

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 midday 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 The processing fee is not refundable if the application is withdrawn or not granted.

There is a 0.4% surcharge if you pay by credit card. 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.

✉ 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 local consent authority, within 2 working days of lodging with L&GNSW.

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If information is missing, processing this application will be delayed and the application may be withdrawn.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 your credit card details or enclosed payment?
- 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.

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 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

OFFICE USE ONLY

AM0020B

Lodged by Email Mail OTC

Date lodged

DD / MM / YYYY

Application no.

Amount paid

\$

GLS Receipt no.

Finalised by

Date finalised

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

DD / MM / YYYY

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 licensed premises located in a freeze precinct as specified under the *Liquor Act 2007*?

No

Yes

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?

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

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

Yes Attach a copy of the development consent

DA number

DA grant date

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.

Part 4 Liquor trading hours

Existing approved liquor trading hours As shown on the licence document

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

Is the proposed change to the trading hours to be permanent or for specific date(s)?

Check one only

Permanent

▶ go to Part 4A

Specific date(s)

▶ go to Part 4B

4A Proposed permanent liquor trading hours

Must not include times between 5:00AM and 10:00AM. Minimum 6-hour closure period applies.

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

4B Proposed trading hours for specific dates

If the change is for specific dates only, complete this table and provide the relevant dates. Must not include times between 5:00AM and 10:00AM.

Minimum 6-hour closure period applies.

▲ Attach a separate sheet if there is insufficient space

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	:	:
DD / MM / YYYY	:	:

Provide reasons for the trading hours proposed.

▲ Applicants should provide an account of the proposed mode of operation of the licensed premises, the demonstrated or likely needs of its patrons, the interests of the local community, and the opinion (if any) of local police towards the proposal.

▲ Attach a separate sheet if there is insufficient space

Details

continue overleaf

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

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:
 - the need to minimise harm associated with misuse and abuse of liquor (including harm arising from violence and other anti-social behaviour);
 - the need to encourage responsible attitudes and practices towards the promotion, sale, supply, service and consumption of liquor; and
 - the need to ensure that the sale, supply and consumption of liquor contributes to, and does not detract from, the amenity of community life.
- ▲ Attach a separate sheet if there is insufficient space

continue overleaf

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

Details

5C Proposed temporary 6-hour closure period

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

Attach a separate sheet if there is insufficient space

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	:	:
DD / MM / YYYY	:	:

- 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.
- Attach a separate sheet if there is insufficient space

Details

Part 6 Further information

Will entertainment be provided on the licensed premises during the extended trading hours?

No
Yes

What type of entertainment will be provided?

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

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.

Please pay by:

Credit card Cheque Cash Money order

Total amount \$

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

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 NSW Department of Industry, 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.

continue overleaf

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intentionally blank**

Local consent authority notice

Application for an extended trading authorisation



Application type

Extended trading authorisation for small bar licence

The licensee below has applied to Liquor & Gaming NSW for an extended trading authorisation for a small bar licence. If this application is granted, the licensee will be authorised to serve alcohol to customers at the listed premises (for consumption on-premises only), during the hours listed below.

A maximum of 100 patrons may be on the premises of a small bar during liquor trading hours.

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

Liquor licence name

Address of licensed premises

Day	or Date	Opening time	Closing time
Monday	DD / MM / YYYY	:	:
Tuesday	DD / MM / YYYY	:	:
Wednesday	DD / MM / YYYY	:	:
Thursday	DD / MM / YYYY	:	:
Friday	DD / MM / YYYY	:	:
Saturday	DD / MM / YYYY	:	:
Sunday	DD / MM / YYYY	:	:
Public holiday	DD / MM / YYYY	:	:

Signature of applicant

Date

DD / MM / YYYY

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

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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 an extended trading authorisation



Application type

Extended trading authorisation for small bar licence

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Application details

Applicant's name

Date of application

DD / MM / YYYY

Liquor licence name

Address of licensed premises

Day	or Date	Opening time	Closing time
Monday	DD / MM / YYYY	:	:
Tuesday	DD / MM / YYYY	:	:
Wednesday	DD / MM / YYYY	:	:
Thursday	DD / MM / YYYY	:	:
Friday	DD / MM / YYYY	:	:
Saturday	DD / MM / YYYY	:	:
Sunday	DD / MM / YYYY	:	:
Public holiday	DD / MM / YYYY	:	:

Signature of applicant

Date

DD / MM / YYYY

POLICE USE ONLY

AM0020B

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 an extended trading authorisation



Application type

Extended trading authorisation for small bar licence

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Application details

Applicant's name

Date of application

DD / MM / YYYY

Liquor licence name

Address of licensed premises

Day	or Date	Opening time	Closing time
Monday	DD / MM / YYYY	:	:
Tuesday	DD / MM / YYYY	:	:
Wednesday	DD / MM / YYYY	:	:
Thursday	DD / MM / YYYY	:	:
Friday	DD / MM / YYYY	:	:
Saturday	DD / MM / YYYY	:	:
Sunday	DD / MM / YYYY	:	:
Public holiday	DD / MM / YYYY	:	:

Signature of applicant

Date

DD / MM / YYYY