

## Before you complete this form

### What this form is for

This application form is for an organisation applying for a club licence. If the application is granted, the applicant will become the licensee.

#### Note

You must complete a Community Impact Statement (CIS) before applying for this licence. The CIS is a required attachment for this application. All forms are available at [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au).

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 The processing fee is not refundable if the application is withdrawn or not granted.

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**If information is missing, processing this application will be delayed and the application may be withdrawn.**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 8 and Part 10?
- Have you attached the documents listed in Part 9?
- Have you read and signed Part 17?
- 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 completed and lodged the notices on the following pages, following the instructions for each notice?

## How to lodge this form

- ✉ [liquor.applications@liquorandgaming.nsw.gov.au](mailto:liquor.applications@liquorandgaming.nsw.gov.au)  
Include 'APP300 Club licence – new' 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](http://liquorandgaming.nsw.gov.au)
- ✉ [Contact us online](#)
- 📞 1300 024 720

## Before you complete this form *continued*

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### 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.
<a href="#">Liquor &amp; Gaming application noticeboard</a>	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](http://liquorandgaming.nsw.gov.au).

## OFFICE USE ONLY

APP300

By  Email  Mail  OTC

Date lodged

Amount paid \$

GLS receipt no.

Finalised by

Date finalised

Licence no.

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

City or town of birth

Email

## Part 1 About the proposed club licence

What is the proposed licence name?

Usually this is the trading name

Part 2 About the applicant  
(must be a corporation)

Name of organisation

ABN ACN 

Email

Daytime phone

Website

Business address a street address

continue overleaf



## Part 4 Organisation applicants

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

Mr  Ms  Mrs  Miss  Other

Given name

Middle name

Family name

Gender

Date of birth

DD / MM / YYYY

City or town of birth

Mr  Ms  Mrs  Miss  Other

Given name

Middle name

Family name

Gender

Date of birth

DD / MM / YYYY

City or town of birth

Mr  Ms  Mrs  Miss  Other

Given name

Middle name

Family name

Gender

Date of birth

DD / MM / YYYY

City or town of birth

Mr  Ms  Mrs  Miss  Other

Given name

Middle name

Family name

Gender

Date of birth

DD / MM / YYYY

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?

No

Yes  supply details below

If **Yes**, supply details:


*continue overleaf*





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.

  

Is a licence-related authorisation proposed as part of this application?

No

Yes

If **Yes**, tick the applicable licence-related authorisation(s):

- Extended trading authorisation
- Club functions authorisation
- Junior members authorisation
- Non-restricted area authorisation

For each **Yes**, lodge the application form for the licence-related authorisation with this application form.

## Part 8 Owner of the proposed club premises

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

▶ Complete all questions in Part 8A only.

If the premises 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.

### Note:

If there are multiple premises owners, please attach a separate sheet answering all questions for each premises owner.

### 8A Premises 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**

**Postal address**

GPO/PO box or street address

  
  

Suburb/town/city

State

Postcode

Country if not Australia

continue overleaf



## 8B 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

## Part 9 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 club by means of a red coloured line. If applying for licence-related authorisations using the separate application forms, the plan must also show the area to be covered by each authorisation by means of different coloured lines.
- ▲ A copy of the local council's development consent or approval for the club premises (if approved)
- ▲ Community impact statement (CIS) for the proposed licence.  
For information about the L&GNSW's 'Community impact statement toolkit', go to [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au).
- ▲ A copy of the club's constitution.
- ▲ Any applicable licence-related authorisation application form
- ▲ If the applicant is a corporation, provide a current ASIC search containing details of directors and officeholders

## Part 10 Authorised agent

If the authorised agent is an individual (ie. a person).

▶ Complete all questions in Part 10A and 10C only.

If the authorised agent is an organisation (e.g. a company).

▶ Complete all questions in Part 10B and 10C only.

### 10A Authorised agent (to be completed by an individual applying on behalf of somebody else)

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

*continue overleaf*

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

**10B Authorised agent (to be completed by an organisation applying on behalf of somebody else)**

Name of organisation

ABN

ACN

Daytime phone

Email

Website

**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

Email

Mobile

Home phone

Daytime phone

*continue overleaf*

Driver licence no.

