

Before you complete this form

What this form is for

This application form is for the licensee of a club who applies for approval to remove the licence from its existing location to a new location.

An application for approval to remove a licence to other premises is treated as an application for the grant of a licence for the new premises.

Note

You must complete a Community Impact Statement (CIS) before applying for this licence. The CIS is a required attachment for this application. All forms are available at liquorandgaming.nsw.gov.au.

Cost

- ▲ The fee for this application is set out in the [Liquor Fee Schedule](#). The total fee can include a combination of a fixed fee and a processing fee. The processing fee is not refundable if the application is withdrawn or not granted.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If information is missing, processing this application will be delayed and the application may be withdrawn.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 8?
- Have you attached the documents listed in Part 9?
- Have you read and signed Part 10?
- 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 and lodged the notices on the following pages, following the instructions for each notice?

How to lodge this form

✉ liquor.applications@liquorandgaming.nsw.gov.au
Include 'AM0300 Club licence – removal' 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.

Remember to 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

✉ [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.

OFFICE USE ONLY

AM0300

By Email Mail OTC

Date lodged

Amount paid \$

GLS receipt no.

Finalised by

Date finalised

Licence no.

Business address a street address

Suburb/town/city

State

Postcode

Country if not Australia

Postal address

(if different from business address) a PO Box if one exists

Suburb/town/city

State

Postcode

Country if not Australia

Contact person details

 Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

Part 1 About the liquor licence

Liquor licence number

 LIQ

Licence name

Part 2 About the licensee

Name of organisation

ABN ACN

Email

Daytime phone

Website

continue overleaf

Email

Mobile

Home phone

Daytime phone

Driver licence no.

State

Residential address compulsory

Suburb/town/city

State Postcode

Country if not Australia

Postal address as above
We will use this mailing address when we contact this person about the licence.

Postal address
GPO/PO box or street address

Suburb/town/city

State Postcode

Country if not Australia

Part 3 More about the licensee

Has the applicant (or any director or officeholder of the applicant) been refused or disqualified from holding a liquor or gaming licence in Australia?

No

Yes supply details below

If **Yes**, supply details:

Part 4 Organisation applicants

List the directors and officeholders of the organisation

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

continue overleaf

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

Have any of the directors and officeholders ever been, in New South Wales or elsewhere, convicted of an offence, including any offence against the liquor laws?

No

Yes supply details below

If **Yes**, supply details:

Part 5 Proposed premises for the liquor licence

Email

Daytime phone

Website

continue overleaf

Business street address

Suburb/town/city

State

Postcode

What is the local government area for the premises?

What is the proposed patron capacity of the licensed area?

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

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

No

Yes

If **Yes**:

Will the application (if granted) increase the number of people who enter the freeze precinct principally to consume alcohol?

No

Yes

If **Yes**, give reasons

Does the local council's development consent or approval (if required) allow the licence at the premises?

Yes ▶ supply details

No ▶ supply details

If **Yes**:

DA no

DA grant date

If **No**:

and if a DA is required, when do you expect these DA details will be supplied to us? You can lodge this application if a DA is pending. We will not grant this application before a DA is approved and supplied to us.

Part 6 Liquor trading hours and 6-hour closure period

Standard trading hours for a club licence are 5:00am to midnight Monday to Saturday for consumption on premises, 5:00am to 10:00pm Monday to Saturday for take-away sales, and 10:00am to 10:00pm Sunday (for all trading types) except on Good Friday and Christmas Day. Trading hours allowed by the local consent authority (e.g. the local council) may be different.

The licence will be subject to a 6-hour closure period, which is a continuous block of time in each 24-hour period, during which the licence must not sell/supply liquor.

The period cannot start any earlier than midnight. Standard trading hours are affected by the 6-hour closure period. Liquor & Gaming NSW will approve a period that is appropriate to the particular premises and the circumstances, having regard to the objectives of the Liquor Act 2007. Visit liquorandgaming.nsw.gov.au for more information about Liquor & Gaming NSW's policy.

If the proposed hours for the 6-hour closure period are not 4:00am to 10:00am, you must provide reasons and relevant information in support of the closure period proposed. If the proposed trading hours are outside the standard trading hours, an extended trading authorisation form must be lodged.

Proposed trading hours and 6-hour closure period at the new location:

Day	Trading hours		6-hour closure period	
	start time	end time	start time	end time
Monday	:	:	:	:
Tuesday	:	:	:	:
Wednesday	:	:	:	:
Thursday	:	:	:	:
Friday	:	:	:	:
Saturday	:	:	:	:
Sunday	:	:	:	:

continue overleaf

Part 8 Owner of the proposed club premises

If the premises owner is an individual (ie. a person).

▶ Complete all questions in Part 8A only.

If the premises owner is an organisation (e.g. a company).

