

Change 6-hour closure period – application by licensee



Before you complete this form

What this form is for

This application form is for a licensee who applies to change an existing 6-hour closure period (usually from 4:00am to 10:00am each day) to another continuous 6-hour closure period on a permanent or temporary basis.

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 The processing fee is not refundable if the application is withdrawn or not granted.

Pre-lodgement checklist

If information is missing, processing this application will be delayed and the application may be withdrawn.

- Have you answered all questions in Parts 1 and 2?
- Have you read and signed the declaration in Part 3?
- 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?
- Have you lodged all pages of this application (including attachments)?
- Have you lodged copy of this application (including attachments) at the police station nearest to the premises?

How to lodge this form

✉ liquor.applications@liquorandgaming.nsw.gov.au

Please include 'AM0488 Change 6-hour closure period – application by licensee' 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

Please provide all pages of this application, your payment, and supporting documents. There's no need to attach these introduction pages.

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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Change 6-hour closure period – application by licensee



OFFICE USE ONLY

AM0488

Lodged by Email Mail OTC

Date lodged

GLS receipt no.

Request no.

Finalised by

Date finalised

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

Gender

Date of birth

Place of birth

Email

Daytime phone

1B Licensee (if an organisation)

Name of organisation Must exactly match the name registered to the ABN/ACN, and cannot be a trust

ABN

ACN

Year incorporated

Name of contact

Email

Daytime phone

continue overleaf

Part 2 About the 6-hour closure period

If the licence was granted before 30 October 2008, the licence will be subject to a 6-hour closure period if this application is approved. If the licence was granted on or after 30 October 2008, a 6-hour closure period already applies.

The 6-hour closure period 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.

Tell us the existing 6-hour closure period:

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

Is the proposed change:

Check one only

- Permanent
 ▶ Complete Part 3A
- Temporary
 ▶ Complete Part 3B

3A Proposed 6-hour closure period - if permanent

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

3B Proposed 6-hour closure period - if temporary

Date	6-hour closure period start time	6-hour closure period end time
DD/MM/YYYY	:	:
DD/MM/YYYY	:	:
DD/MM/YYYY	:	:
DD/MM/YYYY	:	:
DD/MM/YYYY	:	:
DD/MM/YYYY	:	:
DD/MM/YYYY	:	:
DD/MM/YYYY	:	:

Why do you propose to change the existing 6-hour closure period?

Applicants must provide reasons and relevant information in support of the closure period which is proposed. Applicants should provide an account of the current or proposed mode of operation of the licensed premises, the demonstrated or likely needs of its patrons, the interests of the local community and the opinion (if any) of local Police towards the proposal.

Applicants should also address how the proposed closure period relates to considerations that the Authority will have regard to under section 3(2) of the *Liquor Act 2007*, which are:

- (a) the need to minimise harm associated with misuse and abuse of liquor (including harm arising from violence and other anti-social behaviour)
- (b) the need to encourage responsible attitudes and practices towards the promotion, sale, supply, service and consumption of liquor, and
- (c) the need to ensure that the sale, supply and consumption of liquor contributes to, and does not detract from, the amenity of community life.

(attach a separate sheet if insufficient space)

continue overleaf

Part 3 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.
- ▲ If the application is lodged by a legal representative or other representative, complete the legal representative section.
- ▲ 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, to the local consent authority and affix the site notice to the licensed property.
- ▲ 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.

3A If an individual

Name of applicant

Position

Signature

Date

DD / MM / YYYY

3B If an organisation

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

Name of applicant

1. Name of officeholder

Title e.g. director

Signature

Date

DD / MM / YYYY

2. Name of officeholder (if more than one)

Title e.g. director, company secretary

Signature

Date

DD / MM / YYYY

If the application is lodged by a legal or other representative, tell us:

Name of representative

Representative's business name

Daytime phone

continue overleaf

LQ5846_310818

Correspondence address

Email

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Part 4 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:

Payment amount \$

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Please pay by:

Credit card Cheque Cash Money order

This is a processing fee and is non-refundable in the event that the application is withdrawn or refused.

Credit card payments

A surcharge of 0.4% is added to credit card payments.

