

Before you complete this form

What this form is for

It's to allow a licensee who holds an existing on-premises or hotel (general bar) licence which was current as at 13 January 2020 to convert that licence to a small bar licence. The opportunity to convert your licence will be free of charge until 28 February 2021.

What you need to know about converting your existing licence

When an on-premises licence or a hotel general bar licence is converted to a small bar licence, the existing licence will be surrendered to the Independent Liquor & Gaming Authority (the Authority). The existing licence will be cancelled and you'll be issued with a small bar licence and a new licence number.

Note:

- ▲ Small bar conversions cannot be reversed.
- ▲ If you hold an on-premises licence, you must obtain development consent that permits the premises to be operated as a small bar. The development consent must be attached to this application. For more information, contact your local government area (LGA) council.

Cost

There is no fee to lodge this application.

How this request will be processed

Please allow at least 10 working days to receive an email response to your request.

Before you lodge this form, ensure that you have checked every box in Part 1. If information is missing, the application will not be accepted and it will be returned.

How to lodge this form

✉ liquor.applications@liquorandgaming.nsw.gov.au
Include 'AM0246 Small bar licence conversion' in the subject line.

✉ Liquor & Gaming NSW
Att: Licensing - Liquor Applications
GPO Box 7060
Sydney NSW 2001

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

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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intentionally blank**

Liquor licence: conversion to small bar licence

Liquor & Gaming NSW

OFFICE USE ONLY

AM0246

Lodged by Email MailDate lodged Request number

Part 1 Please check

Please ensure that you have checked every box. If information is missing, the application will not be accepted and it will be returned.

		Office use only
I have answered all questions in Part 2 in full.	<input type="checkbox"/>	<input type="checkbox"/>
The licensee's details have been completed in Part 3.	<input type="checkbox"/>	<input type="checkbox"/>
If I completed this form on behalf of the licensee, my details are also included in Part 3.	<input type="checkbox"/>	<input type="checkbox"/>
All details of the premises have been completed in Part 4.	<input type="checkbox"/>	<input type="checkbox"/>
The licensee has read, understood and checked all questions in Parts 5 and 6.	<input type="checkbox"/>	<input type="checkbox"/>
The licensee has read, confirmed and signed the declaration.	<input type="checkbox"/>	<input type="checkbox"/>
I have attached all documents required (see below).	<input type="checkbox"/>	<input type="checkbox"/>
Attachments		
If converting from an on-premises licence, copy of the development consent.	<input type="checkbox"/>	<input type="checkbox"/>
Additional pages where more space was required for answers.	<input type="checkbox"/>	<input type="checkbox"/>

Why are you applying to convert your licence to a small bar licence?

Please check more than one if applicable

- Access to automatic trading to 2am
- Lower annual liquor licence fees
- Exemption from certain licence conditions that do not apply to small bars
- Would like the venue to have a primary purpose of alcohol sales (for venues with an on-premises licence)
- Would like to operate and market the venue as a small bar
- Other Please specify below

Licence type No other licence types are eligible to be converted to a small bar licence other than those listed below.

Please check below.

- Hotel general bar licence in force on or before 13 January 2020
 - [▶ Go to Part 3](#)
- On-premises licence in force on or before 13 January 2020
 - Development consent that permits the licensed premises to be operated as a small bar has been obtained from the local council.
 - A copy of the development consent is attached.

Note: If you have an on-premises licence and *cannot* provide development consent for the premises that permits operation as a small bar, you cannot proceed with this application. **This application will not be processed if the boxes above are not checked.**

continued overleaf

Part 2 About the current liquor licence

Liquor licence number

LIQ

Liquor licence name

Part 3 About the applicant (must be the licensee)

3.1 If an individual

Mr Ms Mrs Miss Other

Given name

Family name

Mobile

Email

3.2 If an organisation

Organisation licensee name

ABN

ACN

Year incorporated

Contact phone

Email

Name of person representing the organisation

Position

Contact phone

Email

Contact person (if not the applicant)

This is the person we will contact if additional information is required at any stage during the application process. This may be a legal or other representative. If section below is left blank, we will contact the applicant directly.

