

# Function on other premises authorisation

## Before you complete this form

### What this form is for

This application form is for the licensee of a hotel who applies for a function that allows the sale of liquor for consumption at a function located away from the licensed boundaries of the hotel.

### What you need to know

The function area must contain a bar even if the function area adjoins the hotel.

Lodge your application at least **28 days** before the function start date.

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 The processing fee is not refundable if the application is withdrawn or not granted.

Fees paid for by credit card will include a 0.4% surcharge. GST is included. Fees are subject to change without notice.

### Pre-lodgement checklist

- Have you answered all questions in Parts 1 to 5?
- Have you attached documents listed in Part 6?
- Have you read and signed the declaration in Part 7?
- Have you enclosed payment or included credit card details?
- Have you completed the notices?
- Have you checked the [Liquor Fee Schedule](#) to ensure your fee is correct?

### How to lodge this form

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

Include 'AM0030 Function on other premises authorisation' 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

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

@ [Contact us online](#)

☎ 1300 024 720

*continue overleaf*

## Before you complete this form *continued*

---

### 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.
<a href="#">Liquor &amp; Gaming application noticeboard</a>	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](http://liquorandgaming.nsw.gov.au).

# Function on other premises authorisation

### OFFICE USE ONLY

AM0030

By  Email  Mail  OTC

Date lodged

Amount paid \$

GLS receipt no.

Request no.

Finalised by

Date finalised

Email

Mobile

Home phone

Daytime phone

### 1B Licensee (if an organisation)

Name of organisation

ABN

ACN

Email

Daytime phone

### Contact person details

Mr  Ms  Mrs  Miss  Other

Given name

Middle name

Family name

Gender

### 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

Date of birth

DD / MM / YYYY

City or town of birth

Email

Mobile

Home phone

Daytime phone

Driver licence no.

State

Part 2 Function on other premises authorisation

Main purpose/nature of the function

(x) one or more if applicable only

- Ball, Charitable event/activity, Convention, Dinner, Exhibition, Performance, Race meeting, Seminar, Sporting event, Trade fair, Other fair/fete/carnival, Other public event/activity (describe)

Function dates and times

Table with 2 columns: Field (Function start date, Function start time, Function end date, Function end time) and Value (DD / MM / YYYY, :, DD / MM / YYYY, :)

Street address (of the function premises)

Suburb/town/city

State

Postcode

What is the location at that premises?

(e.g Hyde Park North, ABC Showground)

Estimate how many people will attend the function

Estimate quantity of alcohol to be provided at the function

Beer [ ] litres

Wine [ ] litres

Spirits (Post mix) [ ] litres

Spirits (Pre-mix) [ ] litres

Will entertainment be provided at the function?

No [ ]

Yes [ ]

If Yes, describe the type of entertainment:

Will food be available at the function?

No [ ]

Yes [ ]

If Yes, provide details

Will all personnel who sell/supply liquor at the function hold RSA qualifications?

[ ] Yes

[ ] No

continue overleaf

### Part 3 Supervision of the function

Will the licensed area be physically defined?

No

Yes

If Yes, describe how the area will be defined  
(eg. fenced, within a building)


Describe the number and location of bars, selling points, etc in the function area:


Describe the practices that will be put in place to supervise and control the entire licensed area for the function?


Describe how the applicant will ensure that liquor is not taken away from the licensed area:


Will security officers be engaged for the duration of the function?

No

Yes

If Yes, provide details:


How will you consult local police about security arrangements?


### Part 4 More information about the function

Who owns the premises that will be used for the function?  
(an application can relate to only one premises)

--

What is the local government area for the premises?

--

Does the development consent or approval allow for a function at the premises?

Yes

No

Is there an existing liquor licence operating at the premises?

No

Yes

If Yes, provide details:

Liquor licence

LIQ

Licence name

--

Licensee's name

--

*continue overleaf*

## Part 5 Trading hours for the function

If the hotel licence is subject to a 6-hour closure period permanently or temporarily (e.g. when utilising an extended trading authorisation-special occasion), the function trading hours cannot be within the 6-hour closure period. If applicable, tell us the 6-hour closure period for your licence:

6-hour closure period:

start time  :  end time  :

Hours of function and hours during which liquor will be sold/supplied: Show times as 10:00am or 6:00pm. Show midday as 12:00pm. Show midnight as 12:00am.

