

Extended trading authorisation for small bars

Before you complete this form

What this form is for

Use this form to apply for an extended trading authorisation (ETA) for an existing small bar licence in NSW.

What you need to know

- ▲ the standard trading hours for a small bar licence are 10am to midnight each day of the week, with the exception of Good Friday and Christmas Day
- ▲ an automatic ETA to 2:00AM is applied at the time of licence approval, if the development consent allows
- ▲ applicants are able to apply for an additional ETA when applying for the small bar liquor licence, or by using this form once the licence is granted
- ▲ authorisation cannot be given for a small bar to trade between 5:00AM and 10:00AM, and a minimum 6-hour closure period applies
- ▲ for more information about small bar licences, refer to FS3029 'Small bar licence' fact sheet at liquorandgaming.nsw.gov.au.

Cost

- ▲ The fee for this application is set out in the [Liquor Fee Schedule](#). The total fee can include a combination of a fixed fee and a processing fee. The processing fee is not refundable if the application is withdrawn or not granted.

No GST applies. Note that fees may change without notice.

How to lodge this form

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

Please include 'AM0020B Extended trading authorisation kit for small bars' in the subject line.

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 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 online](#)

☎ 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If information is missing, processing this application will be delayed and the application may be withdrawn.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 questions in Parts 1 to 6?
- If the applicant is a representative of the licensee, the licensee has answered and signed Part 2?
- Have you attached the documents listed in Part 3 to 5 if applicable.
- Have you read and signed the declaration in Part 7?
- Have you checked the Liquor Fee Schedule to ensure your fee is correct
- Have you completed the notices?

I have attached

- A copy of the floor plan of the premises showing the boundaries proposed for the ETA is included with each copy of the application.
- A copy of the Development Consent and evidence of notification or CIS (whichever is applicable) is included with each copy of the application, or Development Consent will be provided as soon as it is available (see Part 3A).
- If more room is required for any questions, additional pages are included with those answers.

Before you complete this form *continued*

Explanation of terms

Term	Definition
approved manager	An individual who is approved by Liquor & Gaming NSW 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.

Extended trading authorisation kit for small bars

Liquor & Gaming NSW

OFFICE USE ONLY

AM0020B

Lodged by	<input type="checkbox"/> Email
Date lodged	<input type="text" value="DD / MM / YYYY"/>
Application no.	<input type="text"/>
Amount paid	\$ <input type="text"/>
GLS Receipt no.	<input type="text"/>
Finalised by	<input type="text"/>
Date finalised	<input type="text" value="DD / MM / YYYY"/>

Mobile

Home phone

Daytime phone

Email

Postal address

Suburb/town/city

State

Postcode

Part 1 About the liquor licence

Liquor licence number

LIQ

Licence name

Licensee full name

1A Application contact person Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Date of birth

City or town of birth

1B Relationship to liquor licence Licensee (individual)

▶ go to Part 3

 Director or secretary of licensee organisation

▶ go to Part 3

 Authorised Agent (a legal or other representative)

Agent's business name

If the application is completed by an Authorised Agent, the licensee's authorisation is required in Part 2.

Part 2 Licensee authorisation

The licensee must complete this section if an authorised agent is completing this form. This section authorises the Application contact person in Part 1 to submit this application.

continue overleaf

2A Licensee (if an individual)

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Signature

Date

2B Licensee (if an organisation)

Name of organisation

ABN

ACN

Signatory 1

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Position e.g. Director

Signature

Date

Signatory 2

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Position e.g. Director

Signature

Date

continue overleaf

This page will be published on the Liquor Application Noticeboard during the public submission period.

Part 3 About this application

Information about the extended trading authorisation application is listed below. Some of this information is repeated from other sections of this application which contain private information.

Liquor licence number

LIQ

Licence name

Licensee full name

Physical address of premises

Suburb/town/city

State

Postcode

Are the premises located in a designated **Cumulative Impact Area** in the City of Sydney LGA?

No

Yes

If **Yes**, demonstrate how the application (if granted) would not cause an overall social impact that is detrimental to the well-being of the local or broader community, given the existing impacts from the clustering of licensed premises in the Area.

Refer to the Independent Liquor & Gaming Authority 'Guideline 18' at liquorandgaming.nsw.gov.au for further information.

3A Development consent & community impact

Is development consent required under the *Environmental Planning and Assessment Act 1979* to use the premises as a small bar, or to sell liquor during the extended liquor trading hours to which this application refers?

No

Yes

Has this consent been applied for?

No

Yes

On which date?

DD / MM / YYYY

Did you notify the local police and L&GNSW of the development consent application within 2 days of lodging that application?

No

Yes

On which date? Attach evidence, e.g. notification form

DD / MM / YYYY

Have there been any variations to the development application?

No

Yes

If **Yes** did you notify the local police and L&GNSW of the variation within 2 days? Attach evidence

No

Yes

Has development consent been granted?