Mr Ms Mrs Miss Other

Given name

Family name

Relationship to applicant e.g. solicitor, company secretary, consultant

Email

Contact phone

Part 4 About the licensed premises

Premises street address

Suburb/town/city

State

Postcode

Email

Main phone number

Website

Local government area (LGA)

Patron capacity as approved in current development consent for the premises

You MUST enter a number here.

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

Please check below.

- Sydney CBD Entertainment Precinct
- Kings Cross Precinct
- Not in a prescribed precinct

For more information go to 'Liquor licence freezes' at liquorandgaming.nsw.gov.au.

Part 5 Specific changes to your licence

Please check each item to confirm your agreement and understanding.

I understand the following will be automatically **transferred** to the new small bar licence:

- Existing licensed premises' location
- Existing licensee and all related details
- All other existing business owners, premises owners and interested parties, and their details
To change any of these details, go to onegov.nsw.gov.au
- Existing 6-hour closure period (if applicable)
- Any existing extended trading authorisation (ETA) if your licence is not located in a freeze precinct
All small bar licences will automatically be authorised to trade until 2am. If the current licence has an extended trading authorisation allowing trading past 2am and is not located in a freeze precinct, then any extended trading hours after 2am will be transferred to the new licence.
- Any conditions imposed on the existing licence

I understand the following will be **forfeited** if they are part of the current licence:

Hotel general bar licence

- Existing standard trading hours
Standard small bar licence trading hours are 12 midday to 12 midnight 7 days a week, plus an automatic extended trading authorisation to 2am. No liquor trading is permitted on restricted trading days. You must also comply with any trading hour restrictions in the current development consent for the premises.
- Any existing minors area authorisation
Minors are not permitted on small bar premises during liquor trading hours.
- Any existing function on other premises authorisation
Function on other premises authorisations are not available. If an approved function has not yet occurred, it will be forfeited.

- Any existing minors functions authorisation
Minors are not permitted on small bar premises during liquor trading hours.
- Any existing residents bar authorisation
Small bars must be open to the general public.

On-premises licence

- Existing standard trading hours
Standard small bar licence trading hours are 12 midday to 12 midnight 7 days a week, plus an automatic extended trading authorisation to 2am. No liquor trading is permitted on restricted trading days. You must also comply with any trading hour restrictions in the current development consent for the premises.
- Any existing minors functions authorisation
Minors are not permitted on small bar premises during liquor trading hours.
- Any existing sale on other premises authorisation
Liquor may only be sold on the licensed premises.
- Any existing takeaway sales authorisation
Liquor sold on the premises may only be consumed on the premises.

Part 6 New small bar licence requirements

Please check each item to confirm your agreement and understanding.

I understand that a small bar licence is subject to the following requirements:

- Patron limit of 120 people during liquor trading hours
Liquor may not be served if more than 120 patrons are present.
- Mandatory signage
Small bar licences have their own signage requirements. To find out more about any new signage you will need and how to purchase it, go to liquorandgaming.nsw.gov.au
- Minors not permitted
Minors are not permitted on the premises of any small bar during liquor trading hours.
- Small bars must be open to the general public
The business carried out under a small bar licence must not be, or include, a business that is limited to the sale or supply of liquor only to persons who have been invited to use or attend the small bar or to a particular class, or particular classes, or persons using or attending the small bar.
- Food must be made available
Liquor may only be sold or supplied in a small bar if food of a nature and quantity consistent with the responsible sale, supply and service of alcohol is made available whenever liquor is sold or supplied on the premises.

continued overleaf

Part 7 Applicant 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 the application.
- ▲ I undertake to notify as soon as practicable 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 the applicant is not suspended or disqualified from holding a liquor licence.
- ▲ I acknowledge that under section 36 of the *Gaming and Liquor Administration Act 2007* and section 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 delay or refusal of the application.
- ▲ 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 Board 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 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 this application may be published on an electronic noticeboard and information about the application, if granted, on a public register.

7B If an organisation

Please sign in accordance with the requirements in s. 127 of the *Corporations Act 2001*.

1. Name

Title e.g. director

Signature

Date

DD / MM / YYYY

2. Name

Title e.g. director, company secretary

Signature

Date

DD / MM / YYYY

7A If an individual

Name

Signature

Date

DD / MM / YYYY