

Before you complete this form

What this form is for

It's for individuals wanting information about the compliance history of a liquor licence, as recorded by Liquor & Gaming NSW (L&GNSW), particularly in connection with the sale, purchase or lease of that licence. Please note that we can't accept telephone orders and we can't invoice.

Cost

The fee payable for this service is \$350. Extra fees may also apply, with a 0.4% surcharge if you pay by credit card. An additional fee may apply if your request takes longer than expected. We will contact you. Fees are subject to change without notice.

How this request will be processed

- ▲ Please allow at least 10 working days to receive a response to your request.
- ▲ We'll respond via email unless you specifically request other arrangements.
- ▲ We'll conduct information searches against L&GNSW records for the past 5 years from the date of this request, unless you specifically request a longer period.
- ▲ While we'll review our own records for any relevant third party information, requests for information regarding the activities of, or notices issued by, other agencies (for example, NSW Police) will need to be sought directly from the relevant agency, including approved plans, application papers, and other information in relation to the licence using a Premises file archive and records request form.

Documents you will receive

- ▲ The most recent copy of the subject premises' liquor licence
- ▲ Any final correspondence to the licensee and/or the business and premises owners, detailing the final outcomes to any compliance matters detailed in the report.

Please complete all questions that apply to you. If information is missing, we'll need to ask you to supply the required information or documents to support the application. This may delay our decision.

Please check

- Have you checked that the licence number and licence details are correct?
- If you're making the application on behalf of a corporate entity, have you included a current ASIC company extract (issued no more than 7 days before making the application) for that entity listing the individual as an authorised officeholder?
- Have you completed credit card details or enclosed payment?

How to lodge this form

✉ counter.products.lgnsw@justice.nsw.gov.au
Credit card only.
Include 'CER01 Request' in the subject line.

✉ Counter 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. Please do not attach this introduction page.

Need more information?

🔍 liquorandgaming.nsw.gov.au

✉ compliance.lgnsw@justice.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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intentionally blank**

OFFICE USE ONLY		CER01
By	<input type="checkbox"/> Email	<input type="checkbox"/> Mail <input type="checkbox"/> OTC
Date lodged	DD / MM / YYYY	
Amount paid	\$	
Request number		
Application no.		
Finalised by		
GLS receipt no.		
Completed date	DD / MM / YYYY	

Part 1 Requester details

Mr Ms Mrs Miss Other

Given name

Family name

Email

Company name if applicable

Street address

Suburb/town/city

State Postcode

Country if not Australia

Part 2 Premises search details

Liquor licence number
LIQ

Licence name

Street address

Suburb/town/city

State Postcode

Part 3 Authorisation

I (current licensee / business owner / premises owner)
Full name

authorise (applicant)

of (organisation)

to be provided with compliance and enforcement history details for the above mentioned licence.

Signature of licensee or owner

attach any other document authorising the applicant to be provided with this information.

Date DD / MM / YYYY

continue overleaf

Role Current licensee / business owner / premises owner

Organisation If representing a corporate licensee/owner

Part 4 Payment

A fee of \$350 is payable for each due diligence search requested.

Please pay by:

Credit card Cheque Cash Money order

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

Cheque and money order payments

- ▲ Make payable to 'Liquor & Gaming NSW'.
- ▲ For cheques, please cross and mark 'Not negotiable'.

Cheque drawer name