

Primary service authorisation

Liquor & Gaming NSW

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 Statement of Risks and Potential Effects (SoRPE) must be completed before you can lodge this application for a primary service authorisation. Find out more about SoRPEs and the SoRPE process at liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/applying-for-and-managing-your-liquor-licence/apply-for-a-liquor-licence

Cost

The fee for this application is set out in the [Liquor Fee Schedule](#).

If the application is withdrawn or not granted, licensing fees can be refunded, however processing fees are non-refundable.

How to lodge this form

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

Please include 'AM0055 Liquor licence – primary service authorisation' in the subject line.

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

Check the progress of your application on the [Liquor & Gaming application noticeboard](#).

@ [Contact us online](#)

 1300 024 720

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 If information is missing, processing this application will be delayed and the application may be withdrawn.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

Attachments

- ☐ Plan of area proposed for primary service authorisation
- ☐ SoRPE for proposed primary service authorisation

continue overleaf

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.

Your privacy

You can view our privacy collection notice here: liquorandgaming.nsw.gov.au/about-us/privacy-collection-notice-liquor-and-gaming-applications

Primary service authorisation

Liquor & Gaming NSW

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

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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

Day	Start time	End time
Monday	:	:
Tuesday	:	:
Wednesday	:	:
Thursday	:	:
Friday	:	:
Saturday	:	:
Sunday	:	:

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.

New patron capacity of the licensed area **if this application is granted**. You MUST enter a number here.

Are premises located 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](https://liquorandgaming.nsw.gov.au/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.

☐ SoRPE for the proposed primary service authorisation.

Find out more, visit liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/applying-for-and-managing-your-liquor-licence/apply-for-a-liquor-licence

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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 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

Executed under section 127 of the *Corporations Act 2001*.

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

continue overleaf

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 \$

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:

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intentionally blank**

Public consultation – site notice

Application for a primary service authorisation

Liquor & Gaming NSW

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 100 metres of the boundary of the licensed premises

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.

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.

Application details

Applicant's name

Date of application

DD / MM / YYYY

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

Day	Start time	End time
Monday	00 : 00	00 : 00
Tuesday	00 : 00	00 : 00
Wednesday	00 : 00	00 : 00
Thursday	00 : 00	00 : 00
Friday	00 : 00	00 : 00
Saturday	00 : 00	00 : 00
Sunday	00 : 00	00 : 00

Signature of applicant

Date

DD / MM / YYYY

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