

# Junior members authorisation

## 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 This is a processing fee and is **not refundable** if the application is withdrawn or not granted.

There is a 0.4% surcharge if you pay by credit card. 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If information is missing, processing this application will be delayed and the application may be withdrawn.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 your credit card details or enclosed payment?
- Have you completed the notices?

### How to lodge this form

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

Please include 'AM0035 Junior members 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

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](http://liquorandgaming.nsw.gov.au)  
Check the progress of your application on the [Liquor & Gaming application noticeboard](#).

✉ [Contact us online](#)

☎ 1300 024 720

## 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.   |

### 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).

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### OFFICE USE ONLY

AM0035

Lodged by  Email  Mail  OTC

Date lodged

Amount paid

Receipt no.

Request no.

Finalised by

Date finalised

### 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?

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### 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](http://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 \$

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

Cardholder's name

Expiry date

MM / YYYY

Cardholder signature

Date

DD / MM / YYYY

### Cheque and money order payments

- ▲ Make payable to 'Liquor & Gaming NSW'.
- ▲ For cheques, please cross and mark 'Not negotiable'.

Cheque drawer name

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# Local consent authority notice

## Application for junior members authorisation



### 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 Department of Industry 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](http://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](http://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

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| DD / MM / YYYY |
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Liquor licence no.

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| 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](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

Submissions close

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| DD / MM / YYYY |
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# Police notice

## Application for junior members authorisation



### 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](http://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](http://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

**POLICE USE ONLY**

**AM0035**

I, (insert name, position and organisation)

Certify that this notice was received on

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Liquor licence no.

LIQ 

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**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.

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**LIQUOR & GAMING NSW USE ONLY**

Application number

Lodged date

Submissions close

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