

# Update details of liquor licence notice

## Before you complete this form

### What this form is for

This form allows you to notify Liquor & Gaming NSW (L&GNSW) if information changes about parties (individuals or organisations) with an interest in your liquor licence business:

- ▲ to update the details of any current party
- ▲ to let us know that a party has been added or removed.

If the interested party is a financial institution (for example, a bank or other mortgage lender), you do not need to notify us.

### Note:

- ▲ If you wish to change the licensee, please lodge a liquor licence transfer application.
- ▲ If the licensee is an organisation and you wish to **add or remove an approved manager**, please lodge an AM0200 'Appointment of manager notice' or AM0210 'Cease appointed manager notice'.
- ▲ If you are requiring to change the name of an individual eg Surname, please complete the 'Change of contact details for competency card holder' (CC0400) form.

These forms are available at [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au).

For **streamlined processing** apply [online](http://online) at [onegov.nsw.gov.au](http://onegov.nsw.gov.au).

### What you need to know

- ▲ Within 28 days, a party (other than the liquor licensee or a financial institution) who becomes interested in any liquor licence business except a limited licence must inform L&GNSW of the business interest. A party may have more than one interest in the business (for example, premises owner and licensee).
- ▲ Changes made to details of any one party will affect details for any other licence they have an interest in. For example, if they are the business owner for two liquor licences and their phone number and address against one licence is changed, the change will apply to the other licence as well.

### How to complete this form

Only enter details for one person or organisation per page – copy Part 3 and Part 4 as many times as required.

### Cost

There is no fee for this notification.

### How this request will be processed

Please allow at least 10 working days to receive an email response to your request.

Please complete all questions that apply to you. If information is missing, processing this notification will be delayed and the notification may be withdrawn.

## How to lodge this form

✉ [liquor.applications@liquorandgaming.nsw.gov.au](mailto:liquor.applications@liquorandgaming.nsw.gov.au)

Include 'AM0555 Update details or notify interest notice' in the subject line.

✉ Liquor & Gaming NSW  
GPO Box 7060  
Sydney NSW 2001

👤 Liquor & Gaming NSW  
Level 6, 323 Castlereagh Street  
Haymarket NSW 2000  
Monday–Friday, 9am–5pm

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

## Need more information?

🌐 [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au)

✉ [Contact us online](#)

☎ 1300 024 720

## 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 notification and may be disclosed to other Government agencies for this purpose. General information about your notification may be published on an electronic noticeboard and information about the notification, if granted, on a public register. Providing this information is voluntary, but where relevant information is not provided this may lead to your notification 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).

**This page is  
intentionally blank**

# Update details of liquor licence notice

OFFICE USE ONLY	AM0555
By	<input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> OTC
Date lodged	DD / MM / YYYY
Application no.	
Finalised by	
Date finalised	DD / MM / YYYY

## Pre-lodgement checklist

**Note:** If information is missing, processing this notification will be delayed and the notification may be withdrawn.

	Office use only
I have answered all applicable questions in Parts 1 and 2.	<input type="checkbox"/>
I have answered all applicable questions in Parts 3 and 4 and attached copies of these pages as required.	<input type="checkbox"/>
I have attached all documents required (see below).	<input type="checkbox"/>
I have read and signed the declaration in Part 5.	<input type="checkbox"/>

### Attachments

Current proof of change if required (for individual)	<input type="checkbox"/>
Names of all directors and office holders (for proprietary company) and/or current ASIC extract	<input type="checkbox"/>

## Part 1 This liquor licence

Liquor licence number

LIQ

Liquor licence name

Name of licensee

## Part 2 About this notification

### 2A Person lodging this notification

Mr  
  Ms  
  Mrs  
  Miss  
  Other

Given name

Family name

Email

Daytime phone

         

### 2B Role with respect to the liquor licence

Please select one option:

Licensee  
 Premises owner  
 Business owner  
 Person otherwise interested in the business - please describe the role below:




Legal or other representative  
 This is the person we will contact if additional information is required at any stage during the process. This may be a legal or other representative. If the following section is left blank, we will contact the applicant directly.

Mr  
  Ms  
  Mrs  
  Miss  
  Other

Given name

Family name

Relationship e.g. solicitor, company secretary, consultant

Representative's business name If applicable

Email

Contact phone

### 2C Number of pages lodged

This page + copied pages for each party + declaration + additional attachments (e.g. ASIC extracts or proof of name change)

*continue overleaf*

LQ4032\_021118

## Part 3 If party is an individual

### 3A Individual's role and notification required

- Licensee**  
 Update existing details
- Business owner**  
 Update existing details  
 Add  
 Remove  
 Replace
- Premises owner**  
 Update existing details  
 Add  
 Remove  
 Replace
- Approved manager for licensee**  
(if licensee is an organisation)  
 Update existing details
- Contact person for licensee**  
(if licensee is an organisation)  
 Update existing details  
 Add  
 Remove  
 Replace
- Other interested party**  
 Update existing details  
 Add  
 Remove  
 Replace

Describe nature of interest:


**Note:** Other interested parties are recorded but not shown on the liquor licence document.

### 3B About the individual

Mr  Ms  Mrs  Miss  Other

Given name

Middle name

Family name

Gender

Date of birth

DD / MM / YYYY

City or town of birth

Email

  

Mobile

Home phone

Daytime phone

Driver licence no.

State

**Residential street address**

  
  

Suburb/town/city

State

Postcode

Country if not Australia

**Postal address as above**

We will use this mailing address when we contact this person about the licence.

**Postal address**

GPO/PO box or street address


Suburb/town/city

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State

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Postcode

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Country if not Australia

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## Part 4 If party is an organisation

### 4A Organisation's role and notification required

- Licensee**
- Update existing details
- Business owner**
- Update existing details
- Add
- Remove
- Replace
- Premises owner**
- Update existing details
- Add
- Remove
- Replace
- Other interested party**
- Update existing details
- Add
- Remove
- Replace

Describe nature of interest:


**Note:** Other interested parties are recorded but not shown on the liquor licence document.

### 4B About the organisation

If the organisation is a proprietary company (Pty Ltd), you must attach the names of all directors and officeholders. Attach a full current ASIC extract.

Name of organisation must exactly match the name registered to the ABN/ACN


ABN

ACN

Email


Daytime phone

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Website


**Business street address**


Suburb/town/city

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State

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Country if not Australia

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**Postal address as above**

**Postal address**

GPO/PO box or street address


Suburb/town/city

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State

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Country if not Australia

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## Part 5 Declaration

- ▲ I declare that I am 18 years or older and I am authorised to lodge this notification.
- ▲ I declare that the contents of this notification including attachments are true, correct and complete and that I have made all reasonable enquiries to obtain the information required to complete the notification.
- ▲ I undertake to immediately notify Liquor & Gaming NSW (L&GNSW) of any change to the information in this notification if the information changes before the notification is determined.
- ▲ 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 notification.
- ▲ I acknowledge that failure to provide all required information may result in delay or refusal of the notification.
- ▲ I understand that specific details I have supplied in this notification 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 notification. 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 notification, L&GNSW may disclose information to other Government agencies.

### 5A If an individual

Full name

  

Title

Signature

Date

### 5B If an organisation

Please sign in accordance with the requirements in s.127 of the *Corporations Act 2001*.

Name of organisation

  

1. Name

Title e.g. director

Signature

Date

2. Name

Title e.g. director, company secretary

Signature

Date