

Drink on-premises authorisation

Before you complete this form

What this form is for

This application form is for a licensee who holds a producer/wholesaler licence and who applies for a drink on-premises authorisation to sell liquor by retail for consumption on the licensed premises only (e.g. in a restaurant or accommodation premises or at a function).

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 This is a processing fee and is **not refundable** if the application is withdrawn or not granted.

There is a 0.4% surcharge if you pay by credit card. No GST applies. Note that fees may change without notice.

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If information is missing, processing this application will be delayed and the application may be withdrawn.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 4?
- Have you read and signed Part 5?
- Have you checked the [Liquor Fee Schedule](#) to ensure your fee is correct?
- Have you completed your credit card details or enclosed payment in Part 6?
- Have you copied 'Local consent authority notice' and lodged it with each of the bodies below:
 - ▲ the local council or other 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 Crown Lands division, NSW Department of Industry.
- Have you lodged a copy of this entire application (including attachments) at the police station nearest to the premises.
- Have you copied 'Public consultation – site notice' and:
 - ▲ displayed it on the premises at least 2 days before lodging this form
 - ▲ provided it to the parties below if applicable:
 - the occupiers of any building within 50 metres of the licensed premises, regardless of a separating road
 - the stakeholders consulted during the community impact statement (CIS) process
 - ▲ if the premises are on Crown land, the Department of Industry – Lands

Attachments

- Plan of the premises showing the area proposed for the drink on-premises
- Local council's development consent or approval If required

How to lodge this form

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

Please include 'AM0015 Drink on-premises authorisation' 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

Please provide all pages of this application, your payment, and supporting documents. There's no need to attach these introduction pages.

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

Check the progress of your application on the [Liquor & Gaming application noticeboard](#).

✉ [Contact us online](#)

☎ 1300 024 720

Before you complete this form *continued*

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.
Approved manager	An individual who is approved to manage a licenced premises on behalf of a licensee.

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.

OFFICE USE ONLY

AM0015

Lodged by Email Mail OTC

Date lodged

Amount paid \$

Receipt no.

Request no.

Finalised by

Date finalised

Date of birth

City or town of birth

Email

Daytime phone

1B Licensee (if an organisation)

Name of organisation

ABN

ACN

Contact person

Email

Phone

Part 1 About the liquor licence

Liquor licence number

Licence name

The licensee is an individual

▶ Complete 1A only

The licensee is an organisation

▶ Complete 1B only

1A Licensee (if an individual)

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

continue overleaf

Part 2 Drink on-premises authorisation

What is the address of the licensed premises?

Is the authorisation applied for? Check one only.

- Permanent
 Temporary

Is it proposed to sell or supply liquor at a function held on the licensed premises?

- No
 Yes

Will any of the following business types be operated at the licensed premises? Check one or more if applicable.

- Accommodation premises
 Bar
 Catering service
 Convention centre
 Restaurant
 Other please describe

Do you have Council approval by means of an approved DA to offer these businesses?

- No
 Yes

Describe any other type of business or activity that will be facilitated by the authorisation:

Part 3 Trading hours

Monday to Saturday start time : End time :

Sunday start time: : End time :

Proposed maximum number of patrons in the area to which the authorisation applies

Will entertainment be supplied on the area of the licensed premises to which the authorisation applies?

- No
 Yes

Part 4 Other information we need

Attach

- a plan of the premises showing the area proposed for the drink on-premises
The plan, preferably A4 size, must be to scale.
- local council's development consent or approval
If required, a copy of the local council's development consent or approval for the use of the proposed licensed area.

Refer to FS3127 'How to submit a floor plan with a liquor licensing application' fact sheet at liquorandgaming.nsw.gov.au for more information.

continue overleaf

Part 5 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 attachments are true, correct and complete and that I have made all reasonable inquiries to obtain the information required to complete the application.
- ▲ I undertake to immediately notify 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 consent authority, the local police station and the occupiers of neighbouring premises, and affix the site notice to the premises.
- ▲ I declare that the applicant 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 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 information to enable processing of the 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 need to 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.

If the applicant is an individual

- ▶ Complete Part 5A only.

If the applicant is an organisation

- ▶ Complete Part 5B only.

5A Applicant (must be an individual)

Name

Position

Signature

Date

DD / MM / YYYY

5B Applicant (if an organisation)

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

Name of Licensee

1. Name of officeholder

Title e.g. director

Signature

Date

DD / MM / YYYY

2. Name of officeholder (if more than one)

Title e.g. director, company secretary

Signature

Date

DD / MM / YYYY

continue overleaf

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

Mr Ms Mrs Miss Other

Given name

Family name

Representative's business name

Email

Contact phone daytime

Address for correspondence

Suburb/town/city

State

Postcode

Country if not Australia

Part 6 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 \$

Please pay by:

Credit card Cheque Cash Money order

Credit card payments

A surcharge of 0.4% is added to credit card payments.

