

# Premises file archives and records request

## Before you complete this form

### What this form is for

This form is for any licensee, business or premises owner to view information in premises liquor licensing files created under the *Liquor Act 1912, 1982 and 2007, The Registered Clubs Act 1976 and The Gaming Machines Act 2001*. It does not cover compliance data. Please note that we can't accept telephone orders and we can't invoice.

#### Note:

- ▲ If this form is completed by a representative, or a prospective licensee or owner or their representative, the signed consent of the current licensee, business owner, or premises owner or club secretary is required.
- ▲ Search results and availability of specific information cannot be guaranteed, but searches are undertaken on an 'all reasonable endeavours' basis.

### Cost

The fee payable for each search conducted is \$350 for requests requiring up to 3 hours to complete and \$50/hour thereafter (additional hours advised in advance) or \$100 for single documents created after 1 March 2016. Fees can only be paid by credit card and will include a 0.4% surcharge. GST is included. Fees are subject to change without notice.

### How this request will be processed

- ▲ We'll respond via email unless you specifically request other arrangements.
- ▲ You will be provided with a summary of liquor licence key details and lists of liquor licence applications recorded since 1986 to assist with targeting your search, within 2 business days of lodging this form.
- ▲ To discuss an effective search scope, call **1300 024 720** and ask for the File Order officer.
- ▲ Results in electronic format will be provided within 10 business days of finalising the search scope. Documents retrieved from regional court registries will be available for inspection as soon as they are provided by registrars.

### Documents you will receive

Links to files in electronic format will be emailed to you. Files must be downloaded within 7 days of notification of availability. After 7 days the files will be removed and reorders will attract a fresh fee.

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

#### Please check

- Have you answered all questions that apply to you?
- Have you made sure the licence number and licence details match L&GNSW records?
- If you are a representative, do you have the signed consent of the current licensee, business owner or premises owner?
- Have you completed your credit card details?

## How to lodge this form

@ [counter.products@liquorandgaming.nsw.gov.au](mailto:counter.products@liquorandgaming.nsw.gov.au)

Credit card only. Include 'CE0002 Premises file archives and records request' in the subject line.

✉ File Orders  
Liquor & Gaming NSW  
GPO Box 7060  
Sydney NSW 2001

👤 Liquor & Gaming NSW  
Level 6, 323 Castlereagh Street  
Haymarket NSW 2000  
Monday–Friday, 9am–5pm

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](http://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. 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).

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# Premises file archives and records request

**OFFICE USE ONLY**

CE0002

By  Email  Mail  OTCDate lodged Amount paid \$ Receipt no. Application no. KLD & lists provided Finalised by Notification issue date 

## Part 1 Requester details

Please check 

- New request  
 Update existing request

The person requesting these files is:

- Current licensee  
 Owner of the business or premises  
 Prospective licensee or owner  
 Representative of: (specify name of current or prospective licensee or owner in box below)

**Note:** If a representative will be viewing files on behalf of the current or prospective licensee, owner or secretary, Part 3 'Consent of licensee or owner' must be completed.

 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

Previous premises name(s) If applicable

  
  


Premises address

  
  


Suburb/town/city

State

Postcode

**continue overleaf**



3. I acknowledge that damages alone would not be an adequate remedy for the breach of any of the conditions of release of the information and documents. Accordingly, without prejudice to any other rights and remedies they may have, Liquor & Gaming NSW, the Independent Liquor & Gaming Authority and their successors and the State of New South Wales shall be entitled to the granting of equitable relief (including without limitation injunctive relief) concerning any threatened or actual breach of the conditions of release of the information and documents.
4. I understand personal information of third parties may be redacted.
5. I understand and accept that no warrantee or representation is made that the information and documents released are free of errors or omissions or contain reference to all matters applicable to the licence.
6. I understand the requested information and documents may not be present in the file, and searches are undertaken on a 'reasonable endeavours' basis.
7. I understand and accept the State of New South Wales, its employees and agents, the Independent Liquor & Gaming Authority and Liquor & Gaming NSW will not be liable (including, but not limited to liability by reason of negligence) to persons who rely on the information and documents released for any loss, damage, cost or expense whether direct, indirect, consequential or special, incurred by or arising by reason of any person using or relying on the information or documents, whether caused by reason of any error, omission or misrepresentation in the record or otherwise.

Name

Signature

Date

## Part 5 Fees

Please check  the type of search you are requesting.

Request type	Fee
<input type="checkbox"/> Single document lodged after 1 March 2016 (10 business day turnaround)	<b>\$100</b>
<input type="checkbox"/> All other requests up to 3 hours to complete* (10 business day turnaround)	<b>\$350</b>
<input type="checkbox"/> Additional charge for 3 business day turnaround	<b>\$150</b>
<input type="checkbox"/> Additional hours    No of hours	

\*Additional optional hours charged at \$50/hour, advised in advance of incurring additional hours

## Part 6 Payment details

Payment amount    \$

### Credit card payments

A surcharge of 0.4% will be added to credit card payments.

Card type     MasterCard     Visa

Card number

Expiry date

Name on card

Cardholder signature

Date