Card type MasterCard Visa

Card number

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Name on credit card

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Expiry date

MM / YYYY

Cardholder signature

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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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Application notices

Instructions

The notices on the following pages must be lodged with the respective parties *immediately before, or within two working days of*, lodging an 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**.
 - ▲ 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 Liquor & Gaming NSW.**
 - Must** be provided to the **occupiers of surrounding buildings**. This means:
 - ▲ any building or land adjoining the licensed premises, regardless of a separating road.
 - ▲ any building on land situated within 50 metres of the boundary of the licensed premises.
- 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, Crown Land division NSW, 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.

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Local consent authority notice

Application to change 6-hour closure period

Application type

Change 6-hour closure period – application by licensee

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.

Application details

Applicant's name

Date of application

DD / MM / YYYY

Applicant's address

has applied to Liquor & Gaming NSW to change an existing 6-hour closure period for a licensed premises to a different 6-hour closure period.

Liquor licence name

Address of licensed premises

Details if closure period is **permanent**

Existing 6-hour closure period

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

Proposed 6-hour closure period

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

Details if closure period is **temporary**

Existing 6-hour closure period

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

Proposed 6-hour closure period

Day	6-hour closure period start time	6-hour closure period end time
DD / MM / YYYY	:	:
DD / MM / YYYY	:	:
DD / MM / YYYY	:	:
DD / MM / YYYY	:	:
DD / MM / YYYY	:	:
DD / MM / YYYY	:	:
DD / MM / YYYY	:	:

Signature

Date

DD / MM / YYYY

Submissions about this application can be made within 30 days. To make a submission, visit liquorandgaming.nsw.gov.au
Check the electronic noticeboard for the closing date for this application. Lodge submissions via the noticeboard.

COUNCIL OR OTHER CONSENT AUTHORITY USE ONLY

AM0488

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

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Lodged date

DD / MM / YYYY

Submissions close

DD / MM / YYYY

Police notice

Application to change 6-hour closure period



Application type

Change 6-hour closure period – application by licensee

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 lodge the copy 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

Applicant's address

has applied to Liquor & Gaming NSW to change an existing 6-hour closure period for a licensed premises to a different 6-hour closure period.

Liquor licence name

Address of licensed premises

Details if closure period is **permanent**

Existing 6-hour closure period

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

Proposed 6-hour closure period

Day	6-hour closure period start time	6-hour closure period end time
Monday	:	:
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Saturday	:	:
Sunday	:	:

Details if closure period is **temporary**

Existing 6-hour closure period

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

Proposed 6-hour closure period

Day	6-hour closure period start time	6-hour closure period end time
DD / MM / YYYY	:	:
DD / MM / YYYY	:	:
DD / MM / YYYY	:	:
DD / MM / YYYY	:	:
DD / MM / YYYY	:	:
DD / MM / YYYY	:	:
DD / MM / YYYY	:	:

Signature

Date

DD / MM / YYYY

Submissions about this application can be made within 30 days. To make a submission, visit liquorandgaming.nsw.gov.au. Check the electronic noticeboard for the closing date for this application. Lodge submissions via the noticeboard.

POLICE USE ONLY

AM0488

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 to change 6-hour closure period



Application type

Change 6-hour closure period – application by licensee

The applicant below has applied to Liquor & Gaming NSW to change an existing 6-hour closure period for a licensed premises to a different 6-hour closure period.

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

This notice must also be provided to:

- ▲ the occupiers of any building on land situated within 50 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

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.

Application details

Applicant's name

Date of application

DD / MM / YYYY

Applicant's address

has applied to Liquor & Gaming NSW to change an existing 6-hour closure period for a licensed premises to a different 6-hour closure period.

Liquor licence name

Address of licensed premises

Details if closure period is **permanent**

Existing 6-hour closure period

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

Proposed 6-hour closure period

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

Details if closure period is **temporary**

Existing 6-hour closure period

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

Proposed 6-hour closure period

Day	6-hour closure period start time	6-hour closure period end time
DD / MM / YYYY	:	:
DD / MM / YYYY	:	:
DD / MM / YYYY	:	:
DD / MM / YYYY	:	:
DD / MM / YYYY	:	:
DD / MM / YYYY	:	:
DD / MM / YYYY	:	:

Signature

Date

DD / MM / YYYY

Submissions about this application can be made within 30 days. To make a submission, visit liquorandgaming.nsw.gov.au. Check the electronic noticeboard for the closing date for this application. Lodge submissions via the noticeboard.