

Change business type

Before you complete this form

What this form is for

This application form is for the licensee of an on-premises licence who applies to change the kind of business or activity carried out on the licensed premises

Note

You may need to complete a Community Impact Statement (CIS) before applying. If required, the CIS must be attached to 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](#). This is a processing fee and is **not refundable** if the application is withdrawn or not granted.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If information is missing, processing this application will be delayed and the application may be withdrawn.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 2?
- Have you attached the documents listed in Part 3?
- Have you read and signed Part 4?
- 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 copied 'Local consent authority notice' and lodged it with each of the bodies below:
 - ▲ 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
 - ▲ if the premises are on Crown Land, the Crown Lands division, NSW Department of Industry.
- Have you lodged a copy of this entire application (including attachments) at the police station nearest to the premises.
- Have you copied 'Public consultation – site notice' and:
 - ▲ displayed it on the premises at least 2 days before lodging this form
 - ▲ provided it to the parties below if applicable:
 - the occupiers of any building within 50 metres of the licensed premises, regardless of a separating road
 - the stakeholders consulted during the community impact statement (CIS) process
 - ▲ if the premises are on Crown land, the Department of Industry – Lands

continue overleaf

How to lodge this form

- @ liquor.applications@liquorandgaming.nsw.gov.au
Include 'AM0525 Change business type' 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*

Attachments

- Local council's development consent or approval if required
- The community impact statement (CIS) for the proposed business type (if applicable)

Explanation of terms

Term

Applicant

Definition

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.

Change business type



OFFICE USE ONLY

AM0525

By Email Mail OTC

Date lodged

Amount paid \$

GLS receipt no.

Request number

Finalised by

Date finalised

Email

Mobile

Home phone

Daytime phone

Driver licence no.

State

Part 1 About the liquor licence

Liquor licence number

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 About the licensee (if an individual)

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

1B Licensee (if an organisation)

Name of organisation

ABN

ACN

Email

Daytime phone

continue overleaf

Contact person details

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

Email

Contact phone

Part 2 About this application

What is the existing business or activity carried out on the licensed premises?

Please check one or more

- Accommodation premises
- Airport
- Catering service
- Cinema public entertainment venue
- Club activity and support
- Karaoke venue
- Local product promotion
- Other public entertainment venue*
- Public arena and events
- Public hall
- Racing facility
- Restaurant
- Sport facility
- Tertiary institution
- Theatre public entertainment venue
- Tourist facility
- Tour operator
- Vessel
- Other Please supply details:

* Denotes that a community impact statement is required.

What is the proposed business or activity carried out on the licensed premises?

Please check one or more

- Accommodation premises
- Airport
- Catering service
- Cinema public entertainment venue
- Club activity and support
- Karaoke venue
- Local product promotion
- Other public entertainment venue*
- Public arena and events
- Public hall
- Racing facility
- Restaurant
- Sport facility
- Tertiary institution
- Theatre public entertainment venue
- Tourist facility
- Tour operator
- Vessel
- Other Please supply details:

If catering service and/or tour operator is ticked, the applicant must lodge an application for a sale on other premises authorisation.

* Denotes that a community impact statement is required.

Why do you propose to change the existing business type?

If the proposed change affects an existing licence-related authorisation (e.g. sale on other premises authorisation), a separate application to amend the authorisation is required. Use the appropriate application form.

Part 3 Other information we need

Attach

- ▲ a copy of the local council's development consent or approval (if required) for any proposed new business type
- ▲ the community impact statement (CIS) for the proposed business type (if applicable)

Part 4 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.

If the applicant is an individual (ie. a person),
▶ Complete Part 4A only.

If the applicant is an organisation (e.g. a company),
▶ Complete Part 4B only.

4A Licensee (if an individual)

Name

Position

Signature

Date

DD / MM / YYYY

4B Licensee (must be 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:

Name of representative

Representative's business name

Email

Contact phone daytime

Address for correspondence

Suburb/town/city

State

Postcode

Part 5 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

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

continue overleaf

Local consent authority notice

Application for change of business type



Application type

Change the kind of activity carried out on the licensed premises for the on-premises licence

When lodging this application, the applicant must 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 the Crown Land division of the NSW 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

Date of application

Licensee's name

Licence No

Licensee's address

has applied to the L&GNSW to change the kind of activity carried out on the licensed premises for the on-premises licence.

Name of licensed premises

Address licensed premises

What is the kind of business or activity proposed to be carried out on the licensed premises? Please check one or more

- | | | |
|------------------------------------------------------------|-------------------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Accommodation premises | <input type="checkbox"/> Airport | <input type="checkbox"/> Catering service |
| <input type="checkbox"/> Cinema public entertainment venue | <input type="checkbox"/> Club activity and support | <input type="checkbox"/> Karaoke venue |
| <input type="checkbox"/> Local product promotion | <input type="checkbox"/> Other public entertainment venue* | <input type="checkbox"/> Public arena and events |
| <input type="checkbox"/> Public hall | <input type="checkbox"/> Racing facility | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> Sport facility | <input type="checkbox"/> Theatre public entertainment venue | <input type="checkbox"/> Tertiary institution |
| <input type="checkbox"/> Tourist facility | <input type="checkbox"/> Tour operator | <input type="checkbox"/> Vessel |
| <input type="checkbox"/> Other ▼ Please supply details: | | |

Signature of licensee

Date

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

AM0525

I, (insert name, position and organisation)

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| |

Certify that this notice was received on

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|----------------|
| 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 |
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Submissions close

| |
|----------------|
| DD / MM / YYYY |
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Police notice

Application for change of business type



Application type

Change the kind of activity carried out on the licensed premises for the on-premises licence

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

Date of application

Licensee's name

Licence No

Licensee's address

has applied to the L&GNSW to change the kind of activity carried out on the licensed premises for the on-premises licence.

Name of licensed premises

Address licensed premises

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|------------------------------------------------------------|-------------------------------------------------------------|--------------------------------------------------|
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| <input type="checkbox"/> Public hall | <input type="checkbox"/> Racing facility | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> Sport facility | <input type="checkbox"/> Theatre public entertainment venue | <input type="checkbox"/> Tertiary institution |
| <input type="checkbox"/> Tourist facility | <input type="checkbox"/> Tour operator | <input type="checkbox"/> Vessel |
| <input type="checkbox"/> Other ▼ Please supply details: | | |

Signature of licensee

Date

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

AM0525

I, (insert name, position and organisation)

Certify that this notice was received on

| |
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|----------------|
| DD / MM / YYYY |
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Liquor licence no.

LIQ

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| | | | | | | | | | |
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LIQUOR & GAMING NSW USE ONLY

Application number

| |
|--|
| |
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Lodged date

| |
|----------------|
| DD / MM / YYYY |
|----------------|

Submissions close

| |
|----------------|
| DD / MM / YYYY |
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Public consultation – site notice

Application for change of business type



Application type

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Application details

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| <input type="checkbox"/> Public hall | <input type="checkbox"/> Racing facility | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> Sport facility | <input type="checkbox"/> Theatre public entertainment venue | <input type="checkbox"/> Tertiary institution |
| <input type="checkbox"/> Tourist facility | <input type="checkbox"/> Tour operator | <input type="checkbox"/> Vessel |
| <input type="checkbox"/> Other ▼ Please supply details: | | |

Signature of licensee

Date

DD / MM / YYYY

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