Before you complete this form

What this form is for
It’s for the licensee of a hotel licence or on-premises licence (public entertainment venue) who applies for an authorisation that allows under 18s to attend a function or functions in some or all of the licensed premises.

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’.

If you are a Club Premises please complete the ‘AM0010 Club Functions Authorisation Form’

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 This is a processing fee and is not refundable if the application is withdrawn or not granted.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
Please ensure you have filled out the relevant sections and attach the required documents. If information is missing, processing this application will be delayed and the application may be withdrawn.

☐ Have you completed all relevant questions in Parts 1 to 5.
☐ Have you attached a plan of the premises showing the minors area in Part 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 completed the notices?

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.

You must lodge a copy of the ‘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 Land division of the NSW Government, if the premises are on Crown land.
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</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>application</td>
<td></td>
</tr>
<tr>
<td>noticeboard</td>
<td></td>
</tr>
<tr>
<td>Minor</td>
<td>A person under the age of eighteen.</td>
</tr>
<tr>
<td>Public entertainment</td>
<td>Means any of the following:</td>
</tr>
<tr>
<td>venue</td>
<td>(a) a cinema,</td>
</tr>
<tr>
<td></td>
<td>(b) a theatre,</td>
</tr>
<tr>
<td></td>
<td>(c) premises in respect of which the primary business or activity is the provision of entertainment to members of the public by a person who is physically present on the premises and is actually providing the entertainment.</td>
</tr>
</tbody>
</table>
AM0045 Minors functions authorisation

Part 1 About the liquor licence

Liquor licence number
LIQ

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

Part 2 Minors functions authorisation

Is this application for:
Please check ☒ one only
☐ A new minors functions authorisation
☐ A change to an existing minors functions authorisation

Date of birth
DD / MM / YYYY

City or town of birth

Email

Daytime phone

1B Licensee (if an organisation)

Name of organisation

ABN

ACN

Name of contact

Email

Daytime phone

continue overleaf
What is the purpose/nature of the function or functions? Please check ☑ all that apply

☐ Ball  ☐ Charitable event
☐ Convention  ☐ Dinner seminar
☐ Exhibition  ☐ Performance
☐ Public event  ☐ Race meeting
☐ Seminar  ☐ Sporting event
☐ Trade fair
☐ Other (please specify)

Please specify the areas that will be used for each function


Will entertainment be provided at the functions? Please provide a detailed response.

☐ Yes
☐ No

If yes, give details:


What adult supervision will be provided at the functions?

Please provide a detailed response.


Will under 18s pass through a bar or gaming machine area to access the area proposed for functions?

☐ Yes
☐ No

Will under 18s pass through a bar or gaming machine area to access toilets?

☐ Yes
☐ No

Part 3 Other information we need

So that Liquor & Gaming NSW may progress your application please attach a plan of the premises. Please ensure that the plan (A4 size):

- Is clearly labelled with the licence number
- Clearly shows any and all streets on which the licensed premises is located
- Shows the current external boundaries of the licensed premises
- Show the proposed boundaries of the minors functions authorisation in a different colour
- Ensure that all areas of the premises are clearly labelled, eg. kitchen, dining room, office area, amenities, function rooms etc.
- Shows any other authorisations applicable to the premise in a separate colour i.e. extended trading, primary service
- Includes a key or legend which lists the above boundaries and shows the corresponding colour to which they are marked.

continue overleaf
### 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 and local consent authority.
- 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 declare that I am not suspended or disqualified from holding a liquor licence.
- 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.

#### 4B Applicant (if an organisation)

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

1. Name
   
   Position e.g. director, manager, licensee

   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

---

The licensee is an individual

- Complete 4A only

The licensee is an organisation

- Complete 4B only

### 4A Applicant (If an individual)

**Full name**

**Position** e.g. director, manager, licensee

**Signature**

**Date**

[ ] DD / MM / YYYY

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**continue overleaf**
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  ☐ 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
Local consent authority notice
Application for a minors functions authorisation

Application type

Minors function 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.

Submissions

Submissions about this application can be made to Liquor & Gaming within 30 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 for a minors functions authorisation that allows under 18s to use part of a hotel or on-premises licence (other than public entertainment venue) while in the company of a responsible adult.

Name of licensed premises

Liquor licence no.

Address of licensed premises

Location of authorised area at the premises

Signature of licensee

Date [DD / MM / YYYY]

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.
COUNCIL OR OTHER CONSENT AUTHORITY USE ONLY

AM0045

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 GPO Box 7060, Sydney NSW 2001.

LIQUOR & GAMING NSW USE ONLY

Application number

Lodged date

DD / MM / YYYY

Submissions close

DD / MM / YYYY
Application type

Minors function 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.

Submissions

Submissions about this application can be made to Liquor & Gaming within 30 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 for a minors functions authorisation that allows under 18s to use part of a hotel or on-premises licence (other than public entertainment venue) while in the company of a responsible adult.

Name of licensed premises

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DD / MM / YYYY

Liquor licence no.

LIQ

Address of licensed premises

Location of authorised area at the premises

Signature of licensee

Date

DD / MM / YYYY

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.
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 liquor.applications@liquorandgaming.nsw.gov.au. Please include the applicants liquor licence number in the subject line, or post to Liquor & Gaming 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 AM0045 Minors functions authorisation