

Before you complete this form

What this form is for

It's for the licensee of a hotel who wants to apply for an authorisation to extend trading hours (ETA), or who wants to vary the extended trading hours already allowed.

Note:

A Category B Community Impact Statement (CIS) must be completed before you can lodge this application for an extended trading authorisation. The ILGA has determined that this includes variations to an existing ETA. Find out more about community impact statements and the CIS process at liquorandgaming.nsw.gov.au.

If the hotel's 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.

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.

If the Hotel is located within any freeze precinct a new ETA will not be accepted.

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 The processing fee is not refundable if the application is withdrawn or not granted.

What you need to know

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

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 Department of Industry – Lands, if the premises are on Crown land.
- ▲ You **must** display a copy of 'Public consultation and 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

How to lodge this form

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

Please include 'AM0020H Extended trading authorisation – hotel licence' in the subject line.

✉ Liquor & Gaming NSW
GPO Box 7060
Sydney NSW 2001

👤 Liquor & Gaming NSW
Level 6, 323 Castlereagh Street
Haymarket NSW 2000
Monday–Friday, 9am–5pm

Please provide all pages of this application, your payment, and supporting documents. There's no need to attach these introduction pages.

Remember to lodge a copy of all pages of this application, including attachments, at the Police Station closest to the licensed premises and the Liquor Licence Application 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

Before you complete this form *continued*

- boundary of the licensed premises
- the stakeholders consulted during the community impact statement (CIS) process.

Note

Each notice must be completed in full even if details are duplicated.

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 5?
- Have you attached the documents listed in Part 6?
- Have you attached the Community Impact Statement for the extended trading authorisation in Part 6.
- Have you read and signed the declaration in Part 7?
- Have you enclosed payment or included credit card details?
- Have you attached a copy of the local council's development consent or approval for the extended trading hours (if approved).
- Have you lodged a copy of this entire application (including attachments) at the police station nearest to the licensed premises.
- Have you checked the [Liquor Fee Schedule](#) to ensure your fee is correct?

Attach:

- a plan of the licensed premises
- a copy of the local council's development consent or approval for the extended trading hours
- the Community Impact Statement (CIS) for the proposed extended trading authorisation.

Your privacy

We will handle your personal information in accordance with the *Privacy and Personal Information Protection Act 1998*. It is being collected by Liquor & Gaming NSW and will be used for the purpose of processing your application and may be disclosed to other Government agencies for this purpose. General information about your application may be published on an electronic noticeboard and information about the application, if granted, on a public register. Providing this information is voluntary, but where relevant information is not provided this may lead to your application being refused, delayed or not further considered. You have the right to request access to, and correct details of, your personal information held by us. You can access further information on privacy at liquorandgaming.nsw.gov.au.

Explanation of terms

Term	Definition
applicant	The person or organisation qualified to make this application. The applicant may nominate a legal or other representative to be their contact person regarding this application.
Liquor & Gaming application noticeboard	Details of all lodged liquor licence applications are available on the L&GNSW online noticeboard. Anyone can visit the noticeboard to check the status of liquor and gaming related licence applications in NSW. You can also track the progress of your application. Your personal details will not be displayed.

Extended trading authorisation: hotel licence



OFFICE USE ONLY

AM0020H

By Email Mail OTC

Date lodged

Receipt no

Request no

Finalised by

Date finalised

Notification issue date

City or town of birth

Email

Home phone

Mobile

Daytime phone

Part 1 About the liquor licence

LIQ

Licence name

If the licensee is an individual (i.e. a person),

▶ Complete all questions in Part 1A only.

If the licensee is an organisation (e.g. a company),

▶ Complete all questions in Part 1B only.

1A Licensee (if an individual)

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

1B Licensee (if an organisation)

Name of organisation Must exactly match the name registered to the ABN/ACN, and cannot be a trust

ABN

ACN

Year incorporated

Name of contact

Email

Daytime phone

Part 2 About this application

An extended trading authorisation allows the sale or supply of liquor outside the standard trading period. Standard trading hours for a packaged liquor licence are 5.00am to 11.00pm Monday to Saturday, and 10.00am to 10.00pm Sunday except on Good Friday and Christmas Day. Trading after 11.00pm on any day is not allowed. 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 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	:	:

Part 3 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, during which the licence must not sell/supply liquor. The period cannot start any earlier than midnight. Standard trading hours are affected by the 6-hour closure period. Liquor & Gaming NSW 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 Liquor & Gaming NSW's policy.

