

Before you complete this form

What this form is for

This application form is for an individual applying for a liquor licence for a trade fair.

Your event must be:

- ▲ Open to the general public and
- ▲ Have an anticipated patron capacity of 2,000 patrons or more per day

If the application is granted, the applicant will become the licensee.

What you need to know

A late fee charge will be apply to your application if your lodge your application less than 28 days out from your event.

Lodge your application at least 28 days before the special event start date to avoid a late fee.

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 The processing fee is not refundable if the application is withdrawn or not granted.

Pre-lodgement checklist

- Have you answered all questions in Parts 1 to 10?
- Have you attached documents listed in Part 10?
- Have you read and signed the declaration in Part 11?
- Have you checked the [liquor fee schedule](#) to ensure your fees are correct?
- Have you enclosed payment or included credit card details?
- Have you completed the notices?
- Have you lodged all pages of this application (including attachments for site plans - mandatory or ASIC reports - if required)?

How to lodge this form

✉ functions.applications@liquorandgaming.nsw.gov.au
Include 'APP561 Large scale commercial event – Limited licence trade fair' 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

✉ [Contact us online](#)

☎ 1300 024 720

Before you complete this form *continued*

Explanation of terms

| Term | Definition |
|---|--|
| Applicant | The person 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.

Large scale commercial event – Limited licence trade fair



| OFFICE USE ONLY | | APP561 |
|-----------------|--------------------------------|--|
| By | <input type="checkbox"/> Email | <input type="checkbox"/> Mail <input type="checkbox"/> OTC |
| Date lodged | DD / MM / YYYY | |
| Amount paid | \$ | |
| GLS receipt no. | | |
| Application no. | | |
| Finalised by | | |
| Date finalised | DD / MM / YYYY | |
| Approval no. | | |

Part 1 About the trade fair

What is the name of the trade fair?
We will use this as the licence name.

Who is conducting the trade fair?

Part 2 About the applicant (the applicant must be 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

Postal address
GPO/PO box or street address

Suburb/town/city

State Postcode

Country if not Australia

Part 3 More information about the applicant

Is or was the applicant ever associated with a liquor licence in NSW?

No

Yes

If **Yes**, please supply

- ▶ Attach a separate sheet if associated with more than one licence

Licence name

Liquor licence number

LIQ

Applicant's role

Start date

End date

If **Yes**, and if the applicant was an employee:

Employer's name

Position with employer

Start date with employer

End date with employer

Employer's liquor licence number

LIQ

Has the applicant been refused or disqualified from holding a liquor or gaming licence in Australia?

No

Yes

If **Yes**, supply details:

If the applicant is applying on behalf of a non-proprietary association, has the Authority ever ordered that a limited licence must not be granted to any person on behalf of this association?

No

Yes

If **Yes**, supply details:

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

Yes ▶ supply details

No ▶ supply details

If **Yes**:

RSA certificate or competency card number

RSA training provider e.g. TAFE NSW

RSA certificate or competency card issue date

If **No**, when will the applicant complete the RSA course? (applicant must complete RSA course before licence can be granted)

Using the profile calculator at liquorandgaming.nsw.gov.au tell us the applicant's industry experience and profile

continue overleaf

Part 4 More information about the trade fair

Trade fair start date.

DD / MM / YYYY

Trade fair end date.

If a special event ends after midnight (12:00am or later), show the end date as the next day.

DD / MM / YYYY

What is the local government area for the trade fair premises?

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Where will the trade fair be held? a 'physical' street address

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Suburb/town/city

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State

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Postcode

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What is the location at that premises?

e.g. Hyde Park North, ABC Showground. If there are multiple premises or locations, attach a sheet listing each premises and address.

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Is development consent or approval required for the special event at the premises?

No

Yes

If **Yes**, is development consent or approval in place?

No

Yes

Estimated number of people to attend the trade fair?

(The anticipated patron capacity must be 2,000 or more per day.)

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Will this event be open to the public?

No

Yes

Estimate quantity of alcohol to be sold at the special event.

Beer litres

Wine litres

Spirits (Post mix) litres

Spirits (Pre-mix) litres

Will entertainment be provided at the trade fair?

No

Yes

If **Yes**, describe the type of entertainment:

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Will food be available at the trade fair?

No

Yes

If **Yes**, provide details

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Do all personnel who sell/supply liquor at the trade fair hold RSA qualifications?

Yes

No

continue overleaf

Part 5 Supervision of the trade fair

Will the licensed area be physically defined?

No

Yes

If **Yes**, describe how the area will be defined
(eg. fenced, within a building)

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What is the number and location of bars, selling points, etc?

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How will you supervise and control the licensed area for the trade fair?

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Describe how the applicant will ensure that liquor is not taken away from the licensed area:

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Will security officers be engaged for the duration of the trade fair?

No

Yes

If **Yes**, provide details about the name of the security company, number of security officers and responsibilities:

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How will you consult local police about security arrangements?

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Part 6 Owner of the trade fair premises

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

▶ Complete all questions in Part 6A only.

If the premises owner is an organisation

▶ Complete all questions in Part 6B only.

If owned jointly by an individual and an organisation.

▶ Complete all questions in Part 6A and Part 6B.

