

# Application to review a decision made by the Secretary, Liquor & Gaming NSW



## Before you complete this form

Please read the Independent Liquor & Gaming Authority's Guideline 2 before lodgement. Search for 'publications and guidelines' at [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au)

### What this form is for

This application form is for a licensee aggrieved by a decision made by the Secretary, Liquor and Gaming NSW (the Secretary) and who requests the Independent Liquor & Gaming Authority (the Authority) to review the decision.

### What you need to know

The application must be lodged with L&GNSW within 28 days of the date of the Secretary's decision.

**Note:** You must also lodge a copy of all pages of this application and attachments to the Secretary or delegate who made the decision as soon as possible.

- ☒ The Secretary - Liquor and Gaming NSW  
Attention: Director of Compliance and Operations  
Liquor & Gaming NSW, GPO Box 7060, Sydney NSW 2001

### 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 This is a processing fee and is not refundable if the application is withdrawn or not granted.

No GST applies. Fees are subject to change without notice. The application for review must be accompanied by the prescribed payment amount before processing can commence.

If information is missing, we'll need to ask you to supply the required information to support the application. This may delay our response.

### Please check

- ☐ Have you answered all questions in Parts 1 to 4?
- ☐ Have you attached the documents requested in Part 5?
- ☐ Have you completed the notice to the Secretary in Part 6?
- ☐ Have you read and signed Part 7?
- ☐ Have you checked the Liquor Fee Schedule to ensure your fee is correct?
- ☐ Have you copied this completed application and all attachments and sent it to the Secretary or delegate who made the decision?

### I have attached

- ☐ A copy of the Secretary's decision that the applicant is aggrieved by.
- ☐ Any material in support of the application for review.
- ☐ Additional pages if applicable.

## How to lodge this form

@ [office@ilga.nsw.gov.au](mailto:office@ilga.nsw.gov.au)

Include 'AM0666 Review decision made by Secretary' in the subject line.

Provide all pages of this application and attachments if applicable.

## Need more information?

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

Search for 'Reviews of Liquor and Gaming Decisions'.

@ [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)

# Application to review a decision made by the Secretary, Liquor & Gaming NSW

## OFFICE USE ONLY

AM0666

By ☐ Email

Date lodged DD / MM / YYYY

Received by

Home phone

Mobile phone

Daytime phone

## Postal address

We will use this address when we contact this person about the application/licence.

Suburb/town/city

State

Postcode

Country (If not Australia)

## 2B If an organisation

Name of organisation

ABN ACN 

Year incorporated

DD / MM / YYYY

Daytime phone

Email

Website

## Part 1 About the liquor licence

Liquor licence number

LIQ 

Licence name

Name of licensee

## Part 2 About the applicant

Please check ☒ below.☐ **The applicant is an individual**  
Complete 2A only☐ **The applicant is an organisation**  
Complete 2B only

## 2A If an individual

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other 

Given name

Middle name

Family name

Gender

Email

**Business 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)

**Contact person for the organisation**☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other

Given name

Middle name

Family name

Gender

Home phone

Mobile phone

Daytime phone

**Postal address**

(If different from business address – we will use this address when we contact this person about the application/licence.)

Suburb/town/city

State

Postcode

Country (If not Australia)

**Part 3 More about the applicant**

What relationship does the applicant have to the liquor licensee in Part 1?

**Part 4 About this application**This application is for review of a (check ☒ all that apply):

- ☐ decision to impose, or to vary or revoke, a liquor licence condition under section 54 of the *Liquor Act 2007*
- ☐ direction relating to a 'sale on other premises authorisation' under section 54A of the *Liquor Act 2007*
- ☐ direction to a licensee and/or staff of licensed premises under section 75 of the *Liquor Act 2007*
- ☐ decision in relation to a disturbance complaint under section 81 of the *Liquor Act 2007*
- ☐ decision to make a late hour entry declaration under section 87 of the *Liquor Act 2007*
- ☐ decision to vary or revoke a late-hour entry declaration under section 90 of the *Liquor Act 2007*
- ☐ decision to restrict or prohibit the sale or supply of undesirable liquor products under section 101 of the *Liquor Act 2007*
- ☐ decision to restrict or prohibit the undesirable promotion of liquor under section 102 of the *Liquor Act 2007*

- ☐ decision to designate licensed premises as a high-risk venue under sections 116AA or 116B of the *Liquor Act 2007*
- ☐ direction to contribute to the costs of promoting or giving effect to a local liquor accord under section 136 of the *Liquor Act 2007*
- ☐ direction to contribute to the costs associated with the operation of a precinct liquor accord under section 136F of the *Liquor Act 2007*
- ☐ direction to require movement or screening of a gaming machine under section 44A of the *Gaming Machines Act 2001*
- ☐ direction regarding loan and management contracts under section 410 of the *Registered Clubs Act 1976*

This application for review requests the Authority to

(check ☒ both if applicable):

- ☐ vary
- ☐ revoke

the Secretary's decision.

When did the Secretary make the decision?

DD / MM / YYYY

Describe how the applicant is aggrieved by the decision:

Please supply all information to support this application in a separate statement or folder attached to this application form.

## Part 5 Other information we need

Please attach to this application:

- a copy of the Secretary's decision that the applicant is aggrieved by
- all material in support of the application.

## Part 6 Notice to Secretary, Liquor & Gaming NSW

- The information below must be completed by the applicant.
- This page will be posted on the [Liquor & Gaming electronic noticeboard](#) while this application is being considered.

Applicant's name

Applicant's address

has applied to the Independent Liquor & Gaming Authority for a review of a decision by the Secretary, Liquor & Gaming NSW.

Name of licensed premises

Address of licensed premises

Date of Secretary's decision

Signature

Date

### SECRETARY USE ONLY

I, (Name, position and organisation)

certify that this notice was received on

## Part 7 Applicant declaration

- I declare that I am authorised to lodge this application.
- I declare that the contents of this application including attachments are true, correct and complete and that I have made all reasonable inquiries to obtain the information required to complete the application.
- I undertake to immediately notify the Independent Liquor & Gaming Authority of any change to the information in this application if the information changes before the application is determined.
- 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 may 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*.
- I acknowledge that L&GNSW is collecting information to enable processing of the application. I also understand that Liquor & Gaming NSW will only use the information for its intended purpose and will store the information securely. When processing this application, L&GNSW may need to disclose information to other Government agencies.
- I acknowledge that L&GNSW will publish the outcome of the review request (the Authority's decision) on the Liquor & Gaming application noticeboard at [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au)

### 7A If an individual

Name

Title

Signature

Date

### 7B If an organisation

Two signatures are required under section 127 of the *Corporations Act 2001*.

Name of organisation

1. Name

Title (E.g. director)

Signature

Date

2. Name

Title (E.g. director, company secretary)

Signature

Date

## Contact person for this application

(If lodged by a legal or other representative)

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other

Given name

Family name

Business name

Email

Contact phone

Correspondence address

Suburb/town/city

State

Postcode

## Part 8 Payment

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 \$

Pay by credit card or PayPal® using the following link:  
[liquorandgaming.nsw.gov.au/applicationpayments](https://liquorandgaming.nsw.gov.au/applicationpayments)

- **Step 1**  
Click on the link or type the URL into your web browser
- **Step 2**  
Follow the instructions online to complete the payment
- **Step 3**  
When the lodgement fee is paid online you will receive a receipt number. Please record the receipt number below before lodging the application. Not providing this information may result in delays in processing your application.

Receipt number: