

Before you complete this form

What this form is for

This form is for a bed and breakfast establishment that intends to sell or supply liquor to guests of the establishment if no more than eight adult guests stay at the establishment at the one time.

If more than eight adult guests can stay at the B&B establishment at the one time, do not use this form – lodge an application for an on-premises licence.

Cost

- ▲ No payment is required.

Pre-lodgement checklist

If information is missing, processing this application will be delayed and the application may be withdrawn.

- Have you answered all questions in Parts 1 to 3?
- Have you read and signed the declaration in Part 4?
- Have you completed the notices?

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.

How to lodge this form

✉ liquor.applications@liquorandgaming.nsw.gov.au
Include 'APP920 B&B notification' 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.

Need more information?

🌐 liquorandgaming.nsw.gov.au

✉ contact.us@liquorandgaming.nsw.gov.au

☎ 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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OFFICE USE ONLY**APP920**By Email Mail OTCDate lodged Request no. Finalised by Date finalised

Mobile

Home phone

Daytime phone

Driver licence no.

State

Residential 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 1 About the B&B

What is the name of the B&B?

If the operator of the B&B establishment is an individual

▶ Complete Part 1A only.

If the operator of the B&B establishment is an organisation

▶ Complete Part 1B only.

1A B&B operator (if an individual) Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

Email

continue overleaf

1B B&B operator (if an organisation)

Name of organisation

ABN

ACN

Email

Daytime phone

Business 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 2 B&B premises

B&B location:

Email

Daytime phone

Website

Address

Suburb/town/city

State

Postcode

Country if not Australia

Local government area

Part 3 More information about the B&B establishment

What is the maximum number of adult guests that stay at the B&B at the one time?

Is the B&B operated by people who permanently reside at the B&B?

Yes

No

Is liquor supplied only to resident guests of the B&B?

Yes

No

Has the B&B proprietor purchased the liquor on a retail basis?

Yes

No

continue overleaf

Is the sale, supply or service of liquor ancillary to the provision of accommodation or a meal?

Yes

No

Do all persons who sell, supply or serve liquor to a guest of the B&B have responsible service of alcohol (RSA) qualifications?

Yes

No

Part 4 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 B&B operator is an individual

▶ Complete Part 4A only.

If the B&B operator is an organisation

▶ Complete Part 4B only.

4A B&B operator (if an individual)

Full name of applicant

Position

Signature

Date

DD / MM / YYYY

4B B&B operator (if an organisation)

This panel must be signed in accordance with the requirements in 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

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