

Premises licence data request

Liquor & Gaming NSW

Before you complete this form

What this form is for

It's for any individual or organisation who wants to obtain information about a liquor licence. Please note that we can't accept telephone orders and we can't invoice.

Note: For searches 2, 3 and 4 the signed consent of the current licensee or club secretary is required.

Cost

The fee payable for this service is \$70 per type of search. If all four types of search are requested the total cost is \$280 per premises. GST is included. Fees are subject to change without notice.

How this request will be processed

- ▲ Please allow at least 10 working days from the date your payment is processed for us to email the report you requested.
- ▲ We'll respond via email unless you specifically request other arrangements.

Documents you will receive

The report based on the information you requested and your receipt of payment will be sent to the email address you provide.

If information is missing, we'll need to ask you to supply the required information to support the application.

Please check



- ☐ Have you answered questions that apply to you?
- ☐ Have you made sure the licence number and licence details match L&GNSW records?
- ☐ If requesting search 2, 3 or 4, do you have the signed consent of the current licensee or club secretary?

How to lodge this form

@ counter.products@liquorandgaming.nsw.gov.au
Credit card only. Include 'CE0001 Premises licence data request' in the subject line.

Include all pages of this application, your payment, and supporting documents. There's no need to attach this introduction page.

Need more information?

 liquorandgaming.nsw.gov.au
@ [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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intentionally blank**

Premises licence data request

Liquor & Gaming NSW

OFFICE USE ONLY

CE0001

By	<input type="checkbox"/> Email
Date lodged	<input type="text" value="DD / MM / YYYY"/>
Amount paid	<input type="text" value="\$"/>
Receipt no.	<input type="text"/>
Application no.	<input type="text"/>
Finalised by	<input type="text"/>
Notification issue date	<input type="text" value="DD / MM / YYYY"/>

Part 1 Requester details

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other

Given name

Family name

Date of birth

Premises/Organisation If applicable

Contact phone

Email

Part 2 Search details

Liquor licence / registration number

 LIQ

Premises name

Premises address

Suburb/town/city

State

Postcode

 Please check ☒ the report you require.
☐ **1. General**

Fee \$70

Includes key liquor licence details: licensee, club secretary, premises owner (hotels only), business owner, number of gaming machine entitlements, poker machine permits (hotels only), trading provisions (e.g. authorised areas, trading hours), conditions (e.g. noise restrictions).

☐ **2. Hotel and registered club gaming profit ranking by local government area (LGA)**

Fee \$70

Only available to relevant hotels and clubs. Most recent 4 quarter rankings provided, plus annual rankings. Year end for hotels is June; for clubs is August.

☐ Club☐ Hotel

Note: Part 3 'Consent of licensee or club secretary' must be completed to receive this report.

☐ **3. Financial**

Fee \$70

Provides quarterly gaming duty history payable by hotels and clubs only.

Note: Part 3 'Consent of licensee or club secretary' must be completed to receive this report.

☐ 4. Gaming machine holdings

Fee \$70

Provides serial numbers, machine types, names of gaming machines and link configurations.

Note: Part 3 'Consent of licensee or club secretary' must be completed to receive this report.

Total fees payable \$

Part 3 Consent of licensee or club secretary

Consent of licensee or club secretary is required for reports 2, 3 and 4 only.

I (current licensee / club secretary)

Full name

authorise (name of requester from Part 1)

Full name

of (organisation)

to be provided with financial and/or gaming machine details for the premises identified in Part 2.

Signature

Date

DD / MM / YYYY

Role (current licensee / club secretary / director of licensee organisation)

Organisation (if representing a licensee organisation or club)

Part 4 Payment

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: