

Junior members authorisation

Liquor & Gaming NSW

Before you complete this form

What this form is for

This application form is for a club licensee who applies for a junior members authorisation to allow members of the club who are under 18 to access an area or areas of the club premises that under 18s would not usually be allowed to access, to take part in a sporting activity or associated prize-giving ceremony.

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 This is a processing fee and is **not refundable** if the application is withdrawn or not granted.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. Note that fees may change without notice.

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If information is missing, processing this application will be delayed and the application may be withdrawn.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

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.
Approved manager	An individual who is approved to manage a licenced premises on behalf of a licensee.

How to lodge this form

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

Please include 'AM0035 Junior members authorisation' 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.

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

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.

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Junior members authorisation

Liquor & Gaming NSW

OFFICE USE ONLY

AM0035

Lodged by ☐ Email

Date lodged DD / MM / YYYY

Amount paid \$

Receipt no.

Request no.

Finalised by

Date finalised DD / MM / YYYY

Part 2 Junior members authorisation

Is this an application for: Check ☒ one only☐ A new junior members authorisation☐ A change to an existing junior members authorisation

What area of the club will be used for the activity or ceremony?

How will the area be physically defined?

What adult supervision will be provided?

What steps will the club take to ensure liquor is not sold or supplied to junior members using the club premises to take part in a sporting activity or associated prize-giving ceremony?

Part 1 About the liquor licence

Liquor licence number

LIQ

Licence name

Name of licensee organisation

Licence name

Name of secretary

ABN ACN

Email

Phone

continue overleaf

What steps will the club take to ensure gaming machines are not used by junior members using the club premises to take part in a sporting activity or associated prize-giving ceremony?

Part 3 Other information we need

Attach

- ☐ a plan of the area proposed for the junior members
The plan, preferably A4 size, must be to scale. The plan must show the proposed area for under 18s, all bar and gaming machine areas, access areas and how the proposed area is separated from tobacco vending machines, bar and gaming machine areas.

Refer to FS3127 'How to submit a floor plan with a liquor licensing application' fact sheet at liquorandgaming.nsw.gov.au for more information.

Part 4 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 immediately notify 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 and the local police station.
- ▲ 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 Liquor & Gaming NSW is collecting information 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 need to disclose information to other Government agencies. I acknowledge that the Authority will publish general information about the application on an electronic noticeboard and information about the application, if granted, on a public register.

4A Applicant (must be an organisation)

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

Name of Licensee

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:

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other

Given name

Family name

continue overleaf

Representative's business name

Email

Contact phone daytime

Address for correspondence

Suburb/town/city

State

Postcode

Country if not Australia

Part 5 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:

continue overleaf

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Local consent authority notice

Application for junior members authorisation

Liquor & Gaming NSW

Application type

Junior members authorisation

When lodging this application, 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 Land 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 to Liquor & Gaming NSW. 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 until the submission close date.

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 to the L&GNSW for a junior members authorisation to allow members of a registered club who are under 18 to access an area of the club premises to take part in a sporting activity or associated prize-giving ceremony

Name of club licence

Liquor licence no.

LIQ C

Address of club premises

Signature of applicant

Date

DD / MM / YYYY

COUNCIL OR OTHER CONSENT AUTHORITY USE ONLY

AM0035

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 junior members authorisation

Liquor & Gaming NSW

Application type

Junior members 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 to Liquor & Gaming NSW. 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 to the L&GNSW for a junior members authorisation to allow members of a registered club who are under 18 to access an area of the club premises to take part in a sporting activity or associated prize-giving ceremony

Name of club licence

Liquor licence no.

LIQ

C									
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Address of club premises

Signature of applicant

Date

DD / MM / YYYY

POLICE USE ONLY

AM0035

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. Please include the applicants liquor licence number in the subject line.

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LIQUOR & GAMING NSW USE ONLY

Application number

Lodged date

Submissions close

DD / MM / YYYY

DD / MM / YYYY