

Change liquor licence condition – application by licensee



Before you complete this form

What this form is for

It's for a licensee when applying to vary or revoke conditions on a liquor licence that were imposed, or taken to have been imposed, by the Independent Liquor & Gaming Authority (the Authority).

Note:

Do **NOT** use this form if the condition was imposed by the Secretary, NSW Department of Industry. Use application form AM0125 'Change liquor licence condition – licensee'.

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 This is a processing fee and is **not refundable** if the application is withdrawn or not granted.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If information is missing, processing this application will be delayed and the application may be withdrawn.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 2?
- Have you read and signed the declaration in Part 3?
- Have you checked the [Liquor Fee Schedule](#) to ensure your fee is correct?
- Have you enclosed payment or included credit card details?
- Have you completed the notices?
- Have you lodged all pages of this application (including attachments)?
- Have you lodged copy of this application (including attachments) at the police station nearest to the premises?

Note:

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

How to lodge this form

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

Please include 'AM0120 Change liquor licence condition – application by licensee' 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, 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*

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

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.

Change liquor licence condition – application by licensee



OFFICE USE ONLY **AM0120**

By Email Mail OTC

Date lodged

Receipt no

Request no

Finalised by

Date finalised

Notification issue date

Part 1 About the liquor licence

LIQ

Licence name

- If the licensee is an individual (i.e. a person), **▶ Complete all questions in Part 1A only.**
- If the licensee is an organisation (e.g. a company), **▶ Complete all questions in Part 1B only.**

1A Licensee (if an individual)

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

Place of birth

Email

Daytime phone

1B Licensee (if an organisation)

Name of organisation Must exactly match the name registered to the ABN/ACN, and cannot be a trust

ABN

ACN

Name of contact

Email

Daytime phone

continue overleaf

Part 2 About this application

Describe the existing licence condition(s) you are applying to vary or revoke

attach a separate sheet if insufficient space

Supply the exact wording of the licence condition(s) as proposed by you or state proposed trading hours

attach a separate sheet if insufficient space

Why do you propose to change the existing licence condition(s) or trading hours?

attach a separate sheet if insufficient space

What is the existing patron capacity of the licensed area?

What will be the patron capacity of the licensed area if this application is granted?

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

Yes

No

Visit liquorandgaming.nsw.gov.au to identify a freeze precinct.

If so, will the application (if granted) increase the number of people who enter the freeze precinct principally to consume alcohol?

Yes

No

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 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.
- ▲ If the application is lodged by a legal representative or other representative, complete the legal representative section.
- ▲ 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, to the local consent authority and affix the site notice to the licensed property.
- ▲ 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.

continue overleaf

▲ 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.

3A If an individual

Name of applicant

Signature

Date

DD / MM / YYYY

3B 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

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

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

This is a processing fee and is non-refundable in the event that the application is withdrawn or refused.

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

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

Instructions

The notices on the following pages must be lodged with the respective parties *immediately before, or within two working days of*, lodging an application.

Follow these instructions carefully. Failure to comply with all requirements may result in refusal of your application.

Public consultation – site notice

- Complete the Public Consultation – Site Notice
- A copy of the completed notice:
 - Must** be affixed to the **location of the licensed premises**.
 - ▲ The notice must be legible to members of the public passing the premises or land, and should be facing onto the street that is most likely to be used by passers-by. It should be placed between 1.5 and 2 metres above ground, so it is easily read by a passing adult.
 - ▲ **The notice must remain continuously affixed at the location until the application is determined by Liquor & Gaming NSW.**
 - Must** be provided to the **occupiers of surrounding buildings**. This means:
 - ▲ any building or land adjoining the licensed premises, regardless of a separating road.
 - ▲ any building on land situated within 50 metres of the boundary of the licensed premises.
- Lodge the original completed notice with the application.

Police Notice

- Complete the Police Notice
- A copy of the completed notice, application, and any attachments and plans must be lodged:
 - With the police station nearest to the premises immediately before, or within two working days, of lodging the application.
 - Lodge the original completed notice with the application.

Local Consent Authority Notice

- Complete the Local Consent Authority Notice
- A copy of the completed notice, application, and any attachments and plans must be lodged:
 - With the **local council or other consent authority**.
 - With the local council or other consent authority for a neighbouring local government area (LGA) if the premises are within 500 metres of the other LGA.
 - With the Department of Industry, Crown Land division NSW, if the premises are on Crown Land
 - Lodge the original completed notice with the application.

Failure to strictly comply with these requirements may result in this application being rejected.

Local consent authority notice

Application for a change to liquor licence conditions



Application type

Vary or revoke licence condition

The applicant below has applied to vary or revoke a condition on the liquor licence that has been imposed previously by Liquor & Gaming NSW.

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 Department of Industry, Crown Land division NSW, 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

Date of application

DD / MM / YYYY

Name of licensed premises

Address of licensed premises

Existing condition(s)

Purpose of applications

Signature of applicant

Date

DD / MM / YYYY

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.

COUNCIL OR OTHER CONSENT AUTHORITY USE ONLY

AM0120

I, (insert name, position and organisation)

Certify that this notice was received on

DD / MM / YYYY

Liquor licence no.

LIQ

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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.

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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

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Lodged date

DD / MM / YYYY

Submissions close

DD / MM / YYYY

Police notice

Application for a change to liquor licence conditions



Application type

Vary or revoke licence condition

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.

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

Name of licensed premises

Address of licensed premises

Existing condition(s)

Purpose of applications

Signature of applicant

Date

DD / MM / YYYY

POLICE USE ONLY

AM0120

I, (insert name, position and organisation)

Certify that this notice was received on

DD / MM / YYYY

Liquor licence no.

LIQ

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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@justice.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

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Lodged date

DD / MM / YYYY

Submissions close

DD / MM / YYYY

Public consultation – site notice

Application for a change to liquor licence conditions



Application type

Vary or revoke licence condition

The applicant below has applied to vary or revoke a condition on the liquor licence that has been imposed previously by Liquor & Gaming NSW.

This notice must be affixed to the location of a proposed licensed premises within two working days of lodging the application with Liquor & Gaming NSW.

This notice must also be provided to:

- ▲ the occupiers of any building on land situated within 50 metres of the boundary of the proposed premises
- ▲ the occupiers of any building on land adjoining the boundary of the land containing the proposed premises, regardless of a separating road

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.

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.

Public submissions

Public submissions or comments about any aspect of this application are welcome, and may be made within **30 days** of the date of this notice.

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

Name of licensed premises

Address of licensed premises

Existing condition(s)

Purpose of applications

Signature of applicant

Date

DD / MM / YYYY