

Application to review a decision made by the Secretary, NSW Department of Industry



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.

What this form is for

This application form is for a licensee aggrieved by a decision made by the Secretary, NSW Department of Industry (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
NSW Department of Industry
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 This is a processing fee and is **not refundable** if the application is withdrawn or not granted.

Fees paid by credit card will include a 0.4% surcharge. GST is included. 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 completed your credit card details or enclosed payment?
- 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

- ✉ liquor.applications@liquorandgaming.nsw.gov.au
Include 'AM0666 Review decision made by Secretary' 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 if applicable. There's no need to attach this introduction page.

Need more information?

- 🔍 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.

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Application to review a decision made by the Secretary, NSW Department of Industry



OFFICE USE ONLY **AM0666**

By Email Mail OTC

Date lodged

Received by

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

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

Daytime phone

Email

Website

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*

Part 6 Notice to Secretary, NSW Department of Industry

- ▲ 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, NSW Department of Industry.

Name of licensed premises

Address of licensed premises

Date of Secretary's decision

DD / MM / YYYY

Signature

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Date

DD / MM / YYYY

SECRETARY USE ONLY

I Name, position and organisation

certify that this notice was received on

DD / MM / YYYY

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.

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 \$

Please pay by:

Credit card Cheque Cash Money order

Credit card payments

A surcharge of 0.4% will be 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 payments

Please cross and mark 'Not negotiable'. Make payable to 'Liquor & Gaming NSW'.

Drawer name