

Extended trading authorisation – club licence

Liquor & Gaming NSW

Before you complete this form

What this form is for

It's to allow the licensee of a registered club to apply for either:

- ▲ an authorisation to extend the club's trading hours
- ▲ a variation of extended trading hours already allowed where the club does not have unrestricted trading hours.

Note

A Category B Community Impact Statement (CIS) must be completed for new ETA applications and may be required by the Authority for ETA variation applications.

Factors which the Authority may consider in determining whether to require a CISB for ETA variation applications include, but are not limited to:

- ▲ nature and scope of the proposed changes
- ▲ local statistics
- ▲ objections received
- ▲ history of the venue's operation.

ETA variation applicants may wish to consider conducting a CISB voluntarily to avoid potential delays if the Authority decides to request one when the application is presented before it.

This form can be used to increase or reduce trading hours within the standard trading period, if an extended trading authorisation is applied for at the same time.

What you need to know

- ▲ If the licence was granted before 30 October 2008, the licence will be subject to a 6-hour closure period if this application is approved. If the licence was granted on or after 30 October 2008, a 6-hour closure period already applies.
- ▲ You can lodge this application if a DA is pending. However, the application will not be granted before a DA is approved and supplied to us.

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 The processing fee is not refundable if the application is withdrawn or not granted.

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 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.

How to lodge this form

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

Please include 'AM0020C Extended trading authorisation: club licence' 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 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

continue overleaf

Before you complete this form *continued*

- ▲ You **must** display a copy of 'Public consultation – site notice' to the location of the licensed premises.
- ▲ You **must** also provide a copy of the notice to:
 - the occupiers of any building on land adjoining the licensed premises, even if there is a separating road
 - the occupiers of any building on land situated within 100 metres of the boundary of the licensed premises
 - the stakeholders consulted during the community impact statement (CIS) process.

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?
- ☐ Have you attached documents listed in Part 7?
- ☐ Have you read and signed Part 8?
- ☐ Have you completed the notices including:
 - ▲ The AM0488 'Change 6-hour closure period: application by licensee' form.
 - ▲ 'Local consent authority notice':
 - ▲ This entire application (including attachments) at the police station nearest to the premises.
 - ▲ 'Public consultation – Site notice'

Attachments

- ☐ Plan of licensed premises
- ☐ Copy of the local council's development consent or approval for the extended trading hours
- ☐ Community impact statement (CIS) for proposed extended trading authorisation
- ☐ Additional pages where required

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 – club licence

OFFICE USE ONLY

AM0020C

Lodged by ☐ Email

Date lodged

DD / MM / YYYY

Amount paid

\$

GLS Receipt no.

Request no.

Finalised by

Date finalised

DD / MM / YYYY

Name of person representing the organisation

Name

Position

Email

Contact phone daytime

Contact person (if not the applicant)

This is the person we will contact if additional information is required at any stage during the application process. This may be a legal or other representative. If section below is left blank, we will contact the applicant directly.

☐ Mr

 ☐ Ms

 ☐ Mrs

 ☐ Miss

 ☐ Other

Given name

Family name

Relationship to applicant e.g. solicitor, company secretary, consultant

Business name if applicable

Email

Contact phone daytime

Part 1 About the liquor licence

Liquor licence number

LIQ

Licence name

Part 2 About the licensee

Organisation licensee name

ABN

ACN

Email

Phone

continue overleaf

Part 3 About this application

An extended trading authorisation allows the sale or supply of liquor outside the standard trading period. Standard trading hours for a club licence are 5am to midnight Monday to Sunday for consumption on premises, 5am to midnight Monday to Saturday and 10am to 10pm Sunday for take away except on Good Friday and Christmas Day.

Trading hours allowed by the local consent authority (e.g. the local council) may be different.

