

Before you complete this form

What this form is for

This form is for a licensee (other than a licensee of a limited licence) to notify the Independent Liquor & Gaming Authority (the Authority) when a licensed premises **temporarily** ceases to trade for a continuous period of 6 weeks or longer.

What you need to know

- ▲ If the licensed premises is ceasing to trade permanently, do not use this form. Instead, lodge a Surrender liquor licence notification (form AM0090).
- ▲ Submitting this form does not exempt the licensee from paying their annual liquor licence fee, including trading hours risk loading, if the licence is authorised to trade after midnight. If you wish to reduce your trading hours risk loading, apply for an Occasional Extended Trading Condition (OETC) at liquorandgaming.nsw.gov.au.

Cost

No payment is required.

An annual liquor licence fee is still payable on licences that have temporarily ceased to trade.

Pre-lodgement checklist

- Have you answered all questions in Parts 1 to 2?
- Have you read and signed the declaration in Part 3?

How to lodge this form

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

Please include 'AM0490 Cease to trade 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

✉ [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.

**This page is
intentionally blank**

Part 2 About this notice

When will/did the licensed premises cease to trade?

DD / MM / YYYY

Why will/did that the licence cease to trade?

When the licensed premises is ready to re-commence trading you must lodge a notice to re-commence trade (AM0495).

Contact person while the licence is not trading:

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

Postal address

GPO/PO box or street address

Suburb/town/city

State

Postcode

Country if not Australia

Part 3 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 the attachments are true, correct and complete and that I have made all reasonable enquiries to obtain the information required to complete this notification.
- ▲ I undertake to notify as soon as possible Liquor & Gaming NSW (L&GNSW) of any change to the information in this notification, if the information changes before the notification is processed.
- ▲ I declare that the licensee is not suspended or disqualified from holding a liquor licence.
- ▲ 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.

continue overleaf

- ▲ 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 the 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.

If the licensee is an individual

- ▶ Complete Part 3A only.

If the licensee is an organisation

- ▶ Complete Part 3B only.

3A Licensee (if an individual)

Full name

Position

Signature

Date

3B Licensee (if an organisation)

Executed under section 127 of the *Corporations Act 2001*.

1. Name of officeholder

Title e.g. director

Signature

Date

2. Name of officeholder (if more than one)

Title e.g. director, company secretary

Signature

Date

If the notification is lodged by a legal or other representative:

Name of representative

Representative's business name

Email

Contact phone daytime

Address for correspondence

Suburb/town/city

State

Postcode

Part 4 Payment

No payment is required for this notification.

An annual liquor licence fee is still payable on licences that have temporarily ceased to trade.