

Before you complete this form

What this form is for

It's for the licensee of a club that wants a club functions authorisation to allow non-members of the club and/or under 18s to attend functions, cultural or educational activities etc. in a specified area of the club's premises.

Whose details must be included

- ▲ Applicant (Part 5) must be an organisation
- ▲ Legal representative/solicitor (Part 5)

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 This is a processing fee and is **not refundable** if the application is withdrawn or not granted.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

Special instructions

There are several things you must do immediately before or within two working days of lodging the original application with L&GNSW.

- ▲ You **must** make a duplicate of all pages this application and attachments and lodge it at the local police station immediately before or within two working days of lodging the original with L&GNSW.
- ▲ You must lodge a copy of 'Local consent authority' 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 Department of Industry – Lands & Forestry, if the premises are on Crown land.

- ▲ Cl 14 of the Registered Clubs Regulation 2015 states:

14 Club functions authorisation notice to be fixed to premises

- (1) An applicant for a club functions authorisation under section 23 of the Act must, within 2 working days of making the application, affix a notice relating to the application:
 - (a) to the club premises to which the application relates or, if the club premises have not been erected, to a notice board erected on the land on which it is proposed to erect the premises, and
 - (b) in any other place as may be directed by the Authority.
- (2) The notice must:
 - (a) be in the form approved by the Authority, and
 - (b) be fixed so that it is legible to members of the public passing the relevant club premises, land or other place, and
 - (c) be fixed until such time as the application is determined by the Authority.

How to lodge this form

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

Please include "AM0010 Club functions 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.

Remember to 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 Notice to the local consent authority 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@liquorandgaming.nsw.gov.au

☎ 1300 024 720

Pre-lodgement checklist

If information is missing, processing this application will be delayed and the application may be withdrawn.

- Have you answered all relevant questions in Parts 1 to 4.
- Have you attached a plan of the premises showing the area for the club functions authorisation in Part 3.
- Have you ensured that the declaration in Part 4 has been read and signed.
- Have you checked the [Liquor Fee Schedule](#) to ensure your fee is correct?
- Have you completed my credit card details or enclosed payment.
- Have you lodged all pages of this entire application (including attachments) with L&GNSW?
- Have you lodged **a copy** of this entire application (including attachments) and 'Local consent authority notice' with each of the bodies required?
- Have you lodged a copy of this entire application (including attachments) and 'Police notice' at the police station nearest to the premises?

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.

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.
Liquor & Gaming application noticeboard	Details of all lodged liquor licence applications are available on the L&GNSW online noticeboard. Anyone can visit the noticeboard to check the status of liquor and gaming related licence applications in NSW. You can also track the progress of your application. Your personal details will not be displayed.

OFFICE USE ONLY

AM0010

Lodged by Email Mail OTC

Date lodged

Amount paid \$

Receipt no.

Request no.

Finalised by

Date finalised

Part 2 Club functions authorisation

Is this an application for:

Please check one only

- A new club functions authorisation
- Changes to an existing club functions authorisation

What is the purpose/nature of the function or functions:

Please check one or more

- Athletic
- Literary
- Cultural
- Industrial
- Sporting
- Political
- Religious
- Community
- Educational
- Charitable
- Patriotic
- Professional

What area will be specified for the functions?

Will entertainment will be provided at the functions?

- Yes
- No

If yes, give details:

How will the functions area be physically defined?

Where will the functions be held?

Part 1 About the liquor licence

Liquor licence number

LIQ

Licence name

Name of organisation

ABN

ACN

Daytime phone

What adult supervision will be provided at the functions?

Will under 18's pass through a bar or gaming machine area to access the area proposed for functions?

Yes

No

Will under 18's pass through a bar or gaming machine area to access toilets?

Yes

No

Part 3 Other information we need

Attach:

A plan of the area proposed for the club functions authorisation. The plan, preferably A4 size, must be to scale.

The plan must show the proposed area for:

- ▲ under 18's
- ▲ all bar and gaming machine areas
- ▲ access areas
- ▲ how the proposed area is separated from tobacco vending machines, bar and gaming machine areas.
- ▲ licensed premises
- ▲ any other authorisations

Part 4 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 the attachments are true, correct and complete and that I have made all reasonable enquiries to obtain the information required to complete this application.
- ▲ I undertake to notify as soon as possible 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 police station.
- ▲ I declare that I am not suspended or disqualified from holding a liquor licence.
- ▲ I acknowledge that under s. 36 of the *Gaming and Liquor Administration Act 2007* and s. 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 will result in the application being rejected.
- ▲ 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 on behalf of Independent Liquor & Gaming Authority to enable processing of the application.
- ▲ 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 application, L&GNSW may disclose information to other Government agencies.
- ▲ I acknowledge that general information about the application will be published on an electronic noticeboard and information about the application, if granted, on a public register.

4A Applicant (must be an organisation)

Two signatures are required under section 127 of the *Corporations Act 2001*.

1. Name

Title e.g. director

Signature

Date

2. Name

Title e.g. director, company secretary

Signature

Date

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

Name of representative

Representative's business name

Daytime phone

Correspondence address

Email

Part 5 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

Cardholder signature

Date

Cheque and money order payments

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

Cheque drawer name

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intentionally blank**

Local consent authority notice



Please complete **all** your details below.

Then copy **all** pages of this application and attachments and lodge them with the bodies below **immediately before** or **within two working days** of when you submit them to L&GNSW:

- ▲ 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
- ▲ the Crown Land division of the NSW Department of Industry if the premises are on Crown land.

Note: This original notice must be lodged with the application. 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

Applicant's address

has applied to Liquor & Gaming NSW for a club functions authorisation to allow non-members of the club and/or under 18's to attend functions, cultural or educational activities etc in a specified part of the club's premises.

Name of club license

Address of club license

Location at the premises

Signature of proposed licensee applicant

Date

DD / MM / YYYY

Submission about this application can be made to Liquor & Gaming NSW within 30 days. Check the electronic noticeboard at liquorandgaming.nsw.gov.au for the closing date for this application. Lodge submissions via the noticeboard.

COUNCIL OR OTHER CONSENT AUTHORITY USE ONLY

AM0010

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, tick 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 liquorapplications@justice.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

When lodging this application with Liquor & Gaming NSW, the applicant must immediately before or within two working days lodge a copy of this application with the local police station.

Complete **all** details below - then copy **all** pages of this application and lodge the copy with the local police station.

Note: This original notice must be lodged with the application. 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

Applicant's address

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Name of club license

Address of club license

Location at the premises

Signature of proposed licensee applicant

Date

DD / MM / YYYY

Submission about this application can be made to Liquor & Gaming NSW within 30 days. Check the electronic noticeboard at liquorandgaming.nsw.gov.au for the closing date for this application. Lodge submissions via the noticeboard.

POLICE USE ONLY

AM0010

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

Lodged date

Submissions close

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DD / MM / YYYY

DD / MM / YYYY

Application type

Club functions authorisation

The licensee below has applied to Liquor & Gaming NSW for a club functions authorisation. If this application is granted, the licensee will be authorised to allow non-members of the club and/or under 18's to attend functions, cultural or educational activities etc in a specified part of the club's 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

Applicant's address

has applied to Liquor & Gaming NSW for a club functions authorisation to allow non-members of the club and/or under 18's to attend functions, cultural or educational activities etc in a specified part of the club's premises.

Name of club license

Address of club license

Location at the premises

Signature of proposed licensee applicant

Date

DD / MM / YYYY