

Minors functions authorisation

Liquor & Gaming NSW

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 This is a processing fee and is **not refundable** if the application is withdrawn or not granted.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 surcharge if you pay by credit card. No GST applies. Note that fees may change without notice.

How to lodge this form

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

Please include "AM0045 Minors functions authorisation" in the subject line.

✉ Liquor & Gaming NSW
Att: Licensing - Liquor Applications
GPO Box 7060
Sydney NSW 2001

Please provide all pages of this application, your payment, and supporting documents. There's no need to attach these introduction pages.

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.

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 If information is missing, processing this application will be delayed and the application may be withdrawn.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 completed the notices?

Need more information?

📄 liquorandgaming.nsw.gov.au

✉ [Contact us online](#)

☎ 1300 024 720

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.

Note:
Each notice must be completed in full even if details are duplicated.

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.
Liquor & Gaming application noticeboard	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.
Minor	A person under the age of eighteen.
Public entertainment venue	Means any of the following: (a) a cinema, (b) a theatre, (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.

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.

Minors functions authorisation

Liquor & Gaming NSW

OFFICE USE ONLY

AM0045

Lodged by	<input type="checkbox"/> Email <input type="checkbox"/> Mail
Date lodged	<input type="text" value="DD / MM / YYYY"/>
Amount paid	<input type="text" value="\$"/>
Receipt no.	<input type="text"/>
Request no.	<input type="text"/>
Finalised by	<input type="text"/>
Date finalised	<input type="text" value="DD / MM / YYYY"/>

Date of birth

City or town of birth

Email

Daytime phone

1B Licensee (if an organisation)

Name of organisation

ABN

ACN

Name of contact

Email

Daytime phone

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

Part 1 About the liquor licence

Liquor licence number

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

continue overleaf

What is the purpose/nature of the function or functions?

Please check ☒ all that apply

- | | |
|---|---|
| <input type="checkbox"/> Ball | <input type="checkbox"/> Charitable event |
| <input type="checkbox"/> Convention | <input type="checkbox"/> Dinner seminar |
| <input type="checkbox"/> Exhibition | <input type="checkbox"/> Performance |
| <input type="checkbox"/> Public event | <input type="checkbox"/> Race meeting |
| <input type="checkbox"/> Seminar | <input type="checkbox"/> Sporting event |
| <input type="checkbox"/> Trade fair | |
| <input type="checkbox"/> Other (please specify) | <input type="text"/> |

Please specify the areas that will be used for each function

Will entertainment be provided at the functions?

- ☐ Yes
☐ No

If **yes**, give details:

How will the boundary of the functions area be physically defined? e.g. planter boxes, barriers, walls, etc.

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 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 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

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

2. Name

Title e.g. director, company secretary

Signature

Date

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

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 \$

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:

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 liquorapplications@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

Application for a minors functions authorisation

Liquor & Gaming NSW

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.

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 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.

 LIQ

Address of licensed premises

Location of authorised area at the premises

Signature of licensee

Date

DD / MM / YYYY

continue overleaf

POLICE USE ONLY

AM0045

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