Is this an application for (check ☒ one only):

- ☐ a new extended trading authorisation
- ☐ a change to the trading times of an existing extended trading authorisation
- ☐ a change to the boundary of an existing extended trading authorisation
- ☐ a change to the trading times and boundary of an existing extended trading authorisation

If applying for a change to an existing extended trading authorisation, tell us the existing approved trading hours:

Day	Start time	End or closing time
Monday	:	:
Tuesday	:	:
Wednesday	:	:
Thursday	:	:
Friday	:	:
Saturday	:	:
Sunday	:	:
Sunday (falling on 24 or 31 December) – if applicable	:	:

Part 4 About the 6-hour closure period

- ▲ If the licence was granted before 30 October 2008, the licence will be subject to a 6-hour closure period if this application is approved.
- ▲ If the licence was granted on or after 30 October 2008, a 6-hour closure period already applies.

The 6-hour closure period is a continuous block of time in each 24-hour period when the licence must not sell or supply liquor. It cannot start any earlier than 12 midnight (24:00), and it affects standard trading hours. The Liquor & Gaming NSW (L&GNSW) will approve a period that is appropriate to the particular premises and the circumstances, having regard to the objectives of the *Liquor Act 2007*. Visit liquorandgaming.nsw.gov.au for more information about this policy.

Is the licence already subject to a 6-hour closure period?

Yes ☐ ▶ Supply details

No ☐

- ▶ If **No**, the licence will be subject to a 6-hour closure period if this application is granted, and while the extended trading authorisation is in force.

- ▶ If **Yes**, what is the existing 6-hour closure period?
24-hour time e.g. 6pm = 18:00

Day	Existing 6-hour closure period start time	Existing 6-hour closure period end time
Monday	:	:
Tuesday	:	:
Wednesday	:	:
Thursday	:	:
Friday	:	:
Saturday	:	:
Sunday	:	:

- ▶ If **Yes** and you propose a different 6-hour closure period, you must also lodge application form AM0488 'Change 6-hour closure period: application by licensee' available at liquorandgaming.nsw.gov.au and pay the applicable fee for that application.

continue overleaf

- ▲ the current or 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.

[illegible]

Describe how the proposed closure period relates to considerations that the Independent Liquor & Gaming Authority will have regard to under section 3(2) of the *Liquor Act 2007*, which include:

- ▲ 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
- ▲ the need to ensure that the sale, supply and consumption of liquor contributes to, and does not detract from, the amenity of community life.
- ▲ the need to support employment and other opportunities in the live music industry, and arts, tourism, community and cultural sectors.

[illegible]

continue overleaf

Part 5 Extended trading authorisation

24-hour time e.g. 6pm = 18:00

			For sale or supply for consumption at the club		For sale or supply for takeaway from the club	
Day Except Good Friday and Christmas Day	Standard trading period	Proposed 6-hour closure period 04:00–10:00 (4am–10am) unless otherwise approved*	Start time†	End or closing time‡	Start time§	End or closing time
Monday	5am–midnight (including take-away sales)	: to :	:	:	Not available	Not available
Tuesday	5am–midnight (including take-away sales)	: to :	:	:	Not available	Not available
Wednesday	5am–midnight (including take-away sales)	: to :	:	:	Not available	Not available
Thursday	5am–midnight (including take-away sales)	: to :	:	:	Not available	Not available
Friday	5am–midnight (including take-away sales)	: to :	:	:	Not available	Not available
Saturday	5am–midnight (including take-away sales)	: to :	:	:	Not available	Not available
Sunday	5am–midnight (consumption on premises) 10am–10pm (take away sales)	: to :	:	:	:	:
Sunday (that falls on 24 or 31 December)	5am–midnight (consumption on premises) 10am–midnight (take away sales)	: to :	:	:	:	:

* If the licence is not already subject to a 6-hour closure period and you propose a 6-hour closure period other than 04:00–10:00 (4am–10am), you must also complete form AM0488 'Change 6-hour closure period: application by licensee' available at liquorandgaming.nsw.gov.au and pay the applicable fee for that application.

† Not before the end of the 6-hour closure period and not before 05:00 (5am).

‡ Not later than start of 6-hour closure period and not later than 05:00 (5am) next day Monday–Sunday

§ Not before end of 6-hour closure period, and not before 05:00 (5am).

|| Extended trading is not available:

- after 23:00 on normal Sundays
- after 24:00 (midnight) on Sundays that fall on 24 or 31 December for takeaway sales.

Part 6 More information required

Does the local council's development consent or approval for the premises (if required) allow extended trading hours?


