

## Before you complete this form

### What this form is for

It's for any qualifying non-profit (or non-proprietary) association holding a function, or functions, whose only purpose is to raise funds. It grants the association an exemption from having to apply for a liquor licence. You need to submit the form at least 14 days before any function is to be held, and you can include up to 6 functions in a 12-month period.

### Definition of 'non-proprietary' association

A non-proprietary association is:

- a. an incorporated or unincorporated body or association of persons (including a club) that, by its constitution or any law that governs its activities:
  - i. is required to apply its profits (if any) and other income to the promotion of its objects or to purposes provided for by any such law, and
  - ii. is prohibited from paying dividends, or distributing profits or income, to its shareholders or members, or
- b. a local council, or
- c. any public authority or community organisation prescribed by the regulations to be a non-proprietary association for the purposes of this definition.

Associations qualifying for this definition may include various sporting clubs (for example, soccer clubs, netball clubs) and charitable organisations.

### Do you qualify?

Once you've completed the eligibility checklist in Part 1, you'll have a reasonable indication whether your organisation qualifies for this exemption. If you don't qualify, you may be able to get a limited licence. Download the FS3009 'Limited licence for a single function' fact sheet at [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au).

### Cost

There is no charge for making this application.

### Please check

- Have you made sure you're eligible for this liquor licence exemption using the eligibility checklist in Part 1 overleaf?
- Have you completed all relevant questions?

Please complete all questions that apply to you. If information is missing, we'll need to ask you to supply the required information to support the application. This will delay our response, and your application may not be processed within the required 14 days notice period for an event you may have planned.

### How to lodge this form

@ [compliance.lgnsw@justice.nsw.gov.au](mailto:compliance.lgnsw@justice.nsw.gov.au)

Please include 'FM2004 Liquor licence exemption for [name of your organisation]' in the subject line.

✉ Compliance Operations Unit  
Liquor & Gaming NSW  
GPO Box 7060  
Sydney NSW 2001

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

We must receive this application at least 14 days before the event/s. There's no need to include this introduction page.

### Need more information?

🔍 [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au)

@ [compliance.lgnsw@justice.nsw.gov.au](mailto: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](http://liquorandgaming.nsw.gov.au).

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intentionally blank**

# Liquor licence exemption for fundraising function


**OFFICE USE ONLY**
**FM2004**

Date received by L&amp;GNSW

DD / MM / YYYY

Date received by  
local police

DD / MM / YYYY

Date received by local  
consent authority

DD / MM / YYYY

**Part 1 Eligibility checklist**

- ▲ If you check  'Yes' to *any* of the questions Q1–Q5, your organisation is **not eligible** for an exemption.
- ▲ If you check  'No' to *any* of the questions Q6–Q23, your organisation is **not eligible** for an exemption.

- Q1 Is a limited liquor licence currently held on behalf of the association?  Yes  No
- Q2 Is an order in force that prevents a limited liquor licence from being held on behalf of the association?  Yes  No
- Q3 Has the association been declared ineligible for an exemption by the Secretary of the Department of Industry?  Yes  No
- Q4 Has disciplinary action been taken under the liquor laws against a person who has held a limited liquor licence on behalf of the association in the last six months?  Yes  No
- Q5 Has the association, its secretary or an office holder committed a serious offence under the liquor laws during the last six months, as determined under the Three Strikes disciplinary scheme and section 144B of the *Liquor Act 2007*?  Yes  No
- Q6 Are you certain that none of the restrictions in questions Q1–Q5 apply to prevent your non-profit association from using the exemption?  Yes  No
- Q7 Is the purpose of the function to raise funds for the benefit of the association or the community?  Yes  No
- Q8 Is the sale or supply of liquor ancillary to the above purpose?  Yes  No
- Q9 Will liquor only be sold and supplied from one bar?  Yes  No
- Q10 Will liquor only be sold and supplied for consumption at the function in open containers, such as cups, open cans and open bottles?  Yes  No

- Q11 Will liquor be sold and supplied for a continuous period of 4 hours or less?  Yes  No
- Q12 Will liquor only be sold and supplied between the hours of 6am and 12 midnight?  Yes  No
- Q13 Will everyone who sells, supplies or serves liquor at the function hold a recognised responsible service of alcohol (RSA) certification, such as a physical or digital RSA competency card or interim certificate?  Yes  No
- Q14 Will measures be in place at the function to ensure liquor is not sold or supplied to a person who is under 18 years of age?  Yes  No
- Q15 Will an adult member or adult involved in the management of the association who is not intoxicated be present in the immediate vicinity of the bar area at all times that minors are present at the function?  Yes  No
- Q16 Will measures be in place to ensure liquor is not sold or supplied to a person who is intoxicated?  Yes  No
- Q17 Will meals or other prepared food (namely, food requiring preparation, cooking or reheating before being eaten) and free drinking water be available whenever liquor is sold or supplied?  Yes  No
- Q18 Will police officers and inspectors be permitted full and free access to the premises where the function is held at all times during the function?  Yes  No
- Q19 Will your proposed function be held at least 14 days from today?  Yes  No
- Q20 Will no more than 250 people be attending the function at one time?  Yes  No
- Q21 Have you had fewer than 6 fundraising functions during the past 12 months in accordance with these requirements?  Yes  No
- Q22 Do you understand that failure to comply with any of the above requirements (including to sell or supply liquor to a person under 18 years of age or to an intoxicated person) can result in significant penalties of up to \$11,000 (including a \$1,100 penalty notice)?  Yes  No
- Q23 Will the required 'minors' sign available from L&GNSW be prominently displayed at the bar during the function?  Yes  No

