

Licence conditions form – events, trade fairs and other functions

Liquor & Gaming NSW

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 licence 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 functions.applications@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 Licence 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.

Licence conditions form – events, trade fairs and other functions

Liquor & Gaming NSW

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)

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Note

Licence 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.

Part 3 Responsible Service of Alcohol

			Do you agree?	
	Conditions relating to responsible service of alcohol	Applied to	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 (2000 people or more)	<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 (2000 people or more)	<input type="checkbox"/>	<input type="checkbox"/>
12	All drinks must be supplied in plastic, polycarbonate or aluminium drinking vessels.	Large scale events (2000 people or more)	<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 (2000 people or more)	<input type="checkbox"/>	<input type="checkbox"/>
14	Sale of alcohol must cease 30 minutes before the end of the function.	Large scale events (2000 people or more)	<input type="checkbox"/>	<input type="checkbox"/>

Proposed alternative / additional conditions:

Part 4 Security and crowd safety

			Do you agree?	
	Conditions relating to security and crowd safety	Applied to	Yes	No
15	Security guards on duty at the function must display their security licence clearly at all times.	Large scale events (2000 people or more)	<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 & Gaming NSW.	Large scale events (2000 people or more)	<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> <ul style="list-style-type: none"> 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; b) Inform the NSW Police Force of the incident; c) Comply with any directions given by a police officer to preserve or keep intact the area where the violence occurred. <p>In this condition, 'staff member' includes any person conducting activities as a crowd controller or bouncer at the function.</p>	Large scale events (2000 people or more)	<input type="checkbox"/>	<input type="checkbox"/>

Proposed alternative / additional conditions:

Part 5 Limited Licence - Multi-function

			Do you agree?	
Conditions relating to large scale events		Applied to	Yes	No
18	<p>Notice of functions must be provided to local Police.</p> <p>The Licensee must notify local Police at least 14 days prior to all proposed functions using the prescribed Notification Form.</p>	Multi-function	<input type="checkbox"/>	<input type="checkbox"/>
19	<p>Notice of functions must be provided to Liquor & Gaming NSW, Local Police & Local Council</p> <p>For events with 5000 or more patrons, the licensee must give 6 weeks written notice of any proposed function to Liquor & Gaming NSW, Local Police and the local council for the area in which the function is to be held.</p>	Multi-function	<input type="checkbox"/>	<input type="checkbox"/>
20	<p>Notice of Music Festivals</p> <p>The licensee must notify L&GNSW at least 120 days prior to holding any event defined as a Music Festival under the Music Festivals Act 2019. Notification should be provided via the early notification form found on the nsw.gov.au website.</p>	Multi-function	<input type="checkbox"/>	<input type="checkbox"/>
21	<p>Security condition</p> <p>The following applies to all events with a patron capacity of over 300 and 1,999 or fewer:</p> <ol style="list-style-type: none"> The licensee must employ a fully licensed security guard at the ratio of 1:100 whenever the patron capacity of any given function/event exceeds 300. A plan of management for an event may provide for alternative security arrangements if the plan has been developed in consultation with the local Police Area Command. <p>If any event includes a patron capacity of 2,000 or more the following sub conditions also apply:</p> <ol style="list-style-type: none"> The licensee and their staff must comply with any lawful direction relating to the sale and supply of liquor made by a NSW Police Officer, being the senior officer on-site, or inspector from Liquor & Gaming NSW. 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: <ol style="list-style-type: none"> 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; Inform the NSW Police Force of the incident; Comply with any directions given by a police officer to preserve or keep intact the area where the violence occurred. In this sub condition, 'staff member' includes any person conducting activities as a crowd controller or bouncer at the function. The licensee must not permit any person to enter the premises, or to remain on the premises, if the person is wearing or carrying any clothing, jewellery or accessory displaying: <ol style="list-style-type: none"> the name of any of the following motorcycle-related and similar organisations: Bandidos, Black Uhlands, Coffin Cheaters, Comanchero, Finks, Fourth Reich, Gladiators, Gypsy Jokers, Highway 61, Life & Death, Lone Wolf, Mobshitters, Nomads, Odins Warriors, Outcasts, Outlaws, Phoenix, Rebels, Hells Angels, Scorpions, Mongols, Notorious, Muslim Brotherhood Movement; or any "declared organisation" within the meaning of the <i>Crimes (Criminal Organisation Control) Act 2009</i>. the colours, club patch, insignia or logo of any such organisation, or the "1%" or "1%er" symbol, or d) any image, symbol, abbreviation, acronym or other form of writing that indicates membership of, or an association with, any of the organisations specified in a). Any incident where a person is refused entry or removed from the premises in relation to this condition must be recorded in the incident register. 	Multi-function	<input type="checkbox"/>	<input type="checkbox"/>

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22	<p>Plan of Management</p> <p>1. A plan of management is required in the following circumstances:</p> <ol style="list-style-type: none"> For events over 300 people and 1,999 or fewer people: a plan of management must be prepared by the Licensee. For events with 2,000 people or more: the Licensee must prepare a separate comprehensive plan of management and security management plan for the event in consultation with the Police Area Command. For events held after midnight: a plan of management must be prepared by the Licensee regardless of the number of people attending. <p>2. For any event where a plan of management is required, the premises is to be operated at all times in accordance with the plan of management. A copy of the plan of management is to be kept on the licensed premises for the duration of the event and made available for inspection on the request of a police officer, council officer, or Liquor & Gaming NSW inspector.</p>	Multi-function	<input type="checkbox"/>	<input type="checkbox"/>
23	<p>Service of liquor</p> <p>For all events held under the license the following condition applies:</p> <ol style="list-style-type: none"> No more than four (4) alcoholic drinks may be sold, supplied or served to a patron per visit to the bar. For any event with a patron capacity of 1,999 or fewer and proposes to trade past 12 midnight, the following condition applies: The following drinks must not be sold or supplied on the Licensed Premises: Any drink (commonly referred to as a “shot” or a “shooter” (with the exception of cocktails) that contains more than 30ml of spirits or liqueur and that is designed to be consumed rapidly. For any event that includes a patron capacity of 2,000 or more the following sub conditions 3 – 7 shall apply unless otherwise stated in an event specific plan of management and agreed to with the Police Area Command: The following drinks must not be sold or supplied: <ol style="list-style-type: none"> drinks commonly referred to as shots, shooters, slammers, and/or bombs; any drink containing more than 40% spirits or liqueur; beer / cider and pre-mixed spirit beverages of alcohol by volume of more than 4.0%; or wine or champagne in a pour more than 150ml (ie, no more than 1.5 standard drinks) or by the bottle. any drink prepared on the premises that contains more than 30 ml of spirits or liqueur. 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. All drinks must be supplied in plastic, polycarbonate or aluminium drinking vessels. The licensee must provide at least one (1) RSA Marshall per bar service area for the duration of the function. Sale of alcohol must cease 30 minutes before the end of the function 	Multi-function	<input type="checkbox"/>	<input type="checkbox"/>

Proposed alternative / additional conditions:

Note

Any variance to the above conditions must be noted in the plan of management and agreed to with the Police Area Command.

Part 6 Further details

5A Applicant details

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other

Given name

Family name

Email

Mobile

Signature

Date

5B NSW Police Personnel details

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other

Given name

Family name

Email

Mobile

Signature

Date