

Temporary licensed premises

Before you complete this form

What this form is for

This application form is for the licensee of any licensed premises who applies for approval to temporarily carry on business at another premises for up to 12 months because the original premises are or will soon be unfit for use (e.g. through fire, flood or re-construction).

What you need to know

Please complete all questions that apply to you. If information is missing, processing this application will be delayed and the application may be withdrawn.

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 This is a processing fee and is **not refundable** if the application is withdrawn or not granted.
- Fees paid for by credit card will include a 0.4% surcharge. GST is included. Fees are subject to change without notice.

Pre-lodgement checklist

- Have you answered all questions in Parts 1 to 4?
- Have you attached documents listed in Part 5?
- Have you read and signed the declaration in Part 6?
- Have you checked the [Liquor Fee Schedule](#) to ensure your fee is correct?
- Have you enclosed payment or included credit card details?
- Have you completed the notices?

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

- @ liquorandgaming.nsw.gov.au
Include 'AM0444 Temporary licensed premises' 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.

Lodge 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

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

AM0444

By Email Mail OTC

Date lodged

Amount paid \$

GLS receipt no.

Request no.

Finalised by

Date finalised

Email

Mobile

Home phone

Daytime phone

1B Licensee (if an organisation)

Name of organisation

ABN

ACN

Email

Daytime phone

Part 1 About the liquor licence

Liquor licence number

LIQ

Licence name

If the licensee is an individual

▶ Complete Part 1A only.

If the licensee is an organisation

▶ Complete Part 1B only.

1A Licensee (if an individual)

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

continue overleaf

Part 2 Proposed temporary premises for the liquor licence

This is the premises it is proposed to temporarily remove the licence to.

If the premises occupies more than one address, copy this page and complete the premises address questions for each address.

Street address

Suburb/town/city

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State

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Postcode

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Daytime phone

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Email

Website

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What is the local government area for the premises?

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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

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DA grant date

DD / MM / YYYY

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 3 More information about the application

What is the reason for the application?

When is it intended to carry on business at the temporary premises:

Start date

DD / MM / YYYY

End date

DD / MM / YYYY

How will this application (if approved) affect the interests of the owner, a lessee, a sublessee or a mortgagee of the existing licensed premises?

What is the patron capacity of the licensed area at the existing premises?

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What is the proposed patron capacity of the licensed area at the proposed temporary premises?

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

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

- Yes
 No

What practices will be put in place at the proposed temporary premises to ensure that liquor is sold, supplied or served responsibly, and that steps are taken to prevent intoxication on those premises?

continue overleaf

Part 4 Owner of the proposed temporary licensed premises

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

▶ Complete all questions in Part 4A only.

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

▶ Complete all questions in Part 4B only.

If owned jointly by an individual and an organisation.

▶ Complete all questions in Parts 4A and 4B.

If insufficient space in this form for multiple premises owners, attach a separate sheet answering all questions for each business owner.

4A 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

4B Premises owner (if an organisation)

Name of organisation

ABN

ACN

Daytime phone

Email

Website

continue overleaf

Business street address

Suburb/town/city

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State

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Postcode

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Country if not Australia

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Postal address as above

Postal address

GPO/PO box or street address

Suburb/town/city

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State

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Postcode

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Country If not Australia

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Part 5 Other information we need

Attach

- ▲ a plan of the proposed licensed premises
- ▲ please ensure the plan is :
 - A4 in size
 - shows the surrounding street
 - has a red coloured line around the proposed boundaries.

Note

Any authorisations the licence may have cannot be used whilst at the temporary premises, ie: extended trading, primary service, etc.

- ▲ a copy of the local council's development consent or approval for the proposed premises (if required and approved). You can lodge an application if a DA is pending. We will not grant the application before a DA is approved and supplied to us.

Note

We may require preparation of a community impact statement (CIS) for the liquor licence at the proposed temporary premises. Check with us before lodging this application form. For information about the Community Impact Statement, go to liquorandgaming.nsw.gov.au.

Part 6 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 will provide the site notice to the occupiers of any building or land situated within 50 metres of the licensed premises.
- ▲ 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

If the applicant is an individual

▶ Complete Part 7A only.

If the applicant is an organisation

▶ Complete Part 7B only.

7A Applicant (if an individual)

Full name of applicant

Signature

Date

7A Applicant (if an organisation)

This panel must be signed in accordance with the requirements in 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 7 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

Instructions

The notices on the following pages must be lodged with the respective parties *immediately before, or within two working days* of, lodging the application.

Follow these instructions carefully. Failure to comply with all requirements may result in refusal of your application.