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

No

Yes

If **Yes**, tell us the 6-hour closure period:

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

▶ If **Yes**, and if you propose a different 6-hour closure period, also lodge application form AM0488 **and** pay the fee for that application.

▶ 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.

Applicants must provide reasons and relevant information in support of the closure period which is proposed. Applicants should provide an account of 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.

Applicants should also 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 at community life
Attach a separate sheet if insufficient space.

Part 4 Extended trading authorisation

For each day in Column 1 that you are applying for extended trading, complete:

Your proposed 6-hour closure period.

▶ Column 2B

If applying for extended trading for sale/supply of liquor for consumption at the hotel (for a full hotel licence or a general bar licence).

▶ Column 3A and 3B

If applying for extended trading for sale/supply of liquor for take-away from the hotel (for a full hotel licence only).

▶ Column 4A and 4B

1	2A	2B	3A		3B	4A	4B
			Sale/supply for consumption at the hotel			Sale/supply for takeaway from the hotel (Full hotel licences only)	
Day	Standard trading period	6-hour closure period is 4:00am–10:00am unless otherwise approved If the licence is not already subject to a 6-hour closure period, and you propose a different 6-hour closure period, record below and also complete application form AM0488	Start time Not before end of the 6-hour closure period, and not before 5:00am	End or closing time Not later than the start of the 6-hour closure period, and not later than 5:00am next day Monday - Saturday, and midnight Sunday (except for a hotel located in Kosciuszko National Park)		Start time Not before end of the 6-hour closure period, and not before 5:00am	End or closing time Extended trading is not available after 11:00pm for takeaway sales
Monday	5:00am – midnight (to 11:00pm for take-away sales for full hotels)					Not available	Not available
Tuesday	5:00am – midnight (to 11:00pm for take-away sales for full hotels)					Not available	Not available
Wednesday	5:00am – midnight (to 11:00pm for take-away sales for full hotels)					Not available	Not available
Thursday	5:00am – midnight (to 11:00pm for take-away sales for full hotels)					Not available	Not available
Friday	5:00am – midnight (to 11:00pm for take-away sales for full hotels)					Not available	Not available
Saturday	5:00am – midnight (to 11:00pm for take-away sales for full hotels)					Not available	Not available
Sunday	10:00am-10:00pm						Not available

continue overleaf

Part 5 More information

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

Yes ▶ Supply details

No ▶ Supply details

▶ If **Yes**,

DA number

DA grant date

▶ If **No**, and if a DA is required, when do you expect these DA details will be supplied to us? You can lodge an application if a DA is pending. We will not grant an application before a DA is approved and supplied to us.

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

Yes

No

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

Yes

No

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?

What is the existing patron capacity of the licensed area?

Will the patron capacity of the licensed area be increased if this application is granted? If so, state new patron capacity.

Part 6 Other information we need

Attach:

a plan of the licensed premises

The plan must be to scale and be A4 size only. The plan must show the area of any existing licensed area, any existing authorisation and the proposed extended trading authorisation.

Outline the area in a distinctive colour.

a copy of the local council's development consent or approval for the extended trading hours (if approved)

You can lodge an application if a DA is pending. We will not grant an application before a DA is approved and supplied to us.

the Community Impact Statement (CIS) for the proposed extended trading authorisation. (if required)

For information about the CIS Toolkit visit liquorandgaming.nsw.gov.au

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 notify as soon as practical 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.

continue overleaf

- ▲ 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 L&GNSW is collecting information on behalf of Independent Liquor and Gaming Authority to enable processing of the application.
- ▲ I also understand that L&GNSW 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, L&GNSW may disclose information to other Government agencies.
- ▲ I acknowledge that L&GNSW will publish general information about the application on an electronic noticeboard and information about the application, if granted, on a public register.

