

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*.

This form 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.
- You have the option to request this information under the *Government Information (Public Access) Act 2009* (GIPA Act). This information access pathway incurs a \$30 application fee and processing will take up to 20 working days, or 30-35 working days if our agency needs to seek further information from a third party or from archives. For further information on how to make an application under the GIPA Act please contact the Information Access Unit information@enterprise.nsw.gov.au
- Please note CE0001 and CER01 applications MUST be emailed to counter.products@liquorandgaming.nsw.gov.au. Licensing does not process these applications.

Cost

The fee payable for each search conducted are as follows:

- Option 1 - \$100 for a single document lodged after 1 March 2016. For example a Licensed Premises Plan or a Liquor Licence Document.
- Option 2 - \$350 for whole licence files.
- Fees must be paid by credit card using the payment link in Part 6 on Page 3. A credit card surcharge will apply.
- GST is included and fees are subject to change without notice.

Note

Option 1 is only available for a single document. To receive all available records relating to the licensing file, select Option 2.

How to lodge this form

@ archive.licensing@liquorandgaming.nsw.gov.au


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

Include all pages of this application, your payment, and supporting documents.

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. 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

continue overleaf

Before you complete this form continued

How this request will be processed

- We will respond via email unless you specifically request other arrangements.
- 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 you will receive

- An email will be sent with a link containing the electronic licensing files or a single document ordered based on the fee option you select in Part 5 of this form.
- Files must be downloaded within 7 days of the date the link is emailed to you.
- After 7 days the files will be removed and will require a fee to be ordered.
- **If information is missing, we will 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 Liquor and Gaming NSW (L&GNSW) records?
- ☐ If you are a representative, or a prospective licensee or owner or their representative, do you have the signed consent of the current licensee, business owner or premises owner or club secretary?

Premises file archives and records request

Part 1 Requester details

Please check ☒☐ New request☐ Update existing request

The person requesting these files is:

☐ Current licensee☐ Business owner☐ Premises owner☐ Director of the organisation (If licensee is an organisation)☐ Prospective licensee or owner☐ Representative of (Specify name of current or prospective licensee or owner in box below)

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.

☐ 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

What do you require from the file?

Please outline why you are requesting the single (please specify) or whole file for the liquor licence identified in Part 2.

continue overleaf

Part 3 Consent of licensee, owner or secretary

This part must be completed if you are a representative, or a prospective licensee or owner or their representative.

I, (Current licensee/owner/club secretary)

Full name

authorise (Name of requester from Part 1)

Full name

of (Organisation)

to be provided with liquor licence file archive and record history details for the liquor licence identified in Part 2.

Signature

Date

Role (Current licensee/business owner/premises owner/club secretary)

Organisation (If representing a corporate licensee/owner)

Part 4 Declaration and conditions

The person requesting these files must read and accept these declarations and conditions by signing in the space provided.

1. I accept and will comply with the following conditions under which the information is released:
 - The information and documents remain the property of Liquor & Gaming NSW and/or the Independent Liquor & Gaming Authority and their successors and the State of New South Wales.
 - The information and documents are requested and will only be used for the purposes of:
 - i. complying with the *Liquor Act 2007*, *Registered Clubs Act 1976* and *Gaming Machines Act 2001*
 - ii. administering or maintaining licences granted under the above Acts, or
 - iii. dealing in licences, or businesses directly connected with licences, granted or issued under those Acts.
 - The information and documents will be released to me on a confidential basis and I will not further disclose them to any party other than, if applicable, the party I represent named at Part 1.
 - The information and documents may be subject to copyright.
2. 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.
3. I understand personal information of third parties may be redacted.
4. 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.
5. I understand the requested information and documents may not be present in the file, and searches are undertaken on a 'reasonable endeavours' basis.
6. I understand and accept the State of New South Wales, its employees and agents, the Independent Liquor & Gaming Authority and Liquor & Gaming

continue overleaf

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"/> Option 1 – single document lodged after 1 March 2016 (10 business day turnaround)	\$100
<input type="checkbox"/> Option 2 – whole licence files (10 business day turnaround)	\$350

Note: If additional time is required due to the requested files being exceedingly large, you will be notified within the 10 day period and an additional fee may be charged.

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

Note: L&GNSW Licensing does not have historical files before 1 March 2016. These historical licence files will be requested from the Government Records Repository on your behalf. Select Option 2 if you require a single document lodged before 1 March 2016.

Part 6 Payment details

Pay by credit card or PayPal® using the following link:
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: