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 The processing fee is not refundable if the application is withdrawn or not granted.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If information is missing, processing this application will be delayed and the application may be withdrawn.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

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>applicant</td>
<td>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.</td>
</tr>
<tr>
<td>approved manager</td>
<td>An individual who is approved by Liquor &amp; Gaming NSW to manage a licenced premises on behalf of a licensee.</td>
</tr>
</tbody>
</table>

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.
**AM0020B**

Extended trading authorisation kit for small bars

**Office Use Only**

Lodged by  
Date lodged  
Application no.  
Amount paid  
GLS Receipt no.  
Finalised by  
Date finalised

**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
**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 [redacted]

**Licence name**

[blank]

**Licensee full name**

[blank]

**Physical address of premises**

[blank]

**Suburb/town/city**

[blank]

**State**

[blank]  

**Postcode**

[blank]

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?

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

Yes [ ]

Attach a copy of the development consent

DA number

[blank]

DA grant date

DD / MM / YYYY

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

continue overleaf
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

<table>
<thead>
<tr>
<th>Day</th>
<th>Opening time</th>
<th>Closing time</th>
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<tbody>
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<tr>
<td>Public holiday</td>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
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</table>

**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

<table>
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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

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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

<table>
<thead>
<tr>
<th>Date</th>
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</table>

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.

---

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

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

### Details

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#### 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

#### 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?

- Attach a separate sheet if there is insufficient space

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
What practices are in place, and will remain in place, at the licensed premises to ensure that liquor is sold, supplied or served responsibly, and that steps are taken to prevent intoxication on the premises?

What steps will be taken to ensure that the extended trading period (if approved) will not result in frequent undue disturbance of the quiet and good order of the neighbourhood?

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.
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AM0020B
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.

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

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

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.
**COUNCIL OR OTHER CONSENT AUTHORITY USE ONLY**

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  
☐ 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**

<table>
<thead>
<tr>
<th>Application number</th>
<th>Lodged date</th>
<th>Submissions close</th>
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Local consent authority notice AM0020B Extended trading authorisation for small bars
### 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.

### Submissions

Submissions about this application can be made within 30 days. For more information about the application, or to make a submission, visit [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au).

### Application details

**Applicant's name**

<table>
<thead>
<tr>
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**Liquor licence name**

**Address of licensed premises**

<table>
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<tr>
<th>Day</th>
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<th>Closing time</th>
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**Signature of applicant**

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**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](http://liquorandgaming.nsw.gov.au) while the application is pending.
I, (insert name, position and organisation)

Certify that this notice was received on

DD / MM / YYYY

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 liquorapplications@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.

Application number

Lodged date

DD / MM / YYYY

Submissions close

DD / MM / YYYY
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.

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

Liquor licence name

Address of licensed premises

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Signature of applicant

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