

Exception from requirement that licensee not be absent > 6 weeks



Before you complete this form

What this form is for

This application form is for a licensee (other than a corporation) who requests an exception to the requirement that the licensee not allow any person to personally supervise and manage the licensed business for more than 6 weeks.

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 This is a processing fee and is **not refundable** if the application is withdrawn or not granted.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If information is missing, processing this application will be delayed and the application may be withdrawn.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 applicable questions in Parts 1 to 2?
- Have you attached the documents listed in Part 3?
- Have you read and signed Part 4?
- 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.
Existing licensee	The person or organisation that the liquor licence is being transferred <i>from</i> .
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.

How to lodge this form

@ liquor.applications@liquorandgaming.nsw.gov.au
Include 'AM0170 Exception from requirement that licensee not be absent > 6 week' 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
@ [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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Exception from requirement that licensee not be absent > 6 weeks



OFFICE USE ONLY

AM0170

By Email Mail OTC

Date lodged

Amount paid \$

GLS receipt no.

Request number

Finalised by

Date finalised

Mobile

Home phone

Daytime phone

Driver licence no.

State

Part 2 About the application

Why will the licensee be absent for more than 6 weeks?

Start date of absence must not be backdated

End date of absence

Who has the licensee nominated to manage the licensed premises during the licensee's absence:

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Part 1 About the liquor licence

Liquor licence number

LIQ

Licence name

1A About the licensee (individual only)

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

Email

continue overleaf

Date of birth

DD / MM / YYYY

City or town of birth

Email

Does the nominee (must be an individual) have NSW responsible service of alcohol (RSA) qualifications?

Yes ▶ supply details

No ▶ supply details

▶ If **Yes**,

RSA certificate or competency card number

RSA certificate or competency card expiry date

DD / MM / YYYY

▶ If **No**, when will the applicant complete the RSA course?
applicant must complete RSA course before approval can be granted

DD / MM / YYYY

Does the nominee have responsible conduct of gambling (RCG) qualifications?

Yes ▶ supply details

No ▶ supply details

▶ If **Yes**,

RCG certificate or competency card number

Certificate issue date

DD / MM / YYYY

▶ If **No**, when will the applicant complete the RCG course?
applicant must complete RCG course before approval can be granted

DD / MM / YYYY

Part 3 Other information we need

Attach

- ▶ National Police Certificate (NPC) in the name of the proposed licensee issued within the three months **before** the application lodgement date from any ACIC-accredited organisation. For further information on NPCs, search go to Our services > National police checks > Information for individuals at acic.gov.au.
- ▶ a copy of the 3 identity documents presented when applying for the National Police Certificate
- ▶ a copy of the RSA certificate and, in the case of a hotel licence with gaming machines, the RCG certificate only if a Competency Card has not been issued.

Part 4 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.

continue overleaf

4A Applicant (individual only)

Name

Position

Signature

Date

DD / MM / YYYY

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 5 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

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

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Police notice

Application for exception from requirement



Application type

Exception from requirement that licensee not be absent > 6 weeks

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 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

Date lodged

Name of licensed premises

Liquor licence no.

LIQ

Licensee's name

Address of licensed premises

has applied to the Liquor & Gaming NSW for an exception to the requirement that the licensee not allow any person to personally supervise and manage the licensed business for more than 6 weeks

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 notice. For more information about the application, or to make a submission, visit at liquorandgaming.nsw.gov.au.

POLICE USE ONLY

AM0170

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 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
