

Licence conditions form — on-premises

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 an on-premises 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 licence when applying for the grant of a liquor licence listed below:

On-Premises

- ▲ General
- ▲ Karaoke

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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Licence conditions form—on-premises

Liquor & Gaming NSW

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 (except airport, other public entertainment venue, vessel - std)	
	Consumption on-premises	
	Good Friday	12:00 noon–10:00 PM (liquor can only be served with or ancillary to a meal in a dining area)
	Christmas Day	12:00 noon–10:00 PM (liquor can only be served with or ancillary to a meal in a dining area)
	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 also allowed at other times on Good Friday and Christmas Day if authorised by an extended trading authorisation. Liquor can only be served with or ancillary to a meal in a dining area after 5:00 AM on Good Friday and Christmas Day.

3	Restricted trading & NYE (airport - std)	
	Consumption on-premises	
	Good Friday	Normal trading
	Christmas Day	Normal trading
	December 31st	Normal opening time until normal closing time or 2:00 AM on New Year's Day, whichever is the later

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Part 3 Conditions which may be imposed

All on-premises except accommodation		Do you agree?	
▲ If an extended trading authorisation (ETA) is requested after 12:00AM and a primary service authorisation (PSA) is requested		Yes	No
4	Plan of management 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.	<input type="checkbox"/>	<input type="checkbox"/>
5	No rapid consumption drinks The following drinks must not be sold or supplied on the licensed premises: Any drink that contains more than 30 mls of spirits or liqueur and that is designed to be consumed rapidly (commonly referred to as a “shot” or a “shooter”).	<input type="checkbox"/>	<input type="checkbox"/>

Proposed alternative / additional conditions:

All on-premises accommodation		Do you agree?	
		Yes	No
6	Accommodation only This licence authorises the sale of liquor for consumption on the licenced premises only - at any time on any day to a resident (or a guest of a resident while in the resident's company) or to an employee of the licensee. Liquor must not be sold to a guest of a resident or to an employee of the licensee for consumption on the licensed premises, or to a resident for takeaway from the premises, between the hours of 4:00AM and 10:00AM. Liquor sold to a resident between the hours of 4:00AM and 10:00AM must only be sold or supplied for consumption in the room in which the resident is residing or staying.	<input type="checkbox"/>	<input type="checkbox"/>

Proposed alternative / additional conditions:

continue overleaf

		Do you agree?	
On-premises karaoke		Yes	No
7	Plan of management 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.	<input type="checkbox"/>	<input type="checkbox"/>
8	No rapid consumption drinks The following drinks must not be sold or supplied on the licensed premises: Any drink that contains more than 30 mls of spirits or liqueur and that is designed to be consumed rapidly (commonly referred to as a “shot” or a “shooter”).	<input type="checkbox"/>	<input type="checkbox"/>
9	Crime scene preservation condition 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: <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. 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.	<input type="checkbox"/>	<input type="checkbox"/>
10	Closed-circuit television system <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"/>
11	Sale and supply of alcohol-karaoke venue Only liquor sold or supplied under the authority of the licence is permitted on the licensed premises. The licensee must not permit patrons to bring liquor onto the premises, (BYO).	<input type="checkbox"/>	<input type="checkbox"/>

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12	Liquor service The licensee must ensure that all liquor sold or supplied at the licensed premises is opened by staff at the point of sale.	<input type="checkbox"/>	<input type="checkbox"/>
13	Sale of spirits bottles The sale and supply of bottles of spirits is prohibited. The licensee is also prohibited from transferring the contents of bottles of spirits to another vessel for immediate consumption.	<input type="checkbox"/>	<input type="checkbox"/>
14	Karaoke room conditions (i) The licensee must ensure signs are permanently displayed in each karaoke room stating, "Liquor must not be sold or supplied to persons under the age of eighteen (18) years". (ii) Liquor must not be sold, supplied or consumed in any karaoke room in which a minor is present, unless the minor is accompanied and in the presence of a responsible adult as defined under the <i>Liquor Act 2007</i> . (iii) The door to each individual karaoke room must have a glass insert placed in it and kept clear at all times for the purposes of supervision of persons using the room.	<input type="checkbox"/>	<input type="checkbox"/>
15	Staff ID/ signage at karaoke reception (i) The licensee must ensure that staff wear name tags and/or uniforms identifying themselves to patrons and authorities that they are working at the premises. (ii) A public display in the reception area clearly identifying the manager on duty, with the name and the photograph of the person in charge of the venue at any given time.	<input type="checkbox"/>	<input type="checkbox"/>
16	Queueing condition An adequate queuing system for patrons must be implemented at the main entrance of the licensed premises when patrons are queuing to gain entry, to ensure they do not obstruct or impede pedestrian traffic flow.	<input type="checkbox"/>	<input type="checkbox"/>
17	Incident register condition 1) The licensee must maintain a register, in which the licensee is to record the details of any of the following incidents and any action taken in response to any such incident: (a) any incident involving violence or anti-social behaviour occurring on the premises, (b) any incident of which the licensee is aware that involves violence or anti-social behaviour occurring in the immediate vicinity of the premises and that involves a person who has recently left, or been refused admission to, the premises, (c) any incident that results in a person being turned out of the premises under section 77 of the <i>Liquor Act 2007</i> , (d) any incident that results in a patron of the premises requiring medical assistance. 2) The licensee must, if requested to do so by a police officer or Liquor & Gaming NSW inspector: (a) make any such incident register immediately available for inspection by a police officer or Liquor & Gaming NSW inspector, and (b) allow a police officer or Liquor & Gaming NSW inspector to take copies of the register or to remove the register from the premises. The licensee must ensure that the information recorded in the incident register under this condition is retained for at least 3 years from when the record was made.	<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