▶ Complete all questions in Part 8B only.

If owned jointly by an individual and an organisation.

▶ Complete all questions in Parts 8A and 8B.

Note:

If there are multiple premises owners, please attach a separate sheet answering all questions for each premises owner.

8A Premises owner (if an individual)

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

Email

Mobile

Home phone

Daytime phone

Driver licence no.

State

Residential street address

Suburb/town/city

State

Postcode

Country if not Australia

Postal address as above

Postal address

GPO/PO box or street address

Suburb/town/city

State

Postcode

Country if not Australia

8B Premises owner (if an organisation)

Name of organisation

ABN

ACN

Daytime phone

Email

Website

continue overleaf

Business street address

Suburb/town/city

State

Postcode

Country if not Australia

Postal address as above

Postal address

GPO/PO box or street address

Suburb/town/city

State

Postcode

Country If not Australia

Part 10 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.

11A Applicant (must be an organisation)

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

1. Name of officeholder

Title e.g. director

Signature

Date

Part 9 Other information we need

Attach

- ▲ a plan of the proposed licensed premises
The plan, preferably A4 size, must be to scale. The plan must show the proposed licensed area of the club by means of a red coloured line. If applying for licence-related authorisations using the separate application forms, the plan must also show the area to be covered by each authorisation by means of different coloured lines.
- ▲ a copy of the local council's development consent or approval for the club premises (if approved).
- ▲ the Community impact statement (CIS) for the proposed licence.
For information about the L&GNSW's 'Community impact statement toolkit', go to liquorandgaming.nsw.gov.au.
- ▲ a copy of the club's constitution.
- ▲ any applicable licence-related authorisation application form.
- ▲ if the applicant is a corporation, provide a current ASIC search containing details of directors and officeholders.

continue overleaf

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 11 Payment for this application

Use the [Liquor Fee Schedule](#) to calculate the fee for this application. The total fee can include a combination of a fixed fee and a processing fee. The processing fee component is non-refundable in the event the application is withdrawn or not granted.

Fees are subject to change without notice and do not incur GST.

Record the fee below:

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

continue overleaf

Local consent authority notice

Application for liquor licence removal to new location

Application type

Club licence removal to new location

When lodging this application with Liquor & Gaming NSW, the applicant must immediately 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 Crown Land division Department of Industry, 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.

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

Applicants address

has applied to Liquor & Gaming NSW to remove a club licence from its existing location to a new location

Name of licensed premises

Address of licensed premises

Proposed trading hours for the licensed premises

Monday to Saturday	Start time <input type="text"/> :	End time <input type="text"/> :
Sunday	Start time <input type="text"/> :	End time <input type="text"/> :
6-hour closure period	Start time <input type="text"/> :	End time <input type="text"/> :

Proposed maximum number of patrons in the licensed premises

Entertainment to be provided

No Yes

Is an extended trading authorisation proposed as part of this application?

No Yes

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

COUNCIL OR OTHER CONSENT AUTHORITY USE ONLY

AM0300

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

Lodged date

Submissions close

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DD / MM / YYYY

DD / MM / YYYY

Police notice

Application for liquor licence removal to new location



Application type

Club licence removal to new location

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 attach them to the copy of this notice that you lodge 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

Applicants address

has applied to Liquor & Gaming NSW to remove a club licence from its existing location to a new location

Name of licensed premises

Address of licensed premises

Proposed trading hours for the licensed premises

Monday to Saturday	Start time <input type="text"/> :	End time <input type="text"/> :
Sunday	Start time <input type="text"/> :	End time <input type="text"/> :
6-hour closure period	Start time <input type="text"/> :	End time <input type="text"/> :

Proposed maximum number of patrons in the licensed premises

Entertainment to be provided

No Yes

Is an extended trading authorisation proposed as part of this application?

No Yes

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

POLICE USE ONLY

AM0300

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

Public consultation – site notice

Application for liquor licence removal to new location



Application type

Club licence removal to new location

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

This notice must also be provided to:

- ▲ the occupiers of any building on land situated within 100 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
- ▲ the stakeholders consulted during the Community Impact Statement (CIS) process (if applicable).

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.

Application details

Applicant's name

Date of application

DD / MM / YYYY

Applicants address

has applied to Liquor & Gaming NSW to remove a club licence from its existing location to a new location

Name of licensed premises

Address of licensed premises

Proposed trading hours for the licensed premises

Monday to Saturday	Start time <input type="text"/> :	End time <input type="text"/> :
Sunday	Start time <input type="text"/> :	End time <input type="text"/> :
6-hour closure period	Start time <input type="text"/> :	End time <input type="text"/> :

Proposed maximum number of patrons in the licensed premises

Entertainment to be provided

No Yes

Is an extended trading authorisation proposed as part of this application?

No Yes

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