

Voluntary suspension of liquor licence

Before you complete this form

What this form is for

It's for a licensee who wants to apply to have their licence voluntarily suspended for a specified period.

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 This is a processing fee and is **not refundable** if the application is withdrawn or not granted.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

If information is missing, processing this application will be delayed and the application may be withdrawn.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 4?
- Have you read and signed Part 3?
- Have you checked the [Liquor Fee Schedule](#) to ensure your fee is correct?
- Have you completed the credit card details or enclosed payment?

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.

How to lodge this form

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

Please include 'AM0095 Voluntary suspension of liquor licence' in the subject line.

✉ Liquor & Gaming NSW
GPO Box 7060
Sydney NSW 2001

👤 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 these introduction pages.

Need more information?

🌐 liquorandgaming.nsw.gov.au

✉ [Contact us online](#)

☎ 1300 024 720

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.

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Voluntary suspension of liquor licence

OFFICE USE ONLY

AM0095

Lodged by Email Mail OTC

Date lodged

Request no.

Finalised by

Date finalised

1B Licensee (if an organisation)

Name of organisation

ABN ACN

Daytime phone

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

Date of birth

City or town of birth

Daytime phone

Part 2 About this application

When would you like the licence to be suspended?

from to

Why would you like to have the licence suspended?

 I understand that if this application is approved, my licence will be voluntarily suspended for the period specified above.

Name

Position

Signature

Date

Supply details for a contact person while the licence is voluntarily suspended.

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

Email

Home phone

Mobile

Daytime phone

Driver licence no.

State

Residential street address

Suburb/town/city

State

Postcode

Country if not Australia

Postal address if different from residential address. We will use this mailing address when we contact this person about the licence GPO/PO box or street address

Suburb/town/city

State

Postcode

Country if not Australia

Part 3 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 Liquor & Gaming NSW (L&GNSW) as soon as possible 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 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 the 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.
- The applicant is an individual
▶ Complete 3A only
- The applicant is an organisation
▶ Complete 3B only

continue overleaf

3A Applicant (if an individual)

Full name

Title e.g. director

Signature

Date

3B Applicant (if an organisation)

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

1. Name

Title e.g. director

Signature

Date

2. Name

Title e.g. director, company secretary

Signature

Date

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

Name of representative

Representative's business name

Daytime phone

Correspondence address

Email

Part 4 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

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