

## Before you complete this form

### What this form is for

This form is to notify NSW Police of any function that you will be holding at which you will be using your limited licence. Liquor may only be sold or supplied under a limited licence if you have used this form notify the local police at least 14 days prior to the function. You may hold up to 52 functions per year, or another number if the Independent Liquor & Gaming Authority Board (the Authority) considers it appropriate in your case.

You can choose to either notify the local police of all functions for the year using this form or, alternatively, from time to time as the year progresses.

### Cost

There is no charge for making this application.

### How to lodge this form

You must submit this form to your local police at least 14 days before the earliest function on the form. Find your local police station at [police.nsw.gov.au](http://police.nsw.gov.au).

There's no need to include this introduction page.

### Need more information?

-  [liquorandgaming.nsw.gov.au](http://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](http://liquorandgaming.nsw.gov.au).

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intentionally blank**

# Limited licence functions: police notification

**POLICE USE ONLY**

**AM0530**

Received by

Date received

## Part 1 Limited licence holder details

Liquor licence number

LIQ

Limited licence name

Mr  Ms  Mrs  Miss  Other

Given name

Family name

Position in relation to licence

Contact phone

         

Email

  


## Part 2 Function details

Describe the measures that will be put in place at the proposed function/s to ensure liquor is not sold or supplied to anyone under 18 years of age or anyone who is intoxicated.

  
  
  
  
  


Describe the food that will be supplied at the proposed function/s in accordance with the responsible service of alcohol (RSA).

  
  
  
  


## Part 3 Declaration

I understand that I need to forward a copy of this notification to the local police at least 14 days before the proposed function/s.

Name

  


Signature

Date

## Part 4 Notification of each function

- ▲ These suggestions may help you describe the 'type of function': dinner, ball, convention, seminar, sporting event, race meeting, exhibition, performance, trade fair (or other fair), fete, carnival, etc.
- ▲ If you need to list more than 8 functions (you can list up to 52), simply make copies of page 3 as needed. For clarity, please number each function.

continue overleaf

### Function 1

Function date

DD / MM / YYYY

Numbers attending

Type of function See suggestions on page 1

Function address

  
  

Suburb/town/city

State

Postcode

Function start and end times 24-hour clock, e.g. 6pm = 18:00

00 : 00 to 00 : 00

Liquor sales start and end times

00 : 00 to 00 : 00

### Function 2

Function date

DD / MM / YYYY

Numbers attending

Type of function See suggestions on page 1

Function address

  
  

Suburb/town/city

State

Postcode

Function start and end times 24-hour clock, e.g. 6pm = 18:00

00 : 00 to 00 : 00

Liquor sales start and end times

00 : 00 to 00 : 00

### Function 3

Function date

DD / MM / YYYY

Numbers attending

Type of function See suggestions on page 1

Function address

  
  

Suburb/town/city

State

Postcode

Function start and end times 24-hour clock, e.g. 6pm = 18:00

00 : 00 to 00 : 00

Liquor sales start and end times

00 : 00 to 00 : 00

### Function 4

Function date

DD / MM / YYYY

Numbers attending

Type of function See suggestions on page 1

Function address

  
  

Suburb/town/city

State

Postcode

Function start and end times 24-hour clock, e.g. 6pm = 18:00

00 : 00 to 00 : 00

Liquor sales start and end times

00 : 00 to 00 : 00

continue overleaf

Make copies of this page as required for additional functions. Please number each function.

**Function**

Function date  Numbers attending

Type of function See suggestions on page 1

Function address

Suburb/town/city

State  Postcode

Function start and end times 24-hour clock, e.g. 6pm = 18:00  
 to

Liquor sales start and end times  
 to

**Function**

Function date  Numbers attending

Type of function See suggestions on page 1

Function address

Suburb/town/city

State  Postcode

Function start and end times 24-hour clock, e.g. 6pm = 18:00  
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Liquor sales start and end times  
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**Function**

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**Function**

Function date  Numbers attending

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State  Postcode

Function start and end times 24-hour clock, e.g. 6pm = 18:00  
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Liquor sales start and end times  
 to