State

Residential address compulsory

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

### 10C Authorised agent declaration

I declare that the answers I have given for this person are accurate. I have explained to this person that their information may be released to 3rd parties including NSW Police for verification

Name

Signature

Date

## 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

## 11B Applicant (if 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

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 \$

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

## 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**.
    - ▲ If the premises are yet to be built, the notice must be affixed to a noticeboard erected on the land, and must be protected from weather.
    - ▲ If the premises are already erected, the notice should be placed on the inside of an exterior glass window or door.
    - ▲ 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 the Authority.**
  - Must** be provided to all **stakeholders** consulted during the Community Impact Statement (CIS) process, if a CIS was required for the application.
  - 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 Land division, NSW Department of Industry, 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 liquor licence or licence authorisation



### Application type

#### Club licence (new licence application)

The applicant below has applied to Liquor & Gaming NSW for a club licence. If this application is granted, the applicant will be authorised to serve alcohol to customers at the listed premises during liquor trading hours, and to operate gaming machines.

Standard liquor trading hours are 5am to midnight, Monday to Saturday for consumption on club premises, 5am to 10pm Monday to Saturday for take-away sales, and 10am to 10pm Sundays, with trading restrictions on Good Friday and Christmas Day. The applicant may have specified shorter trading hours, or applied for an extended trading authorisation.

**Note:** This original notice must be lodged with the application. It will be posted on an electronic noticeboard available at [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au) while the application is pending.

### Application details

Applicant's name

Date of application

DD / MM / YYYY

Proposed name of licensed premises

Address of licensed premises

  


Max number of patrons

#### Proposed trading hours for the licensed premises

Monday to Saturday	Start time <input type="text"/> :	End time <input type="text"/> :
Sunday	Start time <input type="text"/> :	End time <input type="text"/> :

Entertainment to be provided  No  YesApplications for authorisation  Extended trading  Club functions  Junior members  Non-restricted area

Signature of applicant

Date

DD / MM / YYYY

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

**COUNCIL OR OTHER CONSENT AUTHORITY USE ONLY**

**APP300**

I, (insert name, position and organisation)

Certify that this notice was received on


DD / MM / YYYY
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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](http://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](mailto: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

Submissions close

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DD / MM / YYYY
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DD / MM / YYYY
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# Police notice

## Application for liquor licence or licence authorisation



### Application type

#### Club licence (new licence application)

The applicant below has applied to the Liquor & Gaming NSW for a club licence. If this application is granted, the applicant will be authorised to serve alcohol to customers at the listed premises during liquor trading hours, and to operate gaming machines.

Standard liquor trading hours are 5am to midnight, Monday to Saturday for consumption on club premises, 5am to 10pm Monday to Saturday for take-away sales, and 10am to 10pm Sundays, with trading restrictions on Good Friday and Christmas Day. The applicant may have specified shorter trading hours, or applied for an extended trading authorisation.

**Note:** This original notice must be lodged with the application. It will be posted on an electronic noticeboard available at [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au) while the application is pending.

### Application details

Applicant's name

Date of application

DD / MM / YYYY

Proposed name of licensed premises

Address of licensed premises

  

Max number of patrons

#### Proposed trading hours for the licensed premises

Monday to Saturday	Start time <input type="text"/> :	End time <input type="text"/> :
Sunday	Start time <input type="text"/> :	End time <input type="text"/> :

Entertainment to be provided  No  YesApplications for authorisation  Extended trading  Club functions  Junior members  Non-restricted area

Signature of applicant

Date

DD / MM / YYYY

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

**POLICE USE ONLY**

**APP300**

I, (insert name, position and organisation)

Certify that this notice was received on


DD / MM / YYYY
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Liquor licence no.

LIQ 

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**Please submit this notice** through the Liquor & Gaming NSW Application Noticeboard at [liquorandgaming.nsw.gov.au](http://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](mailto: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
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Submissions close

DD / MM / YYYY
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# Public consultation – site notice

## Application for liquor licence or licence authorisation



### Application type

#### Club licence (new licence application)

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**Note:** This original notice must be lodged with the application. It will be posted on an electronic noticeboard available at [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au) while the application is pending.

### Application details

Applicant's name

Date of application

DD / MM / YYYY

Proposed name of licensed premises

Address of licensed premises

  


Max number of patrons

### Proposed trading hours for the licensed premises

Monday to Saturday	Start time <input type="text"/> : <input type="text"/>	End time <input type="text"/> : <input type="text"/>
Sunday	Start time <input type="text"/> : <input type="text"/>	End time <input type="text"/> : <input type="text"/>

Entertainment to be provided  No  Yes

Applications for authorisation  Extended trading  Club functions  Junior members  Non-restricted area

Signature of applicant

Date

DD / MM / YYYY

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