Card type MasterCard Visa

Card number

Cardholder's name

Expiry date

MM / YYYY

Cardholder signature

Date

DD / MM / YYYY

Cheque and money order payments

- ▲ Make payable to 'Liquor & Gaming NSW'.
- ▲ For cheques, please cross and mark 'Not negotiable'.

Cheque drawer name

Local consent authority notice

Application for a drink on-premises authorisation



Application type

Drink on-premises authorisation

When lodging this application, 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 the NSW Department of Industry, 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 to Liquor & Gaming NSW. It will be posted on an electronic noticeboard available at liquorandgaming.nsw.gov.au while the application is pending.

Submissions

Submissions about this application can be made within 30 days.

For more information about the application, or to make a submission, visit at liquorandgaming.nsw.gov.au.

Application details

Applicant's name

Date of application

DD / MM / YYYY

has applied to the L&GNSW for a drink on-premises authorisation to sell liquor by retail for consumption on the premises

Name of licensed premises

Address of licensed premises

Proposed trading hours for this authorisation are

Monday to Saturday	Start time <input type="text"/> :	End time <input type="text"/> :
Sunday	Start time <input type="text"/> :	End time <input type="text"/> :

Proposed maximum number of patrons in the licensed premises?

Will entertainment to be provided in the area for the authorisation?

No Yes

Signature of applicant

Date DD / MM / YYYY

COUNCIL OR OTHER CONSENT AUTHORITY USE ONLY

AM0015

I, (insert name, position and organisation)

Certify that this notice was received on

DD / MM / YYYY

Liquor licence no.

LIQ										
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I advise, check 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.

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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

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DD / MM / YYYY

DD / MM / YYYY

Police notice

Application for a drink on-premises authorisation



Application type

Drink on-premises authorisation

When lodging this application, the applicant must immediately before or within two working days lodge a copy of this application with the police station nearest to the premises.

Complete **all** details below – then copy **all** pages of this application and attachments and the plan and lodge the copy with the police station nearest to the premises.

Note: This original notice must be lodged with the application to Liquor & Gaming NSW. It will be posted on an electronic noticeboard available at liquorandgaming.nsw.gov.au while the application is pending.

Submissions

Submissions about this application can be made within 30 days.

For more information about the application, or to make a submission, visit at liquorandgaming.nsw.gov.au.

Application details

Applicant's name

Date of application

DD / MM / YYYY

has applied to the L&GNSW for a drink on-premises authorisation to sell liquor by retail for consumption on the premises

Name of licensed premises

Address of licensed premises

Proposed trading hours for this authorisation are

Monday to Saturday	Start time <input type="text"/> :	End time <input type="text"/> :
Sunday	Start time <input type="text"/> :	End time <input type="text"/> :

Proposed maximum number of patrons in the licensed premises?

Will entertainment to be provided in the area for the authorisation?

No Yes

Signature of applicant

Date DD / MM / YYYY

POLICE USE ONLY

AM0015

I, (insert name, position and organisation)

Certify that this notice was received on

DD / MM / YYYY

Liquor licence no.

LIQ

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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

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Lodged date

DD / MM / YYYY

Submissions close

DD / MM / YYYY

Public consultation – site notice

Application for a drink on-premises authorisation



Application type

Drink on-premises authorisation

This notice must be affixed to the location of a licensed premises immediately before or within two working days of lodging an application for a drink on-premises authorisation with Liquor & Gaming NSW. This notice must also be provided to:

- ▲ the occupiers of any building on land adjoining the licensed premises, regardless of a separating road
- ▲ the occupiers of any building on land situated within 50 metres of the boundary of the licensed premises

Complete **all** details below – then copy this notice, affix a copy to the site and also lodge a copy with each person or organisation listed above.

Note: This original notice must be lodged with the application to Liquor & Gaming NSW. It will be posted on an electronic noticeboard available at liquorandgaming.nsw.gov.au while the application is pending.

Application details

Applicant's name

Date of application

DD / MM / YYYY

has applied to the L&GNSW for a drink on-premises authorisation to sell liquor by retail for consumption on the premises

Name of licensed premises

Address of licensed premises

Proposed trading hours for this authorisation are

Monday to Saturday	Start time <input type="text"/> :	End time <input type="text"/> :
Sunday	Start time <input type="text"/> :	End time <input type="text"/> :

Proposed maximum number of patrons in the licensed premises?

Will entertainment to be provided in the area for the authorisation?

No Yes

Signature of applicant

Date

DD / MM / YYYY

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