

# Extended trading authorisation – packaged liquor licence

Liquor &amp; Gaming NSW

## Before you complete this form

### What this form is for

It's for the licensee of a packaged liquor licence who wants to apply for an authorisation to extend Sunday trading hours:

- ▲ between 5am and 10am, and/or
- ▲ between 10pm to 11pm (other than Sundays that fall on 24 or 31 December), or
- ▲ who wants to vary the extended trading hours already allowed.

### 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.

If the packaged liquor 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.

## How to lodge this form

@ [liquor.applications@liquorandgaming.nsw.gov.au](mailto:liquor.applications@liquorandgaming.nsw.gov.au)

Please include 'AM0020P Extended trading authorisation – package liquor 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 Notice to the local consent authority, within 2 working days of lodging with L&GNSW.**

## Need more information?

 [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au)

Check the progress of your application on the [Liquor & Gaming application noticeboard](#).

@ [Contact us online](#)

 1300 024 720

## 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.

### Cost

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 The processing fee is not refundable if the application is withdrawn or not granted.

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

*continue overleaf*

## Before you complete this form *continued*

### 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.
- ▲ You **must** attach a copy of 'Public consultation – site notice' to the proposed licensed premises visible to members of the public passing by, where it must remain until your application is determined.
- ▲ 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.

#### Note:

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

### 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](http://liquorandgaming.nsw.gov.au).

### 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 read and signed the declaration in Part 7?
- ☐ Have you completed the notices?

### Explanation of terms

#### Term

[Liquor & Gaming application noticeboard](#)

#### Definition

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 – packaged liquor licence

## OFFICE USE ONLY

AM0020P

By ☐ Email

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

Liquor licence

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

ABN

ACN

Year incorporated

Name of contact

Email

Daytime phone

continue overleaf

## Part 2 About this application

An extended trading authorisation for a packaged liquor licence can be lodged to trade liquor between the following times on Sundays:

- ▲ 5:00am - 10:00am
- ▲ 10pm - 11pm (normal Sundays)

ETA is not available for trading on Good Friday or Christmas Day.

### Note:

Development consent must be in place for the trading hours applied for.

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/closing time
Sunday	:	:
Sunday (that falls on 24 or 31 December)	:	:

## 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](http://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**, 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:

- a) the need to minimise harm associated with misuse and abuse of liquor (including harm arising from violence and other anti-social behaviour)
- b) the need to encourage responsible attitudes and practices towards the promotion, sale, supply, service and consumption of liquor, and
- c) the need to ensure that the sale, supply and consumption of liquor contributes to, and does not detract from, the amenity of community life
- d) the need to support employment and other opportunities in the live music industry, and arts, tourism, community and cultural sectors.

Attach a separate sheet if insufficient space.


**continue overleaf**

## Part 4 Extended trading authorisation

Please complete the following table with your proposed extended trading hours.

### Note:

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.

1	2A	2B
	<b>Standard trading period</b>	<b>Proposed extended trading period (must fall between 5am - 10am; or 10pm-11pm on Normal Sundays)</b>
Sunday	10:00am-10:00pm	
Sunday (that falls on 24 or 31 December)	10:00am-midnight	

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 5 More information

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

- ☐ Yes ▶ Supply detail below  
☐ No ▶ Supply detail below

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 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](http://liquorandgaming.nsw.gov.au) for further information.


*continue overleaf*

## Part 6 Other information we need

### Attach:

☐ **a plan of the licensed premises**

The plan must be to scale and be A4 or A3 size only.  
The plan must show the proposed licensed area of the premises for the 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.**

For information about the CIS Toolkit visit  
[liquorandgaming.nsw.gov.au](http://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 the attachments are true, correct and complete and that I have made all reasonable enquiries to obtain the information required to complete this application.
- ▲ I undertake to notify as soon as possible 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 police station.
- ▲ I declare that I am not suspended or disqualified from holding a liquor licence.
- ▲ I acknowledge that under s. 36 of the *Gaming and Liquor Administration Act 2007* and s. 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 the application being rejected.
- ▲ 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 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 or licensee 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 the application will be published on an electronic noticeboard and information about the application, if granted, on a public register.

### 7A If an individual

Name of Licensee

Signature

Date

DD / MM / YYYY

### 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

DD / MM / YYYY

2. Name of officeholder (if more than one)

Title e.g. director, company secretary

Signature

Date

DD / MM / YYYY

continue overleaf

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 8 Payment for this application

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

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

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

Payment amount \$

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

[www.liquorandgaming.nsw.gov.au/applicationpayments](http://www.liquorandgaming.nsw.gov.au/applicationpayments)

### ▲ Step 1

Click on the link or type the URL into your web browser

### ▲ Step 2

Follow the instructions online to complete the payment

### ▲ Step 3

When the lodgement fee is paid online you will receive a receipt number. Please record the receipt number below before lodging the application. Not providing this information may result in delays in processing your application.

Receipt number:

*continue overleaf*

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# Local consent authority notice

## Application to extend trading

Liquor &amp; Gaming NSW

### Application type

#### Extended trading authorisation - packaged liquor licence

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](http://liquorandgaming.nsw.gov.au) while the application is being processed.

### 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

- ▲ Sunday 10:00am to 10:00pm

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

Day	Start time	End/closing time
Sunday	:	:
Sunday (that falls on 24 or 31 December)	:	:

continue overleaf

## 6-hour closure period

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

### Proposed 6-hour closure period

START TIME to END TIME

Signature of licensee

Date

DD / MM / YYYY

Submissions about this application should 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. All submissions received prior to the application being determined will be considered as part of the application.

## COUNCIL OR OTHER CONSENT AUTHORITY USE ONLY

AM0020P

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](http://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](mailto:liquor.applications@liquorandgaming.nsw.gov.au). Please include the applicants liquor licence number in the subject line, or post to Liquor & Gaming NSW GPO Box 7060, Sydney NSW 2001.

## LIQUOR & GAMING NSW USE ONLY

Application number

Lodged date

DD / MM / YYYY

Submissions close

DD / MM / YYYY

# Police notice

## Application to extend trading

Liquor &amp; Gaming NSW

### Application type

#### Extended trading authorisation - packaged liquor licence

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](http://liquorandgaming.nsw.gov.au) while the application is being processed.

### 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

▲ Sunday 10:00am to 10:00pm

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

Day	Start time	End/closing time
Sunday	:	:
Sunday (that falls on 24 or 31 December)	:	:

continue overleaf

6-hour closure period

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

Proposed 6-hour closure period

START TIME to END TIME

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.  
All submissions received prior to the application being determined will be considered as part of the application.

POLICE USE ONLY

AM0020P

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](http://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](mailto: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 &amp; Gaming NSW

### Application type

#### Extended trading authorisation - packaged liquor licence

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](http://liquorandgaming.nsw.gov.au) while the application is being processed.

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# Public consultation – site notice

## Application to extend trading

Liquor &amp; 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

 Sunday 10:00am to 10:00pm

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

Day	Start time	End/closing time
Sunday	:	:
Sunday (that falls on 24 or 31 December)	:	:

### 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

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. All submissions received prior to the application being determined will be considered as part of the application.