

Before you complete this form

What this form is for

This form is for a licensee when applying for the grant of a liquor licence listed below:

- ▲ Limited licence – single functions
- ▲ Limited licence – multi functions
- ▲ Limited licence – special events
- ▲ Limited licences – trade fairs
- ▲ Function on other premises authorisations
- ▲ Extended trading authorisation – special occasion
- ▲ Pop-up events and bars
- ▲ Large scale commercial events (special events, trade fairs and function on other premises authorisations)

What you need to know

This form contains a list of standard conditions which the Independent Liquor & Gaming Authority and/or its delegates may impose if the licence is granted. It is recommended that the licensee uses this form to discuss the conditions listed with NSW Police prior to lodging their application.

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 liquor licence application or, if an application has already been submitted, email to submissions.licensing@liquorandgaming.nsw.gov.au

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

How to lodge this form

✉ functions.applications@liquorandgaming.nsw.gov.au
Include 'FM2031 Standard conditions form - events, trade fairs and other functions' in the subject line.

✉ Liquor & Gaming NSW
GPO Box 7060
Sydney NSW 2001

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

Need more information?

🔍 liquorandgaming.nsw.gov.au
✉ functions.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 event

1A Function details

Function name

Function location

Suburb/town/city

State

Postcode

1B Application details (if known)

Application number

Licence number (if known)

LIQ

Note

Standard Conditions will generally not be imposed on Extended Trading Authorisation – Special Occasion, as the hotel’s existing licence conditions apply.

Part 2 Statutory licence conditions

	Statutory licence conditions	Applied to
1	Food of a nature and quantity consistent with the responsible sale, supply and service of alcohol must be available during liquor trading hours.	All applications
2	The licensee, or nominated person holding current RSA competency card in their absence, must be in attendance & contactable for the duration of the function.	All applications
3	The Licensee must ensure that free drinking water is available at all times at or near the bar areas.	All applications
4	The Licensee must not permit patrons of the function to take alcohol bought for consumption on the premises out of the licensed area.	All applications
5	The Licensee must not permit the entry of intoxicated persons into the licensed area.	All applications

Note

The above conditions are imposed on temporary licences as the licensee may not be otherwise involved in running a licensed business and they serve as an important reminder of obligations owed by all licensees under the Liquor Act.

continue overleaf

Part 3 Responsible Service of Alcohol

	Conditions relating to responsible service of alcohol	Applied to	Do you agree?	
			Yes	No
6	The function must be held in accordance with the information provided in connection with the application made for the licence, including the last alcohol management plans submitted before the issue of this licence.	All applications	<input type="checkbox"/>	<input type="checkbox"/>
7	Packaged liquor (takeaway sales) sold during the trade fair must not be consumed on site. The licensee will take reasonable steps to prevent this from occurring.	All applications with takeaway sales	<input type="checkbox"/>	<input type="checkbox"/>
8	Minors must not be permitted entry into the designated Bar Area, unless the minor is accompanied and in the presence of a responsible adult.	All applications	<input type="checkbox"/>	<input type="checkbox"/>
9	No more than four (4) alcoholic drinks may be sold, supplied or served to a patron per visit to the bar.	All applications	<input type="checkbox"/>	<input type="checkbox"/>
10	The following drinks must not be sold or supplied: a) drinks commonly referred to as shots, shooters, slammers, and/or bombs; b) any drink containing more than 40% spirits or liqueur; c) beer / cider and pre-mixed spirit beverages of alcohol by volume of more than 4.0%; or d) wine or champagne in a pour more than 150ml (ie, no more than 1.5 standard drinks) or by the bottle. e) any drink prepared on the premises that contains more than 30 ml of spirits or liqueur.	Large scale events (over 2,000 people)	<input type="checkbox"/>	<input type="checkbox"/>
11	Low alcoholic (alcohol beverage which contains less than 2.7% alcohol by volume) and non-alcoholic beverages must be available and advertised for sale at each bar area.	Large scale events (over 2,000 people)	<input type="checkbox"/>	<input type="checkbox"/>
12	All drinks must be supplied in plastic, polycarbonate or aluminium drinking vessels.	Large scale events (over 2,000 people)	<input type="checkbox"/>	<input type="checkbox"/>
13	The licensee must provide at least one (1) RSA Marshall per bar service area for the duration of the function.	Large scale events (over 2,000 people)	<input type="checkbox"/>	<input type="checkbox"/>
14	Sale of alcohol must cease 30 minutes before the end of the function.	Large scale events (over 2,000 people)	<input type="checkbox"/>	<input type="checkbox"/>

Proposed alternative / additional conditions:

continue overleaf

Part 4 Security and crowd safety

	Conditions relating to security and crowd safety	Applied to	Do you agree?	
			Yes	No
15	Security guards on duty at the function must display their security licence clearly at all times.	Large scale events (over 2,000 people)	<input type="checkbox"/>	<input type="checkbox"/>
16	The licensee & their staff must comply with any lawful direction relating to the sale & supply of liquor made by a NSW Police Officer, being the senior officer on-site, or inspector from Liquor and Gaming NSW.	Large scale events (over 2,000 people)	<input type="checkbox"/>	<input type="checkbox"/>
17	<p>The licensee must ensure that immediately after the licensee or a staff member becomes aware of any incident involving an act of violence causing an injury to a person on the premises, the following is adhered to:</p> <p>a) Take all practical steps to preserve and keep intact the area where the act of violence occurred, retain all material and implements associated with the act of violence;</p> <p>b) Inform the NSW Police Force of the incident;</p> <p>c) Comply with any directions given by a police officer to preserve or keep intact the area where the violence occurred.</p> <p>In this condition, 'staff member' includes any person conducting activities as a crowd controller or bouncer at the function.</p>	Large scale events (over 2,000 people)	<input type="checkbox"/>	<input type="checkbox"/>

Proposed alternative / additional conditions:

Part 5 Further details

5A Applicant details

Mr Ms Mrs Miss Other

Given name

Family name

Email

Mobile

Signature

Date

continue overleaf

5B NSW Police Personnel details

Mr Ms Mrs Miss Other

Given name

Family name

Email

Mobile

Signature

Date