

Minors authorisation – Small bar

Liquor & Gaming NSW

Before you complete this form

What this form is for

It's for the licensee of a small bar to apply for an authorisation that allows under 18s to enter and remain in a small bar.

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 This is a processing fee and is not refundable if the application is withdrawn or not granted.

Whose details must be included

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

Note:

Each notice must be completed in full even if details are duplicated.

Pre-lodgement checklist

If information is missing, processing this application will be delayed and the application may be withdrawn.

Have you answered all questions in Parts 1 to 2?

Have you read and signed the declaration in Part 3?

Have you checked the [Liquor Fee Schedule](#) to ensure your fee is correct?

Have you attached a copy of the local council's development consent or approval for the proposed trading hours.

Have you lodged a copy of this entire application (including attachments) at the police station nearest to the licensed premises.

Have you copied the 'Local consent authority notice' and lodged it with each of the bodies below:

- ▲ The local council or consent authority
- ▲ If the premises are within 500 metres of another local government area (LGA), the local council or other consent authority for that area
- ▲ If the premises are on Crown land, the Department of Customer Service

How to lodge this form

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

Please include 'AM0041 Minors authorisation - Small bar' in the subject line.


Please provide all pages of this application. There's no need to attach the introduction page.

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 Local consent authority notice, within 2 working days of lodging with L&GNSW.

Need more information?

 liquorandgaming.nsw.gov.au

@ [Contact us online](#)

 1300 024 720

continue overleaf

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 18.

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.

Minors authorisation – Small bar

Liquor & Gaming NSW

OFFICE USE ONLY

AM0041

Lodged by	<input type="checkbox"/> Email
Date lodged	<input type="text" value="DD / MM / YYYY"/>
Amount paid	<input type="text" value="\$"/>
Receipt no.	<input type="text"/>
Request no.	<input type="text"/>
Finalised by	<input type="text"/>
Date finalised	<input type="text" value="DD / MM / YYYY"/>

1A Licensee (if an individual)

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

Email

Daytime phone

1B Licensee (if an organisation)

Name of organisation

ABN ACN

Phone

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

continue overleaf

Part 2 Minors authorisation

Is this application for:

Please check ☒ one only

- ☐ A new minors authorisation
- ☐ A change to an existing minors authorisation

Business Model

What small bar business model are you offering, or intend to offer?

Include details of the circumstances and purposes you want minors on the premises for. For example, any services that cater towards minors - either on an ongoing basis or part of occasional functions or events.

Please explain in details below.

[illegible]

Minors Authorisation Hours

A minors authorisation for a small bar authorises minors to enter and remain in the small bar - (a) for the purpose, or in the circumstances, decided by the Authority and stated in the authorisation, and (Note. The Authority may require minors to be in the company of a responsible adult at all times, or during certain times, as a condition of a minors authorisation.) (b) between— (i) opening time, and (ii) the time, not later than midnight, decided by the Authority and stated in the minors authorisation

Tell us the proposed trading hours to allow minors on premises. This must be within the approved trading hours on your liquor licence.

Day	Start time	End time
Monday	:	:
Tuesday	:	:
Wednesday	:	:
Thursday	:	:
Friday	:	:
Saturday	:	:
Sunday	:	:

The following question is only for applications seeking to vary an existing minors authorisation

Tell us the existing approved trading hours when minors are allowed on premises:

Day	Start time	End time
Monday	:	:
Tuesday	:	:
Wednesday	:	:
Thursday	:	:
Friday	:	:
Saturday	:	:
Sunday	:	:

continue overleaf

Harm Mitigation Measures

Do you want minors in the company of a responsible adult when on your premises?

- ☐ Yes
- ☐ No

Are there any proposed controls to mitigate risks to minors from the sale/supply of alcohol? This includes, for example, proposal to only allow minors in the company of a responsible adult, or other measures to make sure under 18s are supervised and cannot drink alcohol whilst on premises.

If minors are not proposed to be in the company of a responsible adult, please include details of how minors will be supervised on the premises.

[illegible]

Describe the premises and any other safety and harm mitigation measures proposed to be in place. For example, exit points, separate areas for minors for the proposed activities, minor-friendly decorations, cover-up of alcohol promotions etc. This will form part of the Authority's consideration of your application.

[illegible]

continue overleaf

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 licensee is an individual

▶ Complete 3A only

The licensee is an organisation

▶ Complete 3B only

3A Applicant (If an individual)

Full name

Title e.g. director

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

continue overleaf

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:

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

LQ6410_090321

**This page is
intentionally blank**

Local consent authority notice

Application for a minors authorisation - Small bar

Liquor & Gaming NSW

Application type

Minors authorisation

When lodging this application with Liquor & Gaming NSW, the applicant must immediately before or within two working days lodge a copy of 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 land division of NSW Department of Customer Service, 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. It will be posted on an electronic noticeboard available at liquorandgaming.nsw.gov.au while the application is pending.

Application details

Date of application

Applicant's name

Licence No

has applied for a minors authorisation that allows under 18s to enter and remain in a small bar.

Name of licensed premises

Address of licensed premises

Signature of proposed licensee

Date

Submissions about this application can be made to Liquor & Gaming NSW within 30 days.

Check the electronic noticeboard for the closing date for this application. Lodge submissions via the noticeboard.

COUNCIL OR OTHER CONSENT AUTHORITY USE ONLY

AM0041

I, (insert name, position and organisation)

Certify that this notice was received on

DD / MM / YYYY

Liquor licence no.

LIQ

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.

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 manually 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

DD / MM / YYYY

Submissions close

DD / MM / YYYY

Police notice

Application for a minors authorisation - Small bar

Liquor & Gaming NSW

Application type

Minors authorisation - Small bar

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.

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.

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

Application details

Date of application

Applicant's name

Licence No

has applied for a minors authorisation that allows under 18s to enter and remain in a small bar.

Name of licensed premises

Address of licensed premises

Signature of proposed licensee

Date

Submissions about this application can be made to Liquor & Gaming NSW within 30 days.

Check the electronic noticeboard for the closing date for this application. Lodge submissions via the noticeboard.

POLICE USE ONLY

AM0041

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 manually 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