If insufficient space in this form for multiple premises owners, attach a separate sheet answering the Part 6 questions for each premises owner.

continue overleaf

6A 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

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

6B 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

continue overleaf

Postal address

GPO/PO box or street address

Suburb/town/city

State

Postcode

Country If not Australia

Part 7 Trade fair business owner

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

▶ Complete all questions in Part 7A only.

If the business 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 business owner.

7A 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

continue overleaf

7B Business 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 8 Other parties interested in the trade fair

Complete this part for each party (other than premises owner and business owner) interested in the trade fair 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 8A only.

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

▶ Complete all questions in Part 8B only.

If the interested party is an individual and an organisation.

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

If the organisation is a proprietary company (ie. Pty Ltd),

▶ Attach names of all directors and officeholders.

You may wish to attach a current ASIC extract.

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

8A 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

continue overleaf

Part 10 Other information we need

What practices will be put in place at the trade fair to ensure that liquor is sold, supplied or served responsibly, and that steps are taken to prevent intoxication?

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Is there an existing liquor licence operating at the premises where the trade fair will be held?

No

Yes

If **Yes**:

Licence name

Liquor licence number

LIQ

Licencee's name

Attach

- ▲ a plan or sketch of the proposed licensed premises (i.e. where the trade fair will be held)
- ▲ a full site plan with a key showing
 - all entry/exit points
 - points of sale/supply of liquor (ie. all bar areas)
 - boldly outline the entire boundary of where the function will be held.

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 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 Authority 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 the licensee is not suspended or disqualified from holding a liquor licence.
- ▲ 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 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 the Independent Liquor & Gaming Authority to enable processing of the application. I also understand that L&GNSW will use the 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 need to disclose information to other Government agencies.
- ▲ I acknowledge that L&GNSW will publish general information about the application on an electronic noticeboard and information about the application, if granted, on a public register.

11A Applicant

Full name of applicant

Signature

Date

DD / MM / YYYY

continue overleaf

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.

Please note:

If the timeframe from the date of lodgement to the date of the event is less than 28 days, a late application fee of \$110 will also be required.

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

Cardholder signature

Date

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.

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 to Liquor & Gaming NSW.

Local Consent Authority Notice

- Complete the Local Consent Authority Notice

A **copy** of the completed notice, **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 Department of Industry – Lands & Forestry, if the premises are on Crown Land
- Lodge the original completed notice with the application to Liquor & Gaming NSW.

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

Local consent authority notice

Application for a change to liquor licence conditions



Application type

Large scale commercial event – limited licence trade fair

When lodging this application with Liquor & Gaming NSW, the applicant must immediately before or within two working days lodge 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 Department of Industry – Lands & Forestry 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 to Liquor & Gaming NSW. 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

DD / MM / YYYY

has applied to Liquor & Gaming NSW for a large scale commercial event – limited licence trade fair to sell/supply liquor at or from a trade fair.

Name of trade fair

Address of trade fair

Location at the premises (e.g. Hyde Park North)

Trade fair details

| | | |
|-----------------------|---|---|
| Date of trade fair | Start <input type="text" value="DD / MM / YYYY"/> | End <input type="text" value="DD / MM / YYYY"/> |
| Liquor trading hours | Start time <input type="text" value=":"/> | End time <input type="text" value=":"/> |
| 6-hour closure period | Start time <input type="text" value=":"/> | End time <input type="text" value=":"/> |

24-hour time, e.g. 6pm = 18:00

Signature of applicant

Date

DD / MM / YYYY

Submissions about this application can be made to Liquor & Gaming NSW until the submission close date. Check the electronic noticeboard for the closing date for this application. Lodge submissions via the noticeboard.

COUNCIL OR OTHER CONSENT AUTHORITY USE ONLY

APP561

I, (insert name, position and organisation)

Certify that this notice was received on

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| |
|----------------|
| DD / MM / YYYY |
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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

Lodged date

Submissions close

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| DD / MM / YYYY |
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Police notice

Application for a change to liquor licence conditions



Application type

Large scale commercial event – limited licence trade fair

When lodging this application with Liquor & Gaming NSW, the applicant must immediately before or within two working days lodge 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 Department of Industry – Lands & Forestry, if the premises are on Crown Land.

Note: This original notice must be lodged with the application to Liquor & Gaming NSW. 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 this notice and lodge the copy with each applicable organisation listed above.

Application details

Applicant's name

Date

DD / MM / YYYY

has applied to Liquor & Gaming NSW for a large scale commercial event – limited licence trade fair to sell/supply liquor at or from a trade fair.

Name of trade fair

Address of trade fair

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Trade fair details

| | | |
|-----------------------|---|---|
| Date of trade fair | Start <input type="text" value="DD / MM / YYYY"/> | End <input type="text" value="DD / MM / YYYY"/> |
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| 6-hour closure period | Start time <input type="text" value=":"/> | End time <input type="text" value=":"/> |

Signature of applicant

Date

DD / MM / YYYY

Submissions about this application can be made to Liquor & Gaming NSW until the submission close date. Check the electronic noticeboard for the closing date for this application. Lodge submissions via the noticeboard.

POLICE USE ONLY

APP561

I, (insert name, position and organisation)

Certify that this notice was received on

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| DD / MM / YYYY |
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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

Submissions close

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