Public Consultation – Site Notice

- Complete the public consultation – site notice
- A **copy** of the completed notice:
 - must** be affixed to the **location of the licensed premises**.
 - ▲ If the premises are yet to be built, the notice must be affixed to a noticeboard erected on the land, and must be protected from weather.
 - ▲ If the premises are already erected, the notice should be placed on the inside of an exterior glass window or door.
 - ▲ The notice must be legible to members of the public passing the premises or land, and should be facing onto the street that is most likely to be used by passers-by. It should be placed between 1.5 and 2 metres above ground, so it is easily read by a passing adult.
 - ▲ **The notice must remain continuously affixed at the location until the application is determined by the Authority.**
- Must** be provided to all **stakeholders** consulted during the Community Impact Statement (CIS) process, if a CIS was required for the application.
- Lodge the original completed notice with the application.

Police Notice

- Complete the Police Notice
- A **copy** of the completed notice, application, and any attachments and plans **must** be lodged:
 - With the **police station nearest to the premises** immediately before, or within two working days, of lodging the application.
 - Lodge the original completed notice with the application.

Local Consent Authority Notice

- Complete the Local Consent Authority Notice
- A **copy** of the completed notice, application, and any attachments and plans **must** be lodged:
 - With the **local council or other consent authority**.
 - With the **local council or other consent authority for a neighbouring local government area (LGA)** if the premises are within **500 metres** of the other LGA.
 - With the Department of Industry – Lands, if the premises are on Crown Land
 - Lodge the original completed notice with the application.

Failure to strictly comply with these requirements may result in this application being rejected.

Local consent authority notice

Application for a temporary licensed premises



Application type

To temporarily carry on business at another premises for up to 12 months.

When lodging this application with Liquor & Gaming NSW, the applicant must immediately before or 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 Department of Industry - Lands, 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.

Public submissions

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 liquorandgaming.nsw.gov.au.

Application details

Applicant's name

Date of application

DD / MM / YYYY

Applicant's address

has applied to Liquor & Gaming NSW to temporarily carry on business at another location because the original premises are or will soon be unfit for use.

Name of licensed premises

Liquor licence no.

LIQ

Address of proposed temporary licensed premises

Proposed trading hours for the licensed premises at the proposed temporary location are

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 (if applicable)	Start time <input type="text"/> :	End time <input type="text"/> :

Proposed maximum number of patrons in the temporary licensed premises

Will entertainment be provided on the licensed premises during the extended trading hours?

 Yes

 No

Signature of applicant

Date

DD / MM / YYYY

continue overleaf

COUNCIL OR OTHER CONSENT AUTHORITY USE ONLY

AM0444

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 liquorapplications@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

Police notice

Application for a temporary licensed premises

Application type

To temporarily carry on business at another premises for up to 12 months.

When lodging this application with Liquor & Gaming NSW, the applicant must immediately before or within two working days a copy of the application with the local police station.

Complete **all** details below – then copy all pages of this application and attachments and the plan and lodge the copy with the police station nearest to the premises.

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

Applicant's address

has applied to Liquor & Gaming NSW to temporarily carry on business at another location because the original premises are or will soon be unfit for use.

Name of licensed premises

Liquor licence no.

LIQ

Address of proposed temporary licensed premises

Proposed trading hours for the licensed premises at the proposed temporary location are

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 (if applicable)	Start time <input type="text"/> :	End time <input type="text"/> :

Proposed maximum number of patrons in the temporary licensed premises

Will entertainment be provided on the licensed premises during the extended trading hours?

Yes

No

Signature of applicant

Date

DD / MM / YYYY

continue overleaf

POLICE USE ONLY

AM0444

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 liquorapplications@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

Public consultation – site notice

Application for a temporary licensed premises



Application type

To temporarily carry on business at another premises for up to 12 months.

This notice must be affixed to the location of a proposed licensed premises immediately before or within two working days of lodging an application with Liquor & Gaming NSW as described below.

This notice must also be provided to:

- ▲ the occupiers of any building on land adjoining the licensed premises, regardless of a separating road
- ▲ the occupiers of any building situated within 50 metres of the boundary of the licensed premises
- ▲ if a category B Community Impact Statement (CIS) is required, the occupiers of any building situated within 100 metres of the boundary of the licensed premises
- ▲ all other stakeholders consulted during the CIS process (if a CIS is required).

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.

Public submissions

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 liquorandgaming.nsw.gov.au.

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Date of application

DD / MM / YYYY

Applicant's address

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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 (if applicable)	Start time <input type="text"/> :	End time <input type="text"/> :

Will entertainment be provided on the licensed premises during the extended trading hours? Yes No

Signature of applicant

Date

DD / MM / YYYY