

Packaged liquor licence – removal

Before you complete this form

What this form is for

This application form is for the licensee of a packaged liquor licence who applies for approval to remove the licence from its existing location to a new location.

An application for approval to remove a licence to other premises is treated as an application for the grant of a licence for the new premises.

Note

- ▲ A Community Impact Statement (CIS) must be completed before you can lodge this application.
- ▲ This application can only be made by the current Licensee.

Find out more about community impact statements and the CIS process at liquorandgaming.nsw.gov.au.

What you need to know

If applying for a licence-related authorisation as part of this application, also complete the separate application form for the applicable authorisation.

Please complete all questions that apply to you. If information is missing, processing this application will be delayed and the application may be withdrawn.

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. The processing fee is not refundable if the application is withdrawn or not granted.

No GST applies. Note that fees may change without notice.

How to lodge this form

- ✉ liquor.applications@liquorandgaming.nsw.gov.au
Include 'AM0700 Packaged liquor licence – removal' in the subject line.

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

Pre-lodgement checklist

- Have you answered all questions in Parts 1 to 9?
- Have you attached documents listed in Part 10?
- Has the current Licensee read and signed the declaration in Part 11?
- Have you checked the [Liquor Fee Schedule](#) to ensure your fee is correct
- Have you completed the notices?

continue overleaf

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.

OFFICE USE ONLY	AM0700
By	<input type="checkbox"/> Email
Date lodged	DD / MM / YYYY
Amount paid	\$
GLS receipt no.	
Application no.	
Finalised by	
Date finalised	DD / MM / YYYY
Approval no.	

City or town of birth

Email

Mobile

Home phone

Daytime phone

Driver licence no. State

Part 1 About the liquor licence

Liquor licence number

LIQ

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 Licensee (if an individual)

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

Residential street address

Suburb/town/city

State Postcode

Country if not Australia

Postal address as above
 We will use this mailing address when we contact this person about the licence.

continue overleaf

Postal address

GPO/PO box or street address

Suburb/town/city

State

Postcode

Country if not Australia

1B Licensee (if an organisation)

Name of organisation

ABN

ACN

Email

Website

Daytime phone

Business address a street address

Suburb/town/city

State

Postcode

Country if not Australia

Postal address

(if different from business address) a PO Box if one exists

Suburb/town/city

State

Postcode

Country if not Australia

Contact person details

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

DD / MM / YYYY

City or town of birth

Drivers licence

State

Email

Residential address a street address

continue overleaf

Suburb/town/city

State

Postcode

Country if not Australia

Postal address

Suburb/town/city

State

Postcode

Country if not Australia

Part 2 More information about the applicant

Has the licensee (and, if the licensee is an organisation, any director or officeholder of the licensee) been refused or disqualified from holding a liquor or gaming licence in Australia?

Yes ▶ supply details below.

No

If **Yes**,

Does the applicant (if an individual) have responsible service of alcohol (RSA) qualifications?

Yes ▶ supply details

No ▶ supply details

If **Yes**,

RSA certificate issue date

DD / MM / YYYY

RSA certificate no.

RSA training provider e.g. TAFE NSW

RSA certificate issue date

DD / MM / YYYY

RSA name

If **No**, when will the applicant complete the RSA course?

(applicant must complete RSA course before licence can be granted)

DD / MM / YYYY

Using the industry experience profile calculator at liquorandgaming.nsw.gov.au tell us the industry experience and profile of the licensee (if an individual)

Part 3 Applicant (if an organisation)

List the directors and officeholders of the organisation

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

DD / MM / YYYY

City or town of birth

continue overleaf

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

Have any of the directors and officeholders ever been, in New South Wales or elsewhere, convicted of an offence, including any offence against the liquor laws?

Yes ▶ supply details

No

If **Yes**, supply details

Part 4 Proposed premises for the liquor licence

This is the premises it is proposed to remove the licence to. If the premises occupies more than one address, copy this page and complete the premises address questions for each address.

Email

Daytime phone

Street address

Suburb/town/city

State

Postcode

What is the local government area for the premises?

What is the proposed total retail floor area in square metres?

continue overleaf

Are the premises located in a designated **Cumulative Impact Area** in the City of Sydney LGA?

No

Yes

If **Yes**, demonstrate how the application (if granted) would not cause an overall social impact that is detrimental to the well-being of the local or broader community, given the existing impacts from the clustering of licensed premises in the Area.

Refer to the Independent Liquor & Gaming Authority 'Guideline 18' at liquorandgaming.nsw.gov.au for further information.