Function date	Function		Time liquor will be sold/supplied	
	start time	end time	start time	end time
DD / MM / YYYY	:	:	:	:
DD / MM / YYYY	:	:	:	:
DD / MM / YYYY	:	:	:	:
DD / MM / YYYY	:	:	:	:
DD / MM / YYYY	:	:	:	:
DD / MM / YYYY	:	:	:	:
DD / MM / YYYY	:	:	:	:

If liquor will be sold/supplied after midnight, what steps will be taken to ensure the quiet and good order of the neighbourhood will not be disturbed?


## Part 6 Other information we need

### Attach

- ▶ a plan of the area proposed for the function on other premises authorisation.  
 The plan, preferably A4 size, must show the proposed licensed area including bars and liquor points of sale for the function. Outline the area in a distinctive colour.

## 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.

If the applicant is an individual

- ▶ Complete Part 7A only.

If the applicant is an organisation

- ▶ Complete Part 7B only.

### 7A Applicant (if an individual)

Full name of applicant

Signature

Date

## 7A Applicant (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

Position e.g. director

Signature

Date

2. Name of officeholder (if more than one)

Position e.g. director, company secretary

Signature

Date

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 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.

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

Record the fee below:

Please pay by:

Credit card  Cheque  Cash  Money order

### Credit card payments

A surcharge of 0.4% is added to credit card payments.

Card type  MasterCard  Visa

Card number

Name on credit card

Expiry date

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

# Application notices

## Instructions

The notices on the following pages must be lodged with the respective parties *immediately before, or within two working days*, of lodging an application.

Follow these instructions carefully. Failure to comply with all requirements may result in refusal of your application.

### Police Notice

- Complete the Police Notice

A **copy** of the completed notice, application, and any attachments and plans **must** be lodged:

- With the **police station nearest to the premises** immediately before, or within two working days, of lodging the application.
- Lodge the original completed notice with the application to Liquor & Gaming NSW.

### Local Consent Authority Notice

- Complete the Local Consent Authority Notice

A **copy** of the completed notice **must** be lodged:

- With the **local council or other consent authority**.
- With the **local council or other consent authority for a neighbouring local government area (LGA)** if the premises are within **500 metres** of the other LGA.
- With the Department of Industry – Lands & Forestry, if the premises are on Crown Land
- Lodge the original completed notice with the application to Liquor & Gaming NSW.

**Failure to strictly comply with these requirements may result in this application being rejected.**



# Local consent authority notice

## Application for a liquor licence or licence authorisation

### Application type

#### Function on other premises authorisation.

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 Department of Industry – Lands & Forestry if 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 pending.

### Submissions

Submissions about this application can be made within the submission close date.

For more information about the application, or to make a submission, visit at [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au).

### Application details

Liquor licence name

Date of application

DD / MM / YYYY

Applicant's name

**has applied for a function on other premises authorisation that allows the sale of liquor for consumption at a function located away from the hotel.**

Name of function premises

Address of function premises

Location at the premises (e.g. Hyde Park North)

### Function dates and time

Function start date	Start date DD / MM / YYYY	End date DD / MM / YYYY
Liquor trading hours	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**

**AM0030**

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 for a liquor licence or licence authorisation



### Application type

#### Function on other premises authorisation.

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

### Submissions

Submissions about this application can be made submission close date.

For more information about the application, or to make a submission, visit at [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au).

### Application details

Liquor licence name

Date of application

DD / MM / YYYY

Applicant's name

**has applied for a function on other premises authorisation that allows the sale of liquor for consumption at a function located away from the hotel.**

Name of function premises

Address of function premises

Location at the premises (e.g. Hyde Park North)

### Function dates and time

Function start date	Start date DD / MM / YYYY	End date DD / MM / YYYY
Liquor trading hours	Start time <input type="text"/> :	End time <input type="text"/> :

Signature of applicant

Date

DD / MM / YYYY

*continue overleaf*

**POLICE USE ONLY**

**AM0030**

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
----------------