No

If **No** when do you expect the DA details will be supplied?

The application cannot be approved until the DA is supplied

DD / MM / YYYY

Yes Attach a copy of the development consent

DA number

DA grant date

DD / MM / YYYY

If you answered **No** to any of these questions you must attach a Community Impact Statement (CIS).

This page will be published on the Liquor Application Noticeboard during the public submission period.

continue overleaf

Part 5 6-hour closure period

- ▲ All liquor licences granted after 30 October 2008 are subject to a daily 6-hour closure period. This period is determined by Liquor & Gaming NSW when granting the liquor licence. If the extended trading hours being applied for require a change to the existing 6-hour closure period, complete the questions below.
- ▲ Liquor & Gaming NSW will approve a closure period that is appropriate to the particular premises and the circumstances, having regard to the objectives of the *Liquor Act 2007*.
- ▲ The 6-hour closure period refers to liquor trading hours only. The venue may remain open at any time, but liquor must not be sold or consumed during the closure period.

Are you applying to change the existing 6-hour closure period?

Check one only

- No
▶ go to Part 7 Declaration
- Yes
▶ go to Part 5A

5A Closure period hours

Existing 6-hour closure period As shown on the licence document

Date	Opening time	Closing time
DD / MM / YYYY	:	:
DD / MM / YYYY	:	:
DD / MM / YYYY	:	:
DD / MM / YYYY	:	:
DD / MM / YYYY	:	:
DD / MM / YYYY	:	:
DD / MM / YYYY	:	:
DD / MM / YYYY	:	:

Is the proposed change to the 6-hour closure period to be permanent or temporary?

Check one only

- Permanent
▶ go to Part 5B
- Temporary
▶ go to Part 5C

5B Proposed permanent 6-hour closure period

If the change is permanent, complete this table. Must not include times between 5:00AM and 10:00AM

Day	Opening time	Closing time
Monday	:	:
Tuesday	:	:
Wednesday	:	:
Thursday	:	:
Friday	:	:
Saturday	:	:
Sunday	:	:
Public holiday	:	:

Provide reasons and relevant information in support of the proposed closure period.

- ▲ Applicants should address how the proposed closure period relates to considerations that Liquor & Gaming NSW will have regard to under section 3(2) of the *Liquor Act 2007*, which are:
 - a. the need to minimise harm associated with misuse and abuse of liquor (including harm arising from violence and other anti-social behaviour);
 - b. the need to encourage responsible attitudes and practices towards the promotion, sale, supply, service and consumption of liquor; and
 - c. the need to ensure that the sale, supply and consumption of liquor contributes to, and does not detract from, the amenity of community life.
 - d. the need to support employment and other opportunities in the live music industry, and arts, tourism, community and cultural sectors.
- ▲ Attach a separate sheet if there is insufficient space

continue overleaf

Part 7 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 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 (if required) provide the required documents to the local consent authority, the local police station, the occupiers of neighbouring premises and other stakeholders consulted during the community impact statement (CIS) process, 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 the Independent Liquor & Gaming Authority is collecting information to enable processing of the application.
- ▲ I also understand that Liquor & Gaming NSW 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, Liquor & Gaming NSW may need to disclose information to other Government agencies.
- ▲ I acknowledge that Liquor & Gaming NSW 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

Part 8 Payment for this application

Use the [Liquor Fee Schedule](#) to calculate the fee for this application. The total fee can include a combination of a fixed fee and a processing fee. The processing fee component is non-refundable in the event the application is withdrawn or not granted.

If more than one category applies, pay only the highest amount.

Fees are subject to change without notice and do not incur GST.

Record the fee below:

Payment amount \$

Pay by credit card or PayPal® using the following link:

www.liquorandgaming.nsw.gov.au/applicationpayments

- ▲ **Step 1**
Click on the link or type the URL into your web browser
- ▲ **Step 2**
Follow the instructions online to complete the payment
- ▲ **Step 3**
When the lodgement fee is paid online you will receive a receipt number. Please record the receipt number below before lodging the application. Not providing this information may result in delays in processing your application.

Receipt number:

continue overleaf

Instructions for application notices

When required, the notices on the following pages must be lodged with the respective parties immediately before, or within two working days of, lodging an application with Liquor & Gaming NSW (L&GNSW).

Follow these instructions carefully. Failure to comply with all requirements may result in refusal of your application.

Local Consent Authority Notice

- ▲ **If a CIS is required** for this application, complete the Local Consent Authority Notice
- ▲ A **copy** of the completed notice, application, and any attachments and plans **must** be lodged:
 - With the **local council or other consent authority**.
 - With the **local council or other consent authority for a neighbouring local government area (LGA)** if the premises are within **500 metres** of the other LGA.
 - With the Crown Lands division of the NSW Government, if the premises are on Crown Land.
- ▲ Lodge the original completed notice with the application.