Does the local council's development consent or approval (if required) allow the licence at the premises?

Yes ▶ supply details

No ▶ supply details

If **Yes**,

DA no

--

DA grant date

DD / MM / YYYY

If **No**, and if a DA is required, when do you expect these DA details will be supplied to us? You can lodge this application if a DA is pending. We will not grant this application before a DA is approved and supplied to us.

Part 5 Liquor trading hours and 6-hour closure period

Standard trading hours for a packaged liquor licence are 5:00am to 10:00pm Monday to Saturday, and 10:00am to 10:00pm Sunday except on Good Friday and Christmas Day. Trading hours allowed by the local consent authority (e.g. the local council) may be different to liquor trading hours.

Under clause 117 of the Liquor Regulation 2018, certain venues may qualify for an exemption to sell take away liquor between:

- ▲ 10:00pm and 12:00am (midnight) from Monday to Saturday;
- ▲ 10:00pm to 11:00pm on Sunday.

Factors to consider:

- ▲ Development consent must be in place for the trading hours applied for;
- ▲ Trading hours which exceed those advertised to the community as part of your CIS and application will not be granted.

The licence will be subject to a 6-hour closure period, which is a continuous block of time in each 24-hour period, during which the licence must not sell/supply liquor.

The period cannot start any earlier than midnight. Standard trading hours are affected by the 6-hour closure period. Liquor & Gaming NSW will approve a period that is appropriate to the particular premises and the circumstances, having regard to the objectives of the *Liquor Act 2007*. Visit liquorandgaming.nsw.gov.au for more information about Liquor & Gaming NSW's policy.

If the proposed hours for the 6-hour closure period are not 4:00am to 10:00am, you must provide reasons and relevant information in support of the closure period proposed.

If the proposed trading hours are between 5:00am and 10:00am on a Sunday, an extended trading authorisation form must be lodged.

Proposed trading hours and 6-hour closure period at the new location:

Day	Trading hours		6-hour closure period	
	start time	end time	start time	end time
Monday	:	:	:	:
Tuesday	:	:	:	:
Wednesday	:	:	:	:
Thursday	:	:	:	:
Friday	:	:	:	:
Saturday	:	:	:	:
Sunday	:	:	:	:

continue overleaf

Applicants should provide an account of the current or proposed mode of operation of the licensed premises, the demonstrated or likely needs of its patrons, the interests of the local community and the opinion (if any) of local Police towards the proposal.

Applicants should also address how the proposed closure period relates to considerations that the Authority will have regard to under section 3(2) of the *Liquor Act 2007*, which are:

- a) the need to minimise harm associated with misuse and abuse of liquor (including harm arising from violence and other anti-social behaviour)
- b) the need to encourage responsible attitudes and practices towards the promotion, sale, supply, service and consumption of liquor, and
- c) the need to ensure that the sale, supply and consumption of liquor contributes to, and does not detract from, the amenity of community life.
- d) the need to support employment and other opportunities in the live music industry, and arts, tourism, community and cultural sectors.

(attach a separate sheet if insufficient space)

Part 6 More information we need

How will this application (if approved) affect the interest of the owner, a lessee, a sublessee or a mortgagee of the existing licensed premises?

What practices will be put in place at the licensed premises to ensure that liquor is sold, supplied or served responsibly, and that steps are taken to prevent intoxication on the premises, and that those practices will remain in place?

Is an extended trading authorisation proposed as part of this application?

- Yes
 - ▶ Lodge the application form for the licence-related authorisation with this application form.
*A CIS is required.
- No

Part 7 Owner of the proposed licensed premises

- If the premises owner is an individual (ie. a person).
 - ▶ Complete all questions in Part 7A only.
- If the premises owner is an organisation (e.g. a company).
 - ▶ Complete all questions in Part 7B only.
- If owned jointly by an individual and an organisation.
 - ▶ Complete all questions in Parts 7A and 7B.
- If insufficient space in this form for multiple premises owners, attach a separate sheet answering all questions for each premises owner.

7A Premises owner (if an individual)

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

continue overleaf

LQ3868_071221

Date of birth

DD / MM / YYYY

City or town of birth

Email

Mobile

Home phone

Daytime phone

Driver licence no.

State

Residential street address

Suburb/town/city

State

Postcode

Country if not Australia

Postal address as above

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

Postal address

GPO/PO box or street address

Suburb/town/city

State

Postcode

Country if not Australia

7B Premises owner (if an organisation)

Name of organisation

ABN

ACN

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

continue overleaf

Part 8 Packaged liquor business owner

If the business owner is an individual (ie. a person).