No ☐  Supply details

Yes ☐

 If **Yes**, please provide DA number

DA grant date

DD / MM / YYYY

 If **No**, and if a DA is required, when do you expect these DA details will be supplied to us?

You can lodge this application if a DA is pending. However, the application will not be granted before a DA is approved and supplied to us.

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.

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

No ☐

Yes ☐

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

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?

Part 7 Other information we need

Attach

- ☐ Plan of the proposed licensed premises
A4 scale plan of premises, showing proposed licensed area for the extended trading authorisation by means of a red coloured line.
- ☐ Copy of the local council's development consent or approval for the proposed premises
You can lodge an application if a DA is pending. However, an application will not be granted before a DA is approved and supplied to L&GNSW.
- ☐ Community impact statement (CIS) for the proposed licence. Find out more about [community impact statements](http://communityimpactstatements.nsw.gov.au) and the CIS process at liquorandgaming.nsw.gov.au

Part 8 Applicant 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 the application.
- ▲ I undertake to notify as soon as practicable 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, 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 will 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 on behalf of Independent Liquor & Gaming Authority Board 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 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 this application may be published on an electronic noticeboard and information about the application, if granted, on a public register.

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

Name of proposed licensee organisation

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

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 9 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.

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:

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Local consent authority notice

Application to extend trading

Liquor & Gaming NSW

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 (check ☒ one only):

- ☐ a new extended trading authorisation
- ☐ a change to the trading times of an existing extended trading authorisation
- ☐ a change to the boundary of an existing extended trading authorisation
- ☐ a change to the trading times and boundary of an existing extended trading authorisation

Liquor licence name

Address of licensed premises

NSW standard trading hours

Consumption on premises		Take Away Sales (if applicable)	
Monday to Sunday	5am to 12am	Monday to Saturday	5am to 12am
		Sunday	10am to 10pm

The licensee is seeking to change the trading hours as follows (completing this table is mandatory):

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

continue overleaf

Take Away Sales	Current trading hours	Proposed trading hours
Sunday (that falls on 24 or 31 December)	to	to

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

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

AM0020C

I, (insert name, position and organisation)

Certify that this notice was received on

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

Submissions close

Police notice

Application to extend trading

Liquor & Gaming NSW

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

has applied to Liquor & Gaming NSW for (check ☒ one only):

- ☐ a new extended trading authorisation
- ☐ a change to the trading times of an existing extended trading authorisation
- ☐ a change to the boundary of an existing extended trading authorisation
- ☐ a change to the trading times and boundary of an existing extended trading authorisation

Liquor licence name

Address of licensed premises

NSW standard trading hours

Consumption on premises		Take Away Sales (if applicable)	
Monday to Sunday	5am to 12am	Monday to Saturday	5am to 12am
		Sunday	10am to 10pm

The licensee is seeking to change the trading hours as follows (completing this table is mandatory):

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

continue overleaf

Take Away Sales	Current trading hours	Proposed trading hours
Sunday (that falls on 24 or 31 December)	to	to

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.

POLICE USE ONLY

I, (insert name, position and organisation)

AM0020C

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 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

Public consultation – site notice

Application to extend trading

Liquor & Gaming NSW

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.

continue overleaf

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Public consultation – site notice

Application to extend trading authorisation for a club licence

Liquor & Gaming NSW

Application details

Licensee's name

Licence No

Date of application

DD / MM / YYYY

has applied to Liquor & Gaming NSW for (check ☒ one only):

- ☐ a new extended trading authorisation
☐ a change to the trading times of an existing extended trading authorisation
☐ a change to the boundary of an existing extended trading authorisation
☐ a change to the trading times and boundary of an existing extended trading authorisation.

Liquor licence name

Address of licensed premises

NSW standard trading hours

Consumption on premises		Take Away Sales (if applicable)	
Monday to Sunday	5am to 12am	Monday to Saturday	5am to 12am
		Sunday	10am to 10pm

The licensee is seeking to change the trading hours as follows (completing this table is mandatory):

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

Take Away Sales	Current trading hours	Proposed trading hours
Sunday (that falls on 24 or 31 December)	to	to

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.