

Extended trading authorisation – special occasion

Before you complete this form

What this form is for

This application form is for the licensee of a club, hotel, on-premises, producer/wholesaler, or small bar licence who applies for an authorisation allowing extended trading hours for a special occasion on a specified date.

To qualify for this authorisation, the special occasion must be unique or infrequent; be of local, state or national significance; and be for persons independent of the licensee and premises owner/occupier.

What you need to know

The licence will be subject to a compulsory 6-hour closure period on the same day as the special occasion, if this application is approved. This applies to all sale/supply of liquor on the licensed premises – for a hotel, this includes the sale/supply of liquor under a function on other premises authorisation and a residents bar authorisation.

Lodge the application at least **28 days** before the special occasion date.

Cost

- ▲ The fee for this application is set out in the [Liquor Fee Schedule](#). This is a processing fee and is **not refundable** if the application is withdrawn or not granted.

No GST applies. Fees are subject to change without notice.

How to lodge this form



@ functions.applications@liquorandgaming.nsw.gov.au

Include 'AM0020S Extended trading authorisation – special occasion' in the subject line.

Provide all pages of this application and attachments. There's no need to attach this introduction page.

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
 @ [Contact us online](#)
 1300 024 720

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If information is missing, processing this application will be delayed and the application may be withdrawn.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 2?
- ☐ Have you read and signed the declaration in Part 3?
- ☐ Have you checked the [Liquor Fee Schedule](#) to ensure your fee is correct?
- ☐ Have you completed the notices?

continue overleaf

continue overleaf

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.

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 – special occasion

OFFICE USE ONLY**AM0020S**

By	<input type="checkbox"/> Email
Date lodged	<input type="text" value="DD / MM / YYYY"/>
Amount paid	\$ <input type="text"/>
GLS receipt no.	<input type="text"/>
Request no.	<input type="text"/>
Finalised by	<input type="text"/>
Date finalised	<input type="text" value="DD / MM / YYYY"/>

Email

Mobile

Home phone

Daytime phone

1B Licensee (if an organisation)

Name of organisation

ABN

ACN

Email

Daytime phone

Part 1 About the liquor licence

Liquor licence number

LIQ

Licence name

If the licensee is an individual

▶ Complete Part 1A only.

If the licensee is an organisation

▶ Complete Part 1B only.

1A Licensee (if an individual)
☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

continue overleaf

Part 2 Extended trading authorisation for special occasion

Why is the special occasion unique or important?

What is the local, state or national significance of the special occasion?

Who is/are the person/s independent of the licensee or premises owner who has requested to celebrate the special occasion on the licensed premises? You must attach a letter of request from this/these person/s.

When will the special occasion be held?

Special occasion dates and times

Special occasion start date	DD / MM / YYYY
Special occasion end date	DD / MM / YYYY
Special occasion start time	:
Special occasion end time	:

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

- ☐ Yes ▶ supply details
☐ No ▶ supply details

If **Yes**:

6-hour closure period:

start time : end time :

If **No**, the 6-hour closure period for your licence is 4:00am to 10:00am each day of the special occasion. If the proposed hours are not 4:00am to 10:00am, you must provide reasons and relevant information in support of the closure period proposed.

What area of the licensed premises will be used for the special occasion?

How will entry to the area be controlled?

What is the existing patron capacity of the licensed area?

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Estimate how many people will attend the special occasion

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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 at the special occasion?

No ☐

Yes ☐

If Yes, describe the type of entertainment:

Provide details on what food will be available at the special occasion:

continue overleaf

How will the licensee ensure practices are in place to ensure liquor is sold, supplied or served responsibly during the special occasion, and that steps are taken to prevent intoxication?

Part 3 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.

If the applicant is an individual

▶ Complete Part 3A only.

If the applicant is an organisation

▶ Complete Part 3B only.

3A Licensee (if an individual)

Full name of applicant

Signature

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Date

DD / MM / YYYY

3B Licensee (if an organisation)

This panel must be signed in accordance with the requirements in section 127 of the *Corporations Act 2001*.

1. Name of officeholder

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Title e.g. director

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Signature

--

Date

DD / MM / YYYY

2. Name of officeholder (if more than one)

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Title e.g. director, company secretary

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Signature

--

Date

DD / MM / YYYY

continue overleaf

If the application is lodged by a legal or other representative:

Name of representative

Representative's business name

Email

Contact phone daytime

Address for correspondence

Suburb/town/city

State

Postcode

Part 4 Payment for this application

Use the [Liquor Fee Schedule](#) to calculate the fee for this application. Note this is a processing fee and is not refundable if 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 \$

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:

Local consent authority notice

Application for an extended trading authorisation

Liquor & Gaming NSW

Application type

Application for an extended trading authorisation – special occasion

When lodging this application, the applicant must immediately before or within two working days lodge 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.

Submissions

Submissions about this application can be made within 14 days.

For more information about the application, or to make a submission, visit at liquorandgaming.nsw.gov.au.

Application details

Applicant's name

Date of application

DD / MM / YYYY

has applied for an extended trading authorisation – special occasion that allows extended trading hours for a special occasion on a specified date

Liquor licence name

Licence No

Address of licensed premises

Date of special occasion

DD / MM / YYYY

Nature and significance of special occasion

Special occasion dates and times

Special occasion	Start time <input type="text"/> :	End time <input type="text"/> :
6-hour closure period	Start time <input type="text"/> :	End time <input type="text"/> :

Signature of applicant

Date

DD / MM / YYYY

continue overleaf

COUNCIL OR OTHER CONSENT AUTHORITY USE ONLY

AM0020S

I, (insert name, position and organisation)

Certify that this notice was received on

DD / MM / YYYY

Liquor licence no.

LIQ

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I advise, 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.

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Please submit this notice through the Liquor & Gaming NSW Application Noticeboard at liquorandgaming.nsw.gov.au. Please include the applicants liquor licence number in the subject line.

To submit this notice manually email liquor.applications@liquorandgaming.nsw.gov.au. Please include the applicants liquor licence number in the subject line, or post to Liquor & Gaming NSW GPO Box 7060, Sydney NSW 2001.

LIQUOR & GAMING NSW USE ONLY

Application number

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Lodged date

DD / MM / YYYY

Submissions close

DD / MM / YYYY

Police notice

Application for an extended trading authorisation

Liquor & Gaming NSW

Application type

Application for an extended trading authorisation – special occasion.

When lodging this application, the applicant must immediately before or within two working days lodge a copy of this application with the police station nearest to the premises.

Complete **all** details below – then copy all pages of this application and attachments and the plan and lodge the copy with the police station nearest to the premises.

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.

Submissions

Submissions about this application can be made within 14 days.

For more information about the application, or to make a submission, visit at liquorandgaming.nsw.gov.au.

Application details

Applicant's name

Date of application

DD / MM / YYYY

has applied for an extended trading authorisation – special occasion that allows extended trading hours for a special occasion on a specified date

Liquor licence name

Licence No

Address of licensed premises

Date of special occasion

DD / MM / YYYY

Special occasion dates and times

Special occasion	Start time <input type="text"/> :	End time <input type="text"/> :
6-hour closure period	Start time <input type="text"/> :	End time <input type="text"/> :

Signature of applicant

Date

DD / MM / YYYY

continue overleaf

POLICE USE ONLY

AM0020S

I, (insert name, position and organisation)

Certify that this notice was received on

DD / MM / YYYY

Liquor licence no.

LIQ

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LIQUOR & GAMING NSW USE ONLY

Application number

Lodged date

Submissions close

DD / MM / YYYY

DD / MM / YYYY