

# Exception from open to public requirement

## Before you complete this form

### What this form is for

This application form is for the licensee of a hotel licence or an on-premises licence relating to a restaurant or public entertainment venue which requests an exception on a temporary basis from the requirement that the business carried out under the licence not be limited to invited persons or to persons of a particular class.

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 This is a processing fee and is **not refundable** if the application is withdrawn or not granted.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

## How to lodge this form

- @ [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au)  
Include 'AM0160 Exception from open to public requirement' 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

Provide all pages of this application and attachments. There's no need to attach this introduction page.

**Lodge a copy of all pages of this application, including attachments, at the police station closest to the licensed premises within 2 working days of lodging with L&GNSW.**

## Need more information?

- 👤 [liquorandgaming.nsw.gov.au](http://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](http://liquorandgaming.nsw.gov.au).

## Pre-lodgement checklist

**If information is missing, processing this application will be delayed and the application may be withdrawn.**

- Have you answered all applicable questions in Parts 1 to 2?
- Have you read and signed Part 3?
- Have you checked the [Liquor Fee Schedule](#) to ensure your fee is correct?
- Have you completed your credit card details or enclosed payment?
- Have you completed the notice?

## 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.
<a href="#">Liquor &amp; Gaming application noticeboard</a>	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.

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# Exception from open to public requirement

OFFICE USE ONLY	AM0160
By	<input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> OTC
Date lodged	DD / MM / YYYY
Amount paid	\$
GLS receipt no.	
Request number	
Finalised by	
Date finalised	DD / MM / YYYY

Email

Mobile

Home phone

Daytime phone

Driver licence no. State

## Part 1 About the liquor licence

Liquor licence number

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 About the licensee (if an individual)

Mr    Ms    Mrs    Miss    Other

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

### 1B Licensee (if an organisation)

Name of organisation

ABN

ACN

Year incorporated

Email

Daytime phone

*continue overleaf*

## Part 2 About the application

Does the licensed premises relate to:

Check  one or both if an on-premises license

Restaurant

Public entertainment venue

Is the exception for:

Check  one or both

Persons who have been invited to use or attend the licensed premises

A particular class (or classes) of persons using or attending the licensed premises

Why is the exception requested?


Exception start date

DD / MM / YYYY

Exception end date

DD / MM / YYYY

Exception start time

:

Exception end time

:

## 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.
- ▲ 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.
- ▲ 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.

If the applicant is an individual (ie. a person),

- ▶ Complete Part 3A only.

If the applicant is an organisation (e.g. a company),

- ▶ Complete Part 3B only.

### 3A Applicant (if an individual)

Name

Position

Signature

Date

DD / MM / YYYY

*continue overleaf*

### 3B Applicant (must be an organisation)

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

1. Name of officeholder

Title e.g. director

Signature

Date

2. Name of officeholder (if more than one)

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

Email

Contact phone daytime

Address for correspondence

  
  

Suburb/town/city

State

Postcode

### 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

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

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# Police notice

## Application for exception from open to public requirement



### Application type

#### Exception from open to public requirement

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.

**Note:** This original notice must be lodged with the application. It will be posted on an electronic noticeboard available at [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au) while the application is pending.

Complete **all** details below – then copy **all** pages of this application and lodge the copy with the local police station.

### Application details

Name of licensed premises

Date of application

Licensee's name

Address of licensed premises

**has applied for an exception on a temporary basis from the requirement that the business carried out under the licence not be limited to invited persons or to persons of a particular class.**

Exception start date

Exception end date

Signature of applicant

Date 

Public submissions or comments about any aspect of this application are welcome, and may be made within **14 days** of the date of this application being posted to the noticeboard.

For more information about the application, or to make a submission, visit at [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au).

**POLICE USE ONLY**

**AM0160**

I, (insert name, position and organisation)

Certify that this notice was received on


DD / MM / YYYY
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Liquor licence no.

LIQ 

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**Please submit this notice** through the Liquor & Gaming NSW Application Noticeboard at [liquorandgaming.nsw.gov.au](http://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](mailto: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
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Submissions close

DD / MM / YYYY
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