

Before you complete this form

What this form is for

It's for a licensee or the owner of licensed premises who is seeking approval to change the boundaries of their licensed premises.

Note

If the proposed boundary change affects another type of licence-related authorisation that has already been granted, e.g. minors area authorisation, you will also need to relodge an application for that authorisation. Search for application forms 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. This fee is not refundable.

There is a 0.4% surcharge if you pay by credit card. No GST applies. Note that fees may change without notice.

How this request will be processed

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

Pre-lodgement checklist

Before you lodge this form, ensure that you have checked every box in Part 2. If information is missing, we'll need to ask you to supply the required information to support the application. This may delay our response.

- Have you answered all questions in Parts 1 and 2?
- Have you answered all questions in Part 3 if applicable?
- Have you attached the documents listed in Part 4?
- Have you read and signed Part 5?
- 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 lodged all pages of this entire application (including attachments) with L&GNSW?
- Have you lodged **a copy** of this entire application (including attachments) and 'Local consent authority' with each of the bodies required?
- Have you lodged a copy of this entire application (including attachments) and 'Police notice' at the police station nearest to the premises?

How to lodge this form

✉ liquor.applications@liquorandgaming.nsw.gov.au
Include 'AM0520 Liquor licence: change of boundaries authorisation' 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.

Liquor licence: change of boundaries



OFFICE USE ONLY

AM0520

By Email Mail OTC

Date lodged

Amount paid \$

GLS receipt no.

Application no.

Finalised by

Date finalised

2A If an individual

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Email

Contact phone

2B If an organisation

Name of organisation

ABN

ACN

Year incorporated

Contact person name

Email

Contact phone

Part 1 About the liquor licence

Liquor licence number

LIQ

Licence name

Part 2 Requester details

Please check one

I am the licensee

- ▶ If an individual complete Part 2A only
- ▶ If an organisation complete Part 2B only

I am the owner of the premises

- ▶ If an individual complete Part 2A only
- ▶ If an organisation complete Part 2B only

continue overleaf

Part 3 About this application

This application is to:

Please check one.

- apply for a new** licensed area
▼ Complete Part 3B only
- change an existing** licensed area
▼ Complete Parts 3A and 3B

3A Details for existing licensed area changes

Why does the existing licensed area need to be changed?

What changes do you propose to make to the existing licensed area?

3B Further application information

Does this application relate to a limited licence?

- Yes Go to Part 5
- No Complete details below

Is the local council's development consent required?

- Yes
- No

Patron capacity

Existing licensed area:

Proposed licensed area:

Are the licensed premises located in a freeze precinct designated in the *Liquor Act 2007*?

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

- No Go to Part 5
- Yes Complete details below

Will the proposed licensed area increase the number of people who enter the freeze precinct principally to consume alcohol?

- Yes
- No

Part 4 Please attach

- Plan of proposed change of boundary**
A4 or A3 scale plan of premises, showing proposed licensed area outlined in distinctive colour.
- Local council's development consent or approval**
If required, a copy of the local council's development consent or approval for the use of the proposed licensed area.

Refer to FS3127 'How to submit a floor plan with a liquor licensing application' fact sheet at liquorandgaming.nsw.gov.au for more information.

continue overleaf

Part 5 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 practical 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 consent authority and the local police station.
- ▲ I declare that I am 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 will be published on an electronic noticeboard and information about the application, if granted, on a public register.
- ▲ I acknowledge that this application may affect an existing licence-related authorisation for the premises (e.g. minors area authorisation) and declare that I will lodge a separate application to amend the authorisation, if applicable.

If the applicant is an individual

- ▶ Complete Part 5A only.

If the applicant is an organisation

- ▶ Complete Part 5B only.

5A Applicant (if an individual)

Name Proposed licensee or owner in possession

Title

Signature

Date

DD / MM / YYYY

5B Applicant (if an organisation)

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

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

continue overleaf

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

Mr Ms Mrs Miss Other

Given name

Family name

Representative's business name

Email

Contact phone daytime

Address for correspondence

Suburb/town/city

State

Postcode

Country if not Australia

Part 6 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, and is not refundable.

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

MM / YYYY

Cardholder signature

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

Local consent authority notice

Change of boundaries



Application type

Change of boundaries

Please complete all your details below.

Then copy **all** pages of this application and attachments and lodge them with the bodies below **immediately before** or **within two working days** of when you submit them to L&GNSW:

- ▲ the local council or other consent authority
- ▲ if the premises are within 500 metres of another local government area (LGA), the local council or other consent authority for that area
- ▲ the Crown Land division of the NSW Department of Industry if the premises are on Crown land.

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

has applied for a **change of boundaries**, which will allow them to change the boundaries of the licensed premises.

About existing licensed premises

Premises name

Premises address

Signature of applicant

Date

DD / MM / YYYY

Note:

If owner in possession is lodging application, this notice must be signed by the owner in possession.

COUNCIL OR OTHER CONSENT AUTHORITY USE ONLY

AM0520

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 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

Change of boundaries



Application type

Change of boundaries

- ▲ Please complete all your details below.
- ▲ Then copy **all** pages of this application and attachments and lodge them at the police station nearest to the premises **immediately before** or **within two working days** of when you submit them to L&GNSW.

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

has applied to **change the boundaries of the licensed premises.**

About existing licensed premises

Premises name

Premises address

Signature of applicant

Date

DD / MM / YYYY

Note:

If owner in possession is lodging application, this notice must be signed by the owner in possession.

POLICE USE ONLY

AM0520

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.

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LIQUOR & GAMING NSW USE ONLY

Application number

--

Lodged date

DD / MM / YYYY

Submissions close

DD / MM / YYYY