▶ Complete all questions in Part 8A only.

If the business owner is an organisation (e.g. a company).

▶ Complete all questions in Part 8B only.

If owned jointly by an individual and an organisation.

▶ Complete all questions in Parts 8A and 8B.

If insufficient space in this form for multiple premises owners, attach a separate sheet answering all questions for each business owner.

8A Business owner (if an individual)

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

Email

Mobile

Home phone

Daytime phone

Driver licence no.

State

Residential street address

Suburb/town/city

State

Postcode

Country if not Australia

Postal address as above

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

Postal address

GPO/PO box or street address

Suburb/town/city

State

Postcode

Country if not Australia

8B Business owner (if an organisation)

Name of organisation

ABN

ACN

Daytime phone

Email

Website

continue overleaf

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

Part 9 Other parties interested in the business

Complete this part for each party (other than premises owner and business owner) interested in the business because of an entitlement to receive income or other financial benefit from the business, including rent. A financial institution (e.g. a bank) is not an interested party.

If the interested party is an individual (ie. a person).

▶ Complete all questions in Part 9A only.

If the interested party is an organisation (e.g. a company).

▶ Complete all questions in Part 9B only.

If the interested party is an individual and an organisation.

▶ Complete all questions in Parts 9A and 9B.

If insufficient space in this form for multiple interested parties, attach a separate sheet answering all questions for each interested party.

9A Interested party (if an individual)

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

DD / MM / YYYY

City or town of birth

Email

Mobile

Home phone

Daytime phone

Driver licence no.

State

Residential street address

Suburb/town/city

State Postcode

Country if not Australia

Postal address as above

continue overleaf

Postal address

GPO/PO box or street address

Suburb/town/city

State

Postcode

Country if not Australia

Postal address

GPO/PO box or street address

Suburb/town/city

State

Postcode

Country If not Australia

9B Interested party (if an organisation)

Name of organisation

ABN

ACN

Daytime phone

Email

Website

Business street address

Suburb/town/city

State

Postcode

Country if not Australia

Postal address as above

Part 10 Other information we need

Attach

- a plan of the proposed licensed premises.**
The plan, preferably A4 size, must be to scale. The plan must show the proposed licensed area of the premises at the proposed new location. If applying for an extended trading authorisation using the separate application form, the plan must also show the area to be covered by the authorisation.
- a copy of the local council's development consent or approval for the proposed premises.** (if required and approved). You can lodge an application if a DA is pending. We will not grant the application before a DA is approved and supplied to us.
- the community impact statement (CIS) for the proposed packaged liquor licence.**
For information about our Community Impact Statement Toolkit, go to liquorandgaming.nsw.gov.au
- any applicable licence-related authorisation application form.**

continue overleaf

Part 11 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

- ▶ Complete Part 11A only.

If the applicant is an organisation

- ▶ Complete Part 11B only.

11A Applicant (if an individual)

Full name of applicant

Signature

Date

11A Applicant (if an organisation)

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

1. Name of officeholder

Title e.g. director

Signature

Date

2. Name of officeholder (if more than one)

Title e.g. director, company secretary

Signature

Date

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 12 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. The processing fee component is non-refundable in the event 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:

www.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:

Application notices

Instructions

The notices on the following pages must be lodged with the respective parties *immediately before, or within two working days* of, lodging an application.

Follow these instructions carefully. Failure to comply with all requirements may result in refusal of your application.

Public consultation – site notice

- Complete the Public Consultation – Site Notice
- A copy of the completed notice:
 - Must** be affixed to the **location of the licensed premises**.
 - ▲ The notice must be legible to members of the public passing the premises or land, and should be facing onto the street that is most likely to be used by passers-by. It should be placed between 1.5 and 2 metres above ground, so it is easily read by a passing adult.
 - ▲ **The notice must remain continuously affixed at the location until the application is determined by Liquor & Gaming NSW.**
 - Must** be provided to the **occupiers of surrounding buildings**. This means:
 - ▲ any building or land adjoining the licensed premises, regardless of a separating road.
 - ▲ any building on land situated within 50 metres of the boundary of the licensed premises.
 - Must be provided to all **stakeholders** consulted during the Community Impact Statement (CIS) process
 - Lodge the original completed notice with the application.

Police Notice

- Complete the Police Notice
- A **copy** of the completed notice, application, and any attachments and plans **must** be lodged:
 - With the **police station nearest to the premises** immediately before, or within two working days, of lodging the application.
 - Lodge the original completed notice with the application.

