

# Licence conditions form – On-Premises licence (catering services)

## 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 on-premises licenses with catering services as its business type, subject to any alternate conditions that may be imposed specific to a venue's location.

### What this form is for

This form is for a licence when applying for the grant of a liquor licence for On-Premises (catering services).

### 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](http://liquorandgaming.nsw.gov.au)  
 [new.applications@liquorandgaming.nsw.gov.au](mailto: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](http://liquorandgaming.nsw.gov.au).

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# Licence conditions form – On-Premises licence (catering services)

## 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 Conditions and Requirements

The *Liquor Act 2007* and *Liquor Regulation 2018* govern the conditions that each type of liquor licence must fulfil, alongside its additional ongoing requirements. This table outlines statutory conditions and requirements for an on-premises licence that relates to a catering service.

1	<b>On-Premises Catering with a sale on other premises authorisation</b> The licensee must not exercise the sale on other premises authorisation at locations/venues where there is already a current and valid liquor licence in force.	
2	<b>Sale of liquor on other premises under an on-premises licence</b> Where liquor is sold on any premises other than the actual licensed premises under a sale on other premises authorisation, those other premises are taken to be part of the licensed premises.	
3	<b>6-hour closure period</b> Liquor must not be sold by retail on the licensed premises for a continuous period of 6 hours during each consecutive period of 24 hours (known as the 6-hour closure period). The 6-hour closure period is 4am to 10am each day, or as determined by the Independent Liquor & Gaming Authority (ILGA). During the 6-hour closure period, the licensed premises are not authorised to stay open for the retail sale of liquor on the premises. This condition only applies to: <ul style="list-style-type: none"> <li>▲ an on-premises licence granted on or after 30 October 2008</li> <li>▲ an on-premises licence in force before 30 October 2008, but only where an extended trading authorisation was granted for the licence on or after 30 October 2008 and is in force.</li> </ul>	
4	<b>Restricted trading &amp; NYE Consumption on premises:</b>	
	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

continue overleaf

5	<p><b>Food must be made available</b></p> <p>Food of a nature and quality consistent with the responsible sale, supply and service of alcohol must be made available whenever liquor is sold or supplied, including liquor being sold or supplied on premises other than the licenced premises.</p>												
6	<p><b>Free drinking water must be available</b></p> <p>Drinking water must be available free of charge at all times while liquor is sold or supplied for consumption on the licensed premises. The drinking water must be available to patrons at or near liquor service points, or by the same means of service that liquor is available (e.g. waiter service).</p>												
7	<p><b>Notice of functions must be provided to Liquor &amp; Gaming NSW, local police and local council</b></p> <p>The licensee must give written notice of certain proposals to provide catering services at a function to be held on premises that are not the permanent licensed premises to Liquor &amp; Gaming NSW, local police and the local council for the area in which the function is to be held.</p> <p>The notice must be given in accordance with this table:</p> <table border="1" data-bbox="169 629 863 1025"> <thead> <tr> <th></th> <th>Up to 100 people</th> <th>101-1,999 people</th> <th>2000+ people</th> </tr> </thead> <tbody> <tr> <td>Functions open to the public (including ticketed and non-ticketed functions)</td> <td>14 days</td> <td>14 days</td> <td>28 days</td> </tr> <tr> <td>Private functions (including weddings, birthdays, office functions and others not open to the public)</td> <td>No notice required</td> <td>14 days</td> <td>14 days</td> </tr> </tbody> </table> <p>Notice is not needed for smaller, private functions for 100 or fewer people that may often be held on private residences. However, there may be times where a licensee is unclear whether liquor can be sold or supplied on certain premises under the related development consent (e.g. on a business premises). In these instances, the licensee should still notify the local council, or seek clarification from the council about what is permitted.</p> <p>Written notice to L&amp;GNSW should be made by email to <a href="mailto:compliance.info@liquorandgaming.nsw.gov.au">compliance.info@liquorandgaming.nsw.gov.au</a> and should include the following details:</p> <ul style="list-style-type: none"> <li>▲ the address of the premises on which the function is to be held</li> <li>▲ the name of the occupier of those premises</li> <li>▲ the nature of the function</li> <li>▲ the number of persons for whom catering services are to be provided at the function</li> <li>▲ the date on which, and the hours during which, the function is to be held.</li> </ul>		Up to 100 people	101-1,999 people	2000+ people	Functions open to the public (including ticketed and non-ticketed functions)	14 days	14 days	28 days	Private functions (including weddings, birthdays, office functions and others not open to the public)	No notice required	14 days	14 days
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Functions open to the public (including ticketed and non-ticketed functions)	14 days	14 days	28 days										
Private functions (including weddings, birthdays, office functions and others not open to the public)	No notice required	14 days	14 days										
		<p><b>Do you agree?</b></p> <p>Yes      No</p>											
8	This licence may only be exercised at events where landowner consent has been obtained.	<input type="checkbox"/> <input type="checkbox"/>											
9	<p><b>Further notification for large events</b></p> <p>For events with 5000 or more patrons, the licensee must give 6 weeks written notice of any proposed function to be held on premises that are not the permanent licensed premises of the licensee to Liquor &amp; Gaming NSW, local police and the local council for the area in which the function is to be held.</p>	<input type="checkbox"/> <input type="checkbox"/>											
10	<p>The licensee must notify L&amp;GNSW at least 6 weeks prior to holding any event defined as a Music Festival under the <i>Music Festivals Act 2019</i>. Written notice to L&amp;GNSW should be made by email to <a href="mailto:music.festivals@liquorandgaming.nsw.gov.au">music.festivals@liquorandgaming.nsw.gov.au</a>.</p>	<input type="checkbox"/> <input type="checkbox"/>											