## Part 2 Applicant details

Mr  Ms  Mrs  Miss  Other

Given name

Family name

Name of non-profit association

  

Position held with non-profit association

Registered address

  
  

Suburb/town/city

State

Postcode

Contact phone

Email

  

## Part 3 Function details

Describe the measures that will be put in place at the proposed function/s to ensure liquor is not sold or supplied to anyone under 18 years of age or anyone who is intoxicated.

  
  
  
  
  
  
  
  
  

Describe the food that will be supplied at the proposed function/s in accordance with the responsible service of alcohol (RSA).

  
  
  
  
  
  
  
  
  

Please list the dates of any exempt fundraising functions you have held in the past 12 months.

- |    |   |    |   |
|----|---|----|---|
| 1. | <input type="text" value="DD / MM / YYYY"/> | 4. | <input type="text" value="DD / MM / YYYY"/> |
| 2. | <input type="text" value="DD / MM / YYYY"/> | 5. | <input type="text" value="DD / MM / YYYY"/> |
| 3. | <input type="text" value="DD / MM / YYYY"/> | 6. | <input type="text" value="DD / MM / YYYY"/> |

## Part 4 Notification of each function

- ▲ These suggestions may help you describe the 'type of function': dinner, ball, convention, seminar, sporting event, race meeting, exhibition, performance, trade fair (or other fair), fete, carnival, etc.
- ▲ Please complete the notifications overleaf.

### Function 1

Function date

DD / MM / YYYY

Numbers attending

Type of function See suggestions on page 2

Function address

  
  

Suburb/town/city

State

Postcode

Function start and end times 24-hour clock, e.g. 6pm = 18:00

00:00 to 00:00

Liquor sales start and end times

00:00 to 00:00

### Function 3

Function date

DD / MM / YYYY

Numbers attending

Type of function See suggestions on page 2

Function address

  
  

Suburb/town/city

State

Postcode

Function start and end times 24-hour clock, e.g. 6pm = 18:00

00:00 to 00:00

Liquor sales start and end times

00:00 to 00:00

### Function 2

Function date

DD / MM / YYYY

Numbers attending

Type of function See suggestions on page 2

Function address

  
  

Suburb/town/city

State

Postcode

Function start and end times 24-hour clock, e.g. 6pm = 18:00

00:00 to 00:00

Liquor sales start and end times

00:00 to 00:00

### Function 4

Function date

DD / MM / YYYY

Numbers attending

Type of function See suggestions on page 2

Function address

  
  

Suburb/town/city

State

Postcode

Function start and end times 24-hour clock, e.g. 6pm = 18:00

00:00 to 00:00

Liquor sales start and end times

00:00 to 00:00

## Function 5

Function date

DD / MM / YYYY

Numbers attending

Type of function See suggestions on page 2

Function address

  
  

Suburb/town/city

State

Postcode

Function start and end times 24-hour clock, e.g. 6pm = 18:00

 to 

Liquor sales start and end times

 to 

## Function 6

Function date

DD / MM / YYYY

Numbers attending

Type of function See suggestions on page 2

Function address

  
  

Suburb/town/city

State

Postcode

Function start and end times 24-hour clock, e.g. 6pm = 18:00

 to 

Liquor sales start and end times

 to 

## Part 5 Declaration

I understand that I need to send a copy of this form to Liquor & Gaming NSW, who will forward the notification (Part 2) to the local police and the local consent authority for the area where the function(s) is/are to be held.

- ▲ 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 the application.
- ▲ I undertake to notify as soon as practicable Liquor & Gaming NSW (L&GNSW) of any change to the information in this application if the information changes before the application is determined.
- ▲ I acknowledge that under section 36 of the *Gaming and Liquor Administration Act 2007* and section 307A of the *Crimes Act 1900* it is an offence to provide false, misleading or incomplete information in this application.
- ▲ I acknowledge that L&GNSW is collecting information on behalf of Independent Liquor & Gaming Authority Board 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 to access and update the information. When processing this application, L&GNSW may disclose information to other Government agencies.

Name

  

Signature

Date

DD / MM / YYYY