Local Consent Authority Notice

- Complete the Local Consent Authority Notice
- A **copy** of the completed notice, application, and any attachments and plans must be lodged:
 - With the **local council or other consent authority**.
 - With the **local council or other consent authority for a neighbouring local government area (LGA)** if the premises are within **500 metres** of the other LGA.
 - With the Crown Lands division of the NSW Government, if the premises are on Crown land.
 - Lodge the original completed notice with the application.

Failure to strictly comply with these requirements may result in this application being rejected.

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intentionally blank**

Local consent authority notice

Application for packaged liquor licence - removal

Liquor & Gaming NSW

Application type

Packaged liquor licence removal to new location

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 Crown Lands division of the NSW Government, 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

Applicant's name

Date of application

DD / MM / YYYY

Applicant's address

has applied to Liquor & Gaming NSW for removal of a packaged liquor licence.

Name of current licensed premises

Name of proposed licensed premises

Address of current licensed premises

Address of proposed licensed premises

Proposed trading hours for the licensed premises at the location are:

Monday to Saturday	Start time <input type="text"/> :	End time <input type="text"/> :
Sunday	Start time <input type="text"/> :	End time <input type="text"/> :
6-hour closure period	Start time <input type="text"/> :	End time <input type="text"/> :

Is an extended trading authorisation proposed as part of this application?

 Yes

 No

Signature

Date

DD / MM / YYYY

Submissions about this application can be made to Liquor & Gaming NSW within 30 days.
Check the electronic noticeboard for the closing date for this application Lodge submissions via the noticeboard.

COUNCIL OR OTHER CONSENT AUTHORITY USE ONLY

AM0700

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 NSW 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

Application for packaged liquor licence - removal

Liquor & Gaming NSW

Application type

Packaged liquor licence removal to new location

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.

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.

Complete **all** details below – then copy **all** pages of this application and the plan and lodge the copy with the local police station.

Application details

Applicant's name

Date of application

DD / MM / YYYY

Applicant's address

has applied to Liquor & Gaming NSW for removal of a packaged liquor licence.

Name of current licensed premises

Name of proposed licensed premises

Address of current licensed premises

Address of proposed licensed premises

Proposed trading hours for the licensed premises at the location are

Monday to Saturday	Start time <input type="text"/> :	End time <input type="text"/> :
Sunday	Start time <input type="text"/> :	End time <input type="text"/> :
6-hour closure period	Start time <input type="text"/> :	End time <input type="text"/> :

Is an extended trading authorisation proposed as part of this application?

 Yes

 No

Signature

Date

DD / MM / YYYY

Submissions about this application can be made to Liquor & Gaming NSW within 30 days. Check the electronic noticeboard for the closing date for this application. Lodge submissions via the noticeboard.

POLICE USE ONLY

AM0700

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.

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 NSW GPO Box 7060, Sydney NSW 2001.

LIQUOR & GAMING NSW USE ONLY

Application number

--

Lodged date

DD / MM / YYYY

Submissions close

DD / MM / YYYY

Public consultation – site notice

Application for packaged liquor licence - removal

Liquor & Gaming NSW

Application type

Packaged liquor licence removal to new location

This notice must be affixed to the location of a proposed premises within two working days of lodging an application for removal of a Packaged liquor licence with Liquor & Gaming NSW.

This notice must also be provided to:

- ▲ the occupiers of any building on land situated within 50 metres of the boundary of the proposed premises (if applying for a licence to sell/supply liquor via the internet only)
- ▲ the occupiers of any building on land situated within 100 metres of the boundary of the proposed premises (if a category B CIS is required)
- ▲ the occupiers of any building on land adjoining the boundary of the land containing the proposed premises, regardless of a separating road
- ▲ the stakeholders consulted during the Community Impact Statement (CIS) process (if applicable).

Complete **all** details below – then copy **all** pages of this application and the plan and lodge the copy 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

Applicant's name

Date of application

DD / MM / YYYY

Name of current licensed premises

Name of proposed licensed premises

Address of current licensed premises

Address of proposed licensed premises

Proposed trading hours for the licensed premises at the location are:

Monday to Saturday	Start time <input type="text"/> :	End time <input type="text"/> :
Sunday	Start time <input type="text"/> :	End time <input type="text"/> :
6-hour closure period	Start time <input type="text"/> :	End time <input type="text"/> :

Applications for authorisation Extended trading

Signature of applicant

Date

DD / MM / YYYY