Police Notice

- ▲ **For all applications**, complete the Police Notice
- ▲ A **copy** of the completed notice, application, and any attachments and plans **must** be lodged:
 - With the **police station nearest to the premises** immediately before, or within two working days of lodging the application with L&GNSW.
- ▲ Lodge the original completed notice with the application.

Public Consultation - Site Notice

- ▲ **If a CIS is required** for this application, complete the Public Consultation - Site Notice
- ▲ A **copy** of the completed notice:
 - **Must be affixed to the location of the proposed licensed premises.**
 - If the premises are yet to be built, the notice must be affixed to a noticeboard erected on the land, and must be protected from weather.
 - If the premises are already erected, the notice should be placed on the inside of an exterior glass window or door.
 - The notice must be legible to members of the public passing the premises or land, and should be facing onto the street that is most likely to be used by passers-by. It should be placed between 1.5 and 2 metres above ground, so it is easily read by a passing adult.
 - ***The notice must remain continuously affixed at the location until the application is determined by L&GNSW.***
- ▲ **Must be provided to the occupiers of surrounding buildings.** This means:
 - any building or land adjoining the licensed premises, regardless of a separating road.
 - any building on land situated within 100 metres of the boundary of the licensed premises.
- ▲ **Must be provided to all stakeholders** consulted during the Community Impact Statement (CIS) process
- ▲ Lodge the original completed notice with the application.

Failure to strictly comply with these requirements may result in this application being rejected.

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Local consent authority notice

Application to extend trading

Application type

Extended trading authorisation

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

Application details

Licensee's name

Licence No

Date of application

DD / MM / YYYY

has applied to Liquor & Gaming NSW for an extended trading authorisation for a small bar licence.

Liquor licence name

Address of licensed premises

NSW standard trading hours

Consumption on premises

Monday to Sunday	10am to 12am
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The licensee is seeking to change the trading hours as follows:

Consumption on premises	Current trading hours	Proposed trading hours
Monday	to	to
Tuesday	to	to
Wednesday	to	to
Thursday	to	to
Friday	to	to
Saturday	to	to
Sunday	to	to

continue overleaf

6-hour closure period

If the licence was granted on or after 30 October 2008 or a new extended trading hours authorisation is granted after that date the premises is subject to a 6-hour closure period. The standard 6-hour closure period is 4am – 10am but this may be varied by the Authority. Liquor cannot be sold or supplied during this this closure period.

Proposed 6-hour
closure period

START TIME to END TIME

Will entertainment be provided on the licensed premises during the extended trading hours? Yes No

If **Yes**, what type of entertainment will be provided?

Signature of licensee

Date

DD / MM / YYYY

Submissions about this application can be made to Liquor & Gaming NSW within 30 days.
Check the electronic noticeboard for the closing date for this application Lodge submissions via the noticeboard.

COUNCIL OR OTHER CONSENT AUTHORITY USE ONLY

AM0020B

I, (insert name, position and organisation)

Certify that this notice was received on

DD / MM / YYYY

Liquor licence no.

LIQ

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.

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

DD / MM / YYYY

Submissions close

DD / MM / YYYY

Police notice

Application for an extended trading authorisation

Application type

Extended trading authorisation

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 the plan 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

Licensee's name

Licence No

Date of application

DD / MM / YYYY

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Liquor licence name

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Proposed 6-hour closure period

START TIME to END TIME

Will entertainment be provided on the licensed premises during the extended trading hours? Yes No

If **Yes**, what type of entertainment will be provided?

Signature of licensee

Date

Submissions about this application can be made to Liquor & Gaming NSW within 30 days.
Check the electronic noticeboard for the closing date for this application Lodge submissions via the noticeboard.

POLICE USE ONLY

AM0020B

I, (insert name, position and organisation)

Certify that this notice was received on

Liquor licence no.

LIQ

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

Public consultation – site notice

Application to extend trading

Application type

Extended trading 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 an extended trading authorisation with Liquor & Gaming NSW. The notice must be clearly visible to passers-by and must remain fixed until the application has been determined.

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
- ▲ the stakeholders consulted during the Community Impact Statement (CIS) process.

Complete **all** details on the following site notice page – then make copies of the notice, affix one copy to the site and also lodge a copy with each person or organisation listed above.

Do not include this instruction page.

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.

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Public consultation – site notice

Application to extend trading

Liquor & Gaming NSW

Application details

Licensee's name

Licence No

Date of application

DD / MM / YYYY

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Sunday	to	to

6-hour closure period

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**Proposed 6-hour
closure period**

START TIME to END TIME

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 Yes No

If **Yes**, what type of entertainment will be provided?

Signature of licensee

Date

DD / MM / YYYY

Submissions about this application can be made to Liquor & Gaming NSW within 30 days. Check the electronic noticeboard for the closing date for this application Lodge submissions via the noticeboard.