Exception from requirement to sell, supply and serve liquor

Liquor & Gaming NSW

Before you complete this form

What this form is for

This application form is for a licensee to seek approval for a person under 18 to sell, supply or serve liquor on the licensed premises. This is not available to club, hotel, on-premises (public entertainment venue) and small bar licence types.

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 This is a processing fee and is **not refundable** if the application is withdrawn or not granted.

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If information is missing, processing this application will be delayed and the application may be withdrawn.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 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.
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 'AM0180 Exception from requirement – re sale/supply/serve liquor' in the subject line.

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.

Exception from requirement to sell, supply and serve liquor

Liquor & Gaming NSW

OFFICE USE ONLY AM0180

By	☐ Email
Date lodged	DD / MM / YYYY
Amount paid	$
GLS receipt no.	
Request number	
Finalised by	
Date finalised	DD / MM / YYYY

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 Licensee (if an individual)

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other _____

Given name

Middle name

Family name

Date of birth

DD / MM / YYYY

City or town of birth

Email

Daytime phone
☐☐☐☐☐☐☐☐☐☐

1B Licensee (if an organisation)

Name of organisation

ABN ☐☐ ☐☐☐ ☐☐☐ ☐☐☐

ACN ☐☐☐ ☐☐☐ ☐☐☐

Name of contact

Email

Daytime phone
☐☐☐☐☐☐☐☐☐☐

Part 2 About the application

Why is the exception requested?
eg. person aged under 18 is son/daughter of licensee operating a family business; licensed premises located in rural/remote area where difficult to attract skilled employee.

continue overleaf

LQ4043_081221

Who is the exception requested for?
eg. Full name of licensee's child aged 17

[ ]

What is the relationship of the person aged under 18
to the licensee?

[ ]

Birth date of person aged under 18

[DD / MM / YYYY]

Does the person aged under 18 have 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 exception can be granted

[DD / MM / YYYY]

What tasks/duties will this person be expected to perform?
attach a separate sheet if insufficient space

[ ]

Exception start date	Exception end date
DD / MM / YYYY	DD / MM / YYYY

Attach

◣ a copy of the RSA certificate. For the person aged under 18.

◣ 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 4A only.

If the applicant is an organisation (e.g. a company),
▶ Complete Part 4B only.

continue overleaf

4A Applicant (if an individual)

Name

Position

Signature

Date

DD / MM / YYYY

4B   Applicant (if an organisation)

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

1. Name of officeholder

Position e.g. director

Signature

Date

DD / MM / YYYY

2. Name of officeholder (if more than one)

Position e.g. director, company secretary

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 $

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:

LQ4043_081221

Police notice

Application for exception from requirement – re sale/supply/serve liquor

NSW GOVERNMENT

Liquor & Gaming NSW

Application type

Exception from requirement – re sale/supply/serve liquor

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

Name of licensed premises

Date lodged

DD / MM / YYYY

Licensee's name

Liquor licence no.

LIQ

Address of licensed premises

has applied for an exception to the requirement that a person under age 18 not sell, supply or serve liquor on a licensed premises

Signature of applicant

Date   DD / MM / YYYY

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