# Extended trading authorisation – producer/wholesaler licence



**Liquor & Gaming NSW** 

### Before you complete this form

### What this form is for

It's for the licensee of a producer/wholesaler licence who wants to apply for or vary an extending trading authorisation.

### 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:

- ▲ 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 producer/wholesaler 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.

If your licence has any authorisation and if you wish to have the ETA for that authorisation please specify on Part 4.

### 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 <u>Liquor Fee Schedule</u>. 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 The processing fee is not refundable if the application is withdrawn or not granted.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.

continue overleaf

### How to lodge this form

liquor.applications@liquorandgaming. nsw.gov.au

Please include 'AM0020W Extended trading authorisation – producer/wholesaler' 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
Check the progress of your application on the Liquor & Gaming application notice board.

© Contact us online

S 1300 024 720

### Before you complete this form continued

- ✓ 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 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.

### 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 8? Have you attached the documents listed in Part 6? Have you read and signed the declaration in Part 7? Have you checked the Liquor Fee Schedule to ensure your fee is correct? Have you completed the notices?

### 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

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 – producer/wholesaler licence

**Liquor & Gaming NSW** 

OFFICE USE ONLY	AM0020W	City or town of birth
OF FIGE COL CIVE	AIVIOOZOVV	
Ву	Email	Email
Date lodged	DD/MM/YYYY	
Receipt no		Llama whoma
Request no		Home phone
Finalised by		Mobile
Date finalised	DD/MM/YYYY	
Notification issue date	DD/MM/YYYY	Daytime phone
Part 1 About the I	liquor licence	1B Licensee (if an organisation)
	su club	Name of organisation
Liquor licence		
LIQ		
Licence name		ABN DD DD DD DD
If the licensee is an individ Complete all questions		ACN COLOR CO
f the licensee is an organi Complete all questions		Year incorporated  Name of contact
1A Licensee (if an inc	dividual)	Name of contact
∐Mr ∐Ms ∐Mrs L	Miss Other	Email
Given name		
Middle name		
		Daytime phone
Family name		
Gender		
D-1f  -:1 -		
Date of birth  DD / MM / YYYY		
DD / IVIIVI / T T T Y		

### 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 producer/wholesaler licence are 5.00am to midnight Monday to Sunday for consumption on the premises, 5.00am to midnight Monday to Saturday and 10.00am to 10.00pm 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

dilibroit.
Is this an application for (check $\boxtimes$ 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	<u>:</u>	<u>:</u>
Thursday	<u>:</u>	<u>:</u>
Friday	:	:
Saturday	:	:
Sunday	:	:
Sunday (falling on 24 or 31 December) – if applicable	į	<u>:</u>

### 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 <u>liquorandgaming.nsw.gov.au</u> for more information about Liquor & Gaming NSW's policy.

Is the licence already subject to a 6-hour closure period?	
Yes	
□ No	

If Yes, tell us the 6-hour period:

Day	6-hour closure period start time	6-hour closure period end time
Monday	:	:
Tuesday	:	:
Wednesday	<u>:</u>	i
Thursday	<u>:</u>	<u>:</u>
Friday	:	:
Saturday	:	:
Sunday	<u>:</u>	<u>:</u>

- 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
- the need to ensure that the sale, supply and consumption of liquor contributes to, and does not detract from, the amenity at 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				

### Part 4 Extended trading authorisation

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

- Column 2B-Your proposed 6-hour closure period.
- Column 3A and 3B if applying for extended trading for sale/supply of liquor for consumption at the premises.
- Column 4A and 4B if applying for extended trading for sale/supply of liquor for take-away from the premises.

1	2A	2B	3A	3B	4A	4B
			Sale/supply for consumption at the premises		Sale/supply for tak from the premises	eaway
Day Except Good Friday and Christmas 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	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 for takeaway licences: - after 11:00pm on normal Sundays, - after midnight on Sunday that falls on Christmas Eve or New Years Eve - after midnight on other days
Monday	5:00am – midnight (including take-away sales)				Not available	Not available
Tuesday	5:00am – midnight (including take-away sales)				Not available	Not available
Wednesday	5:00am – midnight (including take-away sales)				Not available	Not available
Thursday	5:00am – midnight (including take-away sales)				Not available	Not available
Friday	5:00am – midnight (including take-away sales)				Not available	Not available
Saturday	5:00am – midnight (including take-away sales)				Not available	Not available
Sunday	5:00am – midnight (consumption on premises) 10.00am – 10.00pm (take-away sales)					
Sunday (that falls on 24 or 31 December)	5:00am – midnight (consumption on premises) 10:00am – midnight (take-away sales)					

licensed premises to ensure that liquor is sold, supplied or served responsibly, and that steps are taken to prevent intoxication on the premises?	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 <u>liquorandgaming.nsw.gov.au</u> for further information.
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 6 Other information we need
	Attach
	a plan of the licensed premises
What is the existing patron capacity of the licensed area?	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.
Will be the petrop conscitu of the licensed	Outline the area in a distinctive colour.
Will be the patron capacity of the licensed area be increased if this application is granted? If so, state new patron capacity.	<ul> <li>a copy of the local council's development consent or approval for the extended trading hours (if approved)</li> </ul>
Part 5 More information	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.
Does the local council's development consent or approval for the premises (if required) allow extended trading hours?	the Community Impact Statement (CIS) for the proposed extended trading authorisation. If required
Yes	For information about the CIS Toolkit visit
No	liquorandgaming.nsw.gov.au
If Yes,	
DA number	
DA grant date  DD / MM / YYYYY	
If <b>No</b> , 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.	

