Before you complete this form

What this form is for
It’s for anyone who holds an on-premises liquor licence. It allows liquor to be sold or supplied for consumption on the licensed premises without requiring it to be ancillary to another product or service being offered, such as a meal in a restaurant, accommodation, cinema, etc.
This form can also be used to vary an existing primary service authorisation.

Note:
A Category A Community Impact Statement (CIS) must be completed before you can lodge this application for a primary service authorisation. Find out more about community impact statements and the CIS process at liquorandgaming.nsw.gov.au.

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 This is a processing fee and is not refundable if the application is withdrawn or not granted.
Fees paid for by credit card will include a 0.4% surcharge. GST is included. Fees are subject to change without notice.

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

Pre-lodgement checklist
Please complete all questions that apply to you. If information is missing, processing this application will be delayed and the application may be withdrawn.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 6?
☐ Have you provided details of the proposed authorisation in Part 3?
☐ Have you provided evidence of council’s consent to the proposed primary service authorisation?
☐ Have you attached the documents listed in Part 4?
☐ Have you read and signed the declaration in Part 5?
☐ Have you checked the Liquor Fee Schedule to ensure your fee is correct?
☐ Have you completed your credit card details or enclosed payment in Part 6?
☐ Have you copied ‘Local consent authority notice’ and lodged it with each of the bodies below:
  ▶ the local council or other 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 Crown Lands division of the NSW Government.

How to lodge this form
@ liquor.applications@liquorandgaming.nsw.gov.au
Please include ‘AM0055 Liquor licence – primary service 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.

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
Before you complete this form continued

☐ Have you lodged a copy of this entire application (including attachments) at the police station nearest to the premises.

☐ Have you copied ‘Public consultation – site notice’ and:
  ➤ displayed it on the premises at least 2 days before lodging this form
  ➤ provided it to the parties below if applicable:
    – the occupiers of any building within 50 metres of the licensed premises, regardless of a separating road
    – the stakeholders consulted during the community impact statement (CIS) process
  ➤ if the premises are on Crown land, the Crown Lands division of the NSW Government

Attachments
☐ Plan of area proposed for primary service authorisation
☐ Category A Community Impact Statement (CIS) for proposed primary service authorisation

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.

Explanations of terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<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>
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</table>
Part 1  About the liquor licence

LIQ

Licence name

Licence address

Suburb/town/city

State  Postcode

Part 2  Licensee details

If the licensee is an individual
Complete 2A, and 2C if applicable

If the licensee is an organisation,
Complete 2B, and 2C if applicable-

2A  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

Email

Home phone

Mobile

Daytime phone

continue overleaf
2B Licensee (if an organisation)

Name of organisation

ABN

ACN

Email

Daytime phone

2C Contact person (if not the applicant)

The person we will contact if additional information is required at any stage during the application process. This may be a legal or other representative. If section below is left blank, we will contact the applicant directly.

Mr  Ms  Mrs  Miss  Other

Given name

Family name

Relationship to applicant

e.g. solicitor, company secretary, consultant

Business name If applicable

Email

Contact phone

Part 3 About this application

What is the kind of business or activity carried out on the premises, or what is the kind of premises to which the proposed licence relates?

Check ☒ all that apply

- Accommodation premises
- Airport
- Catering service
- Cinema public entertainment venue
- Club activity and support
- Karaoke venue
- Local product promotion
- Other public entertainment venue
- Public arena and events
- Public hall
- Racing facility
- Restaurant
- Sport facility
- Tertiary institution
- Theatre public entertainment venue
- Tour operator
- Tourist facility
- Vessel
- Other ▶ Please supply details

Is this application to vary an existing primary service authorisation?

No

Yes

If Yes, describe how it is being varied

continue overleaf
What is the main product or service that is sold, supplied or provided to people on the licensed premises? Must not be liquor.

When will the authorisation be utilised?
- All approved trading hours
- Part of approved trading hours, described below

Proposed hours the primary service authorisation will be utilised 24-hour time e.g. 6pm = 18:00

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How will you ensure that the sale or supply of liquor is not the primary purpose of the business or activity carried out on the licensed premises?

Will the layout or interior furnishings of the premises be changed to accommodate the authorisation (if granted)?
- No
- Yes

If Yes, describe how

Patron capacity approved in current development consent for the premises. You MUST enter a number here.

Are premises located location in a freeze precinct as specified under the Liquor Act 2007?

Check below.
- Sydney CBD Entertainment Precinct
- Kings Cross Precinct
- Not in a prescribed precinct

If in a prescribed precinct, will the application (if granted) increase the number of people who enter the freeze precinct principally to consume alcohol?
- Yes
- No

For more information go to Liquor licence freezes at liquorandgaming.nsw.gov.au.

Part 4 Please attach

Plan of area proposed for primary service 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.

Please ensure your plans:
- Are to A4 size.
- 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. kitchen, dining room, office area, amenities, function rooms, outdoor areas, footway permit areas, etc.
- The current licensed boundaries of the existing licensed premises should be outlined with a blue line, including all floors/levels.
- The proposed boundaries of the primary service authorisation should be outlined with a red line.
- If the licence is endorsed with another authorisation eg. extended trading, clearly highlight in a separate colour the boundaries of that authorisation on the plans provided.
- 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 FS3127 ‘How to submit a floor plan with a liquor licensing application’ fact sheet at liquorandgaming.nsw.gov.au.

Category A Community Impact Statement (CIS) for the proposed primary service authorisation.

Find out more about community impact statements and the CIS process at liquorandgaming.nsw.gov.au.
Part 5  Applicant 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 the application.
- I undertake to notify as soon as practical 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 immediately before or within two working days of lodging this application I affixed the site notice to the premises.
- I declare that I will provide the site notice to the occupiers of any building or land situated within 50 metres of the licensed premises.
- I declare that I am 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 will 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 L&GNSW is collecting information on behalf of Independent Liquor & Gaming Authority Board 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 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 this application will be published on an electronic noticeboard and information about the application, if granted, on a public register.

5A If an individual

Name of applicant

Signature

Date

DD / MM / YYYY

5B If an organisation


Name of applicant

1. Name of officeholder

Title e.g. director

Signature

Date

DD / MM / YYYY

2. Name of officeholder (if more than one)

Title e.g. director, company secretary

Signature

Date

DD / MM / YYYY
Part 6 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 ________________________________________

Name on credit card __________________________________

Expiry date  ____________________________

Cardholder signature ____________________________

Date  ____________________________

Cheque and money order payments

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

Cheque drawer name __________________________________

continue overleaf
Application type

Primary service 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 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.

Application details

Applicant’s name

Applicant’s address

has applied for a primary service authorisation for an on-premises licence.

Name of licensed premises

Address of licensed premises

Proposed hours the primary service authorisation will be utilised 24-hour time e.g. 6pm = 18:00

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Signature of applicant

The general public and other stakeholders are invited to make submissions to L&GNSW about this application within 30 days of posting.

Submissions can be lodged via the liquorandgaming.nsw.gov.au.
COUNCIL OR OTHER CONSENT AUTHORITY USE ONLY

I, (insert name, position and organisation)

I 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 DD / MM / YYYY

Submissions close DD / MM / YYYY

Local consent authority notice AM0055 Primary service authorisation
Police notice
Application for a primary service authorisation

Application type
Primary service 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
Applicant’s name

Applicant’s address

has applied for a primary service authorisation for an on-premises licence.

Name of licensed premises

Address of licensed premises

Proposed hours the primary service authorisation will be utilised 24-hour time e.g. 6pm = 18:00

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Signature of applicant

Date

The general public and other stakeholders are invited to make submissions to L&GNSW about this application within 30 days of posting. Submissions can be lodged via the liquorandgaming.nsw.gov.au.
POLICE USE ONLY

I, (insert name, position and organisation)  

Certify that this notice was received on 

DD / MM / YYYY 

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.

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**Public consultation – site notice**

**Application for a primary service authorisation**

**Application type**

**Primary service authorisation**

This notice must be affixed to the location of the licensed premises immediately before or within two working days of lodging the application for a primary service authorisation with Liquor & Gaming NSW.

- the occupiers of any building on land adjoining the licensed premises, regardless of a separating road
- the occupiers of any building on land situated within 50 metres of the boundary of the licensed premises
- the stakeholders consulted during the Community Impact Statement (CISl) process.

Complete all details below – then copy this notice, affix a copy to the site and also lodge a copy with each person or organisation listed above. This notice must remain affixed until the application has been determined.

**Application details**

<table>
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has applied for a primary service authorisation for an on-premises licence.

**Name of licensed premises**

**Address of licensed premises**

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