*continue overleaf*

11	<p><b>Security condition, 300+ patrons</b></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"> <li>1. The licensee must employ a fully licensed security guard at the ratio of 1:100 whenever the patron capacity of any given non-private function/event exceeds 300.</li> <li>2. 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.</li> </ol> <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"> <li>1. 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 &amp; Gaming NSW.</li> <li>2. 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"> <li>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;</li> <li>b) Inform the NSW Police Force of the incident;</li> <li>c) Comply with any directions given by a police officer to preserve or keep intact the area where the violence occurred.</li> </ol> <p>In this sub condition, 'staff member' includes any person conducting activities as a crowd controller or bouncer at the function.</p> </li> <li>3. 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"> <li>a) 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 &amp; 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>.</li> <li>b) the colours, club patch, insignia or logo of any such organisation, or</li> <li>c) the "1%" or "1%er" symbol, or</li> <li>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).</li> </ol> <p>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.</p> </li> </ol>	<input type="checkbox"/> <input type="checkbox"/>
12	<p><b>Plan of Management</b></p> <p>A plan of management is required in the following circumstances:</p> <ul style="list-style-type: none"> <li>▲ For events over 300 people and 1,999 or fewer people: a plan of management must be prepared by the Licensee.</li> <li>▲ 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.</li> <li>▲ For events held after midnight: a plan of management must be prepared by the Licensee regardless of the number of people attending.</li> </ul> <p>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 &amp; Gaming NSW inspector.</p>	<input type="checkbox"/> <input type="checkbox"/>

		Do you agree?	
		Yes	No
13	<p><b>Service of Liquor</b></p> <p><i>For all events held under the license the following condition applies:</i></p> <p>1. No more than four (4) alcoholic drinks may be sold, supplied or served to a patron per visit to the bar.</p> <p><i>For any event with a patron capacity of 1,999 or fewer and proposes to trade past 12 midnight, the following condition applies:</i></p> <p>2. 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.</p> <p>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:</p> <p>3. The following drinks must not be sold or supplied:</p> <ul style="list-style-type: none"> <li>a) drinks commonly referred to as shots, shooters, slammers, and/or bombs;</li> <li>b) any drink containing more than 40% spirits or liqueur;</li> <li>c) beer / cider and pre-mixed spirit beverages of alcohol by volume of more than 4.0%; or</li> <li>d) wine or champagne in a pour more than 150ml (ie, no more than 1.5 standard drinks) or by the bottle.</li> <li>e) any drink prepared on the premises that contains more than 30 ml of spirits or liqueur.</li> </ul> <p>4. 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.</p> <p>5. All drinks must be supplied in plastic, polycarbonate or aluminium drinking vessels.</p> <p>6. The licensee must provide at least one (1) RSA Marshall per bar service area for the duration of the function.</p> <p>7. Sale of alcohol must cease 30 minutes before the end of the function.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Note:</b> Any variance to the above conditions must be noted in the plan of management and agreed to with the Police Area Command.</p>			

## Part 3 Further details

### 5A Applicant details

Mr  Ms  Mrs  Miss  Other

Given name

Family name

Email

Mobile

Signature

Date

## Part 4 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