Before you complete this form

What this form is for
It’s for the licensee of a hotel who applies for an authorisation that allows under 18s to use a specified part of a hotel (or the whole hotel) while in the company of a responsible adult.

Note:
This application cannot change the boundaries of the licensed premises. To change the boundaries of the licensed premises, lodge the form ‘AM0520 Change boundaries of licensed premises’.

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 This is a processing fee and is not refundable if the application is withdrawn or not granted.

Whose details must be included
- Licensee (Part 1)
- Applicant (Part 5)
- Legal representative/solicitor (Part 5)

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If information is missing, processing this application will be delayed and the application may be withdrawn.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 3?
☐ Have you read and signed the declaration in Part 4?
☐ Have you checked the Liquor Fee Schedule to ensure your fee is correct
☐ Have you enclosed payment or included credit card details?
☐ Have you attached a copy of the local council’s development consent or approval for the extended trading hours (if approved).
☐ Have you lodged a copy of this entire application (including attachments) at the police station nearest to the licensed premises.
☐ Have you copied the ‘Local consent authority notice’ and lodged it with each of the bodies below:
  - The local council or consent authority
  - If the premises are within 500 metres of another local government area (LGA), the local council or other consent authority for that area
  - If the premises are on Crown land, the Department of Industry – Lands & Forestry

Attach:
☐ a plan of the premises showing the minors area

How to lodge this form
@ liquor.applications@liquorandgaming.nsw.gov.au
Please include ‘AM0040 Minors area authorisation’ in the subject line.

✉ Liquor & Gaming NSW
GPO Box 7060
Sydney NSW 2000

✉ Liquor & Gaming NSW
Level 6, 323 Castlereagh Street
Haymarket NSW 2000

Monday–Friday, 9am–5pm

Please provide all pages of this application. There’s no need to attach the introduction page.

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 Local consent authority notice, within 2 working days of lodging with L&GNSW.

Need more information?
✉ liquorandgaming.nsw.gov.au
@ Contact us online
☎ 1300 024 720
Explanation of terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>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.</td>
</tr>
<tr>
<td>Liquor &amp; Gaming application noticeboard</td>
<td>Details of all lodged liquor licence applications are available on the L&amp;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.</td>
</tr>
<tr>
<td>Minor</td>
<td>A person under the age of 18.</td>
</tr>
</tbody>
</table>

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.
Liquor & Gaming NSW

Part 1  About the liquor licence

Liquor licence number
LIQ H 4

Licence name

The licensee is an individual

Complete 1A only

The licensee is an organisation

Complete 1B only

1A  Licensee (if an individual)

[ ] Mr  [ ] Ms  [ ] Mrs  [ ] Miss  [ ] Other

Given name

Middle name

Family name

Gender

Date of birth  DD / MM / YYYY

City or town of birth

Part 2  Minors area authorisation

Is this application for:

Please check [x] one only

[ ] A new minors area authorisation

[ ] A change to an existing minors area authorisation

List the areas that will be included in the proposed authorisation. e.g. dining, lounge, etc.

Email

Daytime phone

1B  Licensee (if an organisation)

Name of organisation

ABN

ACN

Phone
How will the area be physically defined? 
e.g. walls, planter boxes, etc.

An application for a Minors area authorisation cannot change the boundaries of the licensed premises. To alter the boundaries of the licensed premises, lodge application form AM0520.

Part 3 Please attach

☐ Plan of area proposed for the minors area authorisation
If approved, these plans will supersede any previous plans approved for the premises. They do not need to be architecturally drawn but must reflect a true interpretation of the licensed premises.

☐ Show any and all streets on which the licensed premises are located.

☐ Include all levels with each level clearly marked, e.g. ground floor, first floor, etc.

☐ Ensure that all areas of the premises are clearly labelled, e.g. bar area, dining room, kitchen, office area, gaming area, amenities, function rooms, outdoor areas, etc.

☐ The current licensed boundaries of the existing licensed premises should be outlined with a blue line, including all floors/levels.

☐ The proposed areas for the minors area authorisations should be outlined with a green line;

Note: If changing an existing minors area – the current boundaries of that authorisation should be outlined with a red line and the proposed minors area authorisation should be outlined with a green line.

☐ The plan must include a key or legend which lists the above boundaries and shows the corresponding colour to which they are marked.

To see a sample plan, search for ‘search terms required please’ at liquorandgaming.nsw.gov.au.

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 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.

The licensee is an individual

☒ Complete 5A only

The licensee is an organisation

☒ Complete 5B only

5A Applicant (If an individual)

Full name

Title e.g. director

Signature

Date

DD / MM / YYYY
5B Applicant (if an organisation)

Two signatures are required under section 127 of the Corporations Act 2001.

1. Name

Title e.g. director

Signature

Date

DD / MM / YYYY

2. Name

Title e.g. director, company secretary

Signature

Date

DD / MM / YYYY

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

Name of representative

Representative’s business name

Daytime phone

Correspondence address

Email

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
This page is intentionally blank
Local consent authority notice
Application for a minors authorisation

Application type
Minors 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:

- 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 NSW Department of Industry – Lands, 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
Date of application

Applicant’s name

Licence No

has applied for a minors area authorisation that allows under 18s to use part of a hotel while in the company of a responsible adult.

Name of licensed premises

Address of licensed premises

Location of authorised area at the premises

Signature of proposed licensee

Date

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 via the noticeboard.
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. 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

Lodged date

Submissions close

DD / MM / YYYY

DD / MM / YYYY
Application type

Minors 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.

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

Application details

Date of application

DD / MM / YYYY

Licence No

Applicant’s name

Name of licensed premises

Address of licensed premises

Location of authorised area at the premises

Signature of proposed licensee

Date

DD / MM / YYYY

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 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 via the noticeboard.
POLICE USE ONLY

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.

To submit this notice manually email liquorapplications@justice.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

DD / MM / YYYY

DD / MM / YYYY