input type="text" value=":"/>
6-hour closure period	Start time <input type="text" value=":"/>	End time <input type="text" value=":"/>

Signature of applicant

Date

DD / MM / YYYY

Submissions about this application can be made to Liquor & Gaming NSW until the submission close date. Check the electronic noticeboard for the closing date for this application. Lodge submissions via the noticeboard.

COUNCIL OR OTHER CONSENT AUTHORITY USE ONLY

APP1100/1120/1130

I, (insert name, position and organisation)

Certify that this notice was received on

DD / MM / YYYY

I advise, tick one

☐ development consent is not required
to permit the proposed activity

☐ development consent
is required but not in place

☐ development consent
is required and in place

DA no.

Submit this notice by email to liquor.applications@liquorandgaming.nsw.gov.au. Please include the applicants liquor licence number in the subject line, or post to Liquor & Gaming NSW GPO Box 7060, Sydney NSW 2001.

LIQUOR & GAMING NSW USE ONLY

Application number

Lodged date

Submissions close

DD / MM / YYYY

DD / MM / YYYY

Police notice

Application for a pop-up licence (bar, event or promotion)

Liquor & Gaming NSW

Application type

Pop-up licence (bar, event or promotion)

When lodging this application with Liquor & Gaming NSW, the applicant must immediately before or within two working days lodge this notice with:

- ▲ the local council or other consent authority
- ▲ if the premises are within 500 metres of another local government area, the local council or other consent authority for that area
- ▲ the Crown Lands division of the NSW Government, if the premises are on Crown Land.

Complete **all** details below – then copy this notice and lodge the copy with each applicable organisation listed above.

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

Application details

Applicant's name

Date of application

DD / MM / YYYY

Name of pop-up licence

Address of pop-up licence

Location at the premises (e.g. Hyde Park North)

Details

Date of special event	Start <input type="text" value="DD / MM / YYYY"/>	End <input type="text" value="DD / MM / YYYY"/>
Liquor trading hours	Start time <input type="text" value=":"/>	End time <input type="text" value=":"/>
6-hour closure period	Start time <input type="text" value=":"/>	End time <input type="text" value=":"/>

Signature of applicant

Date

DD / MM / YYYY

Submissions about this application can be made to Liquor & Gaming NSW until the submission close date. Check the electronic noticeboard for the closing date for this application. Lodge submissions via the noticeboard.

POLICE USE ONLY

APP1100/1120/1130

I, (insert name, position and organisation)

Certify that this notice was received on

DD / MM / YYYY

Submit this notice by email liquor.applications@liquorandgaming.nsw.gov.au. Please include the applicants liquor licence number in the subject line, or post to Liquor & Gaming NSW GPO Box 7060, Sydney NSW 2001.

LIQUOR & GAMING NSW USE ONLY

Application number

Lodged date

Submissions close

--

DD / MM / YYYY

DD / MM / YYYY