7A If an individual

Name of Licensee

Signature

Date

7B If an organisation

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

Name of Licensee

1. Name of officeholder

Title e.g. director

Signature

Date

2. Name of officeholder (if more than one)

Title e.g. director, company secretary

Signature

Date

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

continue overleaf

Part 8 Payment for this application

- ▲ The fee for this application depends on the type of licence.
- ▲ Fees are subject to change without notice and do not incur GST.

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.

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

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.

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

Record the fee below:

Payment amount \$

Please pay by:

Credit card Cheque Cash Money order

Payment amount \$

Credit card payments

A surcharge of 0.4% will be added to credit card payments.

Card type:

MasterCard Visa

Card number

Expiry date

Name on credit card

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

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 Department of Industry – Lands, 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

Applicant's name

Licence No

Applicant's address

Date of application

DD / MM / YYYY

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

Liquor licence name

Address of licensed premises

Standard trading hours for consumption are		Proposed extended trading hours for consumption are
Monday to Saturday	5:00am to midnight	Midnight to <input type="text"/> am (no later than 5.00am next day)
Sunday	10:00am to 10:00pm	<input type="text"/> am (no earlier than 5:00am or later than 10:00am)
		10:00pm to <input type="text"/> no later than 5.00am next day
Standard trading hours for takeaway sales are		Proposed extended trading hours for takeaway are
Monday to Saturday	5:00am to 11:00pm	Extended trading not available Monday to Saturday for take-away sales
Sunday	10:00am to 10:00pm	<input type="text"/> am starting no earlier than 5.00am or later than 10.00am
6-hour closure period start time <input type="text"/>		6-hour closure period end time <input type="text"/>

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 applicant

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

AM0020H

I, (insert name, position and organisation)

Certify that this notice was received on

DD / MM / YYYY

Liquor licence no.

LIQ										
-----	--	--	--	--	--	--	--	--	--	--

I advise, tick one

development consent is not required to permit the proposed activity

development consent is required but not in place

development consent is required and in place

DA no.

--

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 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 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 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

Applicant's name

Licence No

Applicant's address

Date of application

DD / MM / YYYY

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

Liquor licence name

Address of licensed premises

Standard trading hours for consumption are		Proposed extended trading hours for consumption are
Monday to Saturday	5:00am to midnight	Midnight to <input type="text"/> am (no later than 5.00am next day)
Sunday	10:00am to 10:00pm	<input type="text"/> am (no earlier than 5:00am or later than 10:00am)
		10:00pm to <input type="text"/> no later than 5.00am next day
Standard trading hours for takeaway sales are		Proposed extended trading hours for takeaway are
Monday to Saturday	5:00am to 11:00pm	Extended trading not available Monday to Saturday for take-away sales
Sunday	10:00am to 10:00pm	<input type="text"/> am starting no earlier than 5.00am or later than 10.00am
6-hour closure period start time <input type="text"/>		6-hour closure period end time <input type="text"/>

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 applicant

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

AM0020H

I, (insert name, position and organisation)

Certify that this notice was received on

DD / MM / YYYY

Liquor licence no.

LIQ	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
-----	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

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 GPO Box 7060, Sydney NSW 2001.

LIQUOR & GAMING NSW USE ONLY

Application number

Lodged date

Submissions close

--

DD / MM / YYYY

DD / MM / YYYY

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.

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 below – then copy this notice, affix a copy to the site and also lodge a copy with each person or organisation listed above.

Application details

Applicant's name

Licence No

Applicant's address

Date of application

DD / MM / YYYY

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

Liquor licence name

Address of licensed premises

Standard trading hours for consumption are		Proposed extended trading hours for consumption are
Monday to Saturday	5:00am to midnight	Midnight to <input type="text"/> am (no later than 5.00am next day)
Sunday	10:00am to 10:00pm	<input type="text"/> am (no earlier than 5:00am or later than 10:00am)
		10:00pm to <input type="text"/> no later than 5.00am next day
Standard trading hours for takeaway sales are		Proposed extended trading hours for takeaway are
Monday to Saturday	5:00am to 11:00pm	Extended trading not available Monday to Saturday for take-away sales
Sunday	10:00am to 10:00pm	<input type="text"/> am starting no earlier than 5.00am or later than 10.00am
6-hour closure period start time <input type="text"/>		6-hour closure period end time <input type="text"/>

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 applicant

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.