### 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

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
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

7B If an organisation

continue overleaf

Address for correspondence
Suburb/town/city
State Postcode
Country if not Australia
Part 8 Payment for this application
Part 8 Payment for this application
Use the <u>Liquor Fee Schedule</u> 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:

# Local consent authority notice

**Liquor & Gaming NSW** 

**Note**: This original notice must be lodged with the application. It will be

while the application is pending.

posted on an electronic noticeboard

available at <u>liquorandgaming.nsw.gov.au</u>

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:

- 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.

### **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 5:00am to 12:00am		Monday to Saturday	5:00am to 12:00am	
		Sunday	10:00am to 10:00pm	

### 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

Application number

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? $\square$ Yes $\square$ No
If <b>Yes</b> , 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 values.	ia the noticeboard.
COUNCIL OR OTHER CONSENT AUTHORITY USE ONLY	AM0020W
I, (insert name, position and organisation)	Certify that this notice was received on
	DD/MM/YYYY
	Liquor licence no.
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 Please include the applicants liquor licence number in the subject line.	Noticeboard at <u>liquorandgaming.nsw.gov.au</u> .
To submit this notice manually email <u>liquor.applications@liquorandgamin</u> liquor licence number in the subject line, or post to Liquor & Gaming NSW	
LIQUOR & GAMING NSW USE ONLY	

Submissions close

DD/MM/YYYY

Lodged date

DD/MM/YYYY

# Police notice

### Application to extend trading

**Liquor & Gaming NSW** 

### **Application type**

**Application details** 

Consumption on premises

Monday to Sunday

### 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.

**Note**: This original notice must be lodged with the application. It will be posted on an electronic noticeboard available at <u>liquorandgaming.nsw.gov.au</u> while the application is pending.

5:00am to 12:00am

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

- de la companya de comp	
Licensee's name	
Licence No	Date of application  DD / MM / YYYYY
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	

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

5:00am to 12:00am

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 (if applicable)

Monday to Saturday

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

the Authority. Liquor cannot be sold or supplied during this closure	period.	START TIME TO END TIME
Will entertainment be provided on the licensed premises during the exten	nded trading hours?	☐ Yes ☐ No
If <b>Yes</b> , 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 tor the closing date for this application Lodge submissions via the noticeboard.

POLICE USE ONLY		AM0020W			
I, (insert name, position and organisation)		Certify that this notice was received on			
		DD/MM/YYYY			
		Liquor licence no.			
		LIQ			
Please include the applicants liquor li  To submit this notice manually em	cence number in the subject line.	Insw.gov.au. Please include the applicants GPO Box 7060, Sydney NSW 2001.			
LIQUOR & GAMING NSW USE ONLY					
Application number	Lodged date	Submissions close			
	DD/MM/YYYY	DD/MM/YYYY			

AM0020W

# NSW GOVERNMENT

# Public consultation - site notice

Liquor & Gaming NSW

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. 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.

continue overleaf

**Note:** This original notice must be lodged with the application. It will be posted on an electronic noticeboard available at <u>liquorandgaming.nsw.gov.au</u> while the application is pending.

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# Public consultation – site notice

**Liquor & Gaming NSW** 

Application to extend trading

Application deta	ails			Licence No	
				Date of application	
has applied to Liquo	_	NSW for (check ⊠ or	ne only):		
a change to the b	ooundary of a	an existing extended tr	d trading authorisation ading authorisation xisting extended trading a	authorisation.	
Liquor licence name	9	,			
Address of licensed p	oremises				
NSW standard to	rading ho	urs			
Consumption on pre	mises		Take Away Sales	if applicable)	
Monday to Sunday	5	00am to 12:00am	Monday to Saturda	y 5:00am to	o 12:00am
			Sunday	10:00am	to 10:00pm
The licensee is seek	ting to chan	ge the trading hours a	as follows (completing thi	s table is mandatory):	
Consumption on premises	Current tra			Current trading hours	Proposed trading hours
Monday	to	to	Monday	to	to
Tuesday	to	to	Tuesday	to	to
Wednesday Thursday	to to	to to	Wednesday  Thursday	to 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 tradir	a hours	
Sunday (that falls on 2	4 or 31 Decer		to		
6-hour closure p	period				
If the licence was grar is granted after that da	nted on or afte ate the premis – 10am but t	ses is subject to a 6-ho his may be varied by th	a new extended trading ho ur closure period. The star e Authority. Liquor cannot	ndard 6-hour be sold or	Proposed 6-hour closure period
Will entertainment be	provided on	the licensed premises	during the extended tradi	ng hours?	No
If <b>Yes</b> , what type of e			<u> </u>		
Signature of licensee			Date		
2.9.12.2.2 01 11001 1000			DD / MM / YYY	Liquor & Gaming NSW	s application can be made to within 30 days. Check the tor the closing date for this

application Lodge submissions via the noticeboard.