

# Change gaming machine shutdown period – weekends and public holidays

Liquor &amp; Gaming NSW

## Before you complete this form

### What this form is for

Use this application form if the gaming machine shutdown period for your licensed premises is the general 6-hour shutdown period from 4:00AM to 10:00AM each day of the week, and you are applying to reduce that period to the 3-hour period from 6:00AM to 9:00AM on Saturdays, Sundays and public holidays.

### What you need to know

If you will be increasing the availability of gaming after midnight you may be captured by Guideline 16 - Late-night gaming applications, which sets out additional factors that the Independent Liquor & Gaming Authority may consider when reviewing applications involving late-night gaming.

### Cost

- ▲ The fee for this application is available in the [gaming machine licence and application fee schedule](#).
- ▲ No GST applies.

## How to lodge this form

@ [gaming.applications@liquorandgaming.nsw.gov.au](mailto:gaming.applications@liquorandgaming.nsw.gov.au)  
Include 'GMS020 Change gaming machine shutdown period – weekends and public holidays' in the subject line.

Provide all pages of this application and attachments. 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

## Pre-lodgement checklist

**If information is missing, processing this application will be delayed and the application may be withdrawn.**

- ☐ Have answered all applicable questions in Parts 1 to 3?
- ☐ Have you read and signed Part 4?

## Explanation of terms

Term	Definition
Applicant	The person or organisation qualified to make this application. The applicant may nominate a legal or other representative to be their contact person regarding this application.
Employer	The person or organisation with whom you will have a contract of services or contract for services upon grant of the licence.
Person	Includes a reference to a corporation.
Supervisor	The person who shall provide you with training and instruction.

## 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).

**This page is  
intentionally blank**

# Change gaming machine shutdown period

## – weekends and public holidays

Liquor &amp; Gaming NSW

**OFFICE USE ONLY****GMS020**

By	<input type="checkbox"/> Email
Date lodged	<input type="text" value="DD / MM / YYYY"/>
Amount paid	\$ <input type="text"/>
GLS receipt no.	<input type="text"/>
Request number	<input type="text"/>
Finalised by	<input type="text"/>
Date finalised	<input type="text" value="DD / MM / YYYY"/>

Email

  


Mobile











Home phone











Daytime phone











Driver licence no.











State



**Part 1 About the liquor licence**

Liquor licence number

 LIQ 










Licence name

If the licensee is an individual (i.e. a person),

▶ Complete all questions in Part 1A only.

If the licensee is an organisation (e.g. a company),

▶ Complete all questions in Part 1B only.

**1A About the licensee (if an individual)**
☐ Mr
  
 ☐ Ms
  
 ☐ Mrs
  
 ☐ Miss
  
 ☐ Other
  
 

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

**1B Licensee (if an organisation)**

Name of organisation

ABN











ACN









Year incorporated

Email

  


Daytime phone











continue overleaf

## Part 2 About the application

A compulsory 6-hour shutdown period applies to all club and hotel licences that keep gaming machines. Gaming machines must not be played during the shutdown period. The general shutdown period commences at 4:00AM and concludes at 10:00AM each day.

A club or hotel can apply for approval of a 3-hour shutdown period on Saturdays, Sundays and public holidays. If approved, gaming machines must not be played during a 3-hour shutdown period commencing at 6:00AM and concluding at 9:00AM on Saturdays, Sundays and public holidays.

### Approval will only be given where:

- the licensed premises is located in an area that usually attracts tourists; or
- the licensed premises is located in an area where other hospitality and entertainment venues are open until 6:00AM on Saturdays or Sundays or public holidays.

As a general rule, when reviewing changes to shutdown hours, ILGA only considers the following activity  
**Metro venues - within one kilometre of the venue, or within the venues suburb or SA2**

**Country venues - within three kilometres of the venue, or within the venues suburb or SA2.** The boundaries of your venues SA2 area can be viewed online at [Find My LIA Banding](#); or

- before April 2002, the licensed premises remained open after 4:00AM on Saturdays, Sundays or public holidays.

### Also, approval will only be given where:

- the licensee has adopted and can demonstrate that all harm minimisation measures required by the *Gaming Machines Act 2001*, the Gaming Machines Regulation 2019, the *Liquor Act 2007* and the Liquor Regulation 2018 have been implemented
- the licensee can demonstrate participation in the local liquor accord (if an accord is in place)
- the licensee can indicate that the licensed premises will usually be trading during the hours for which the approval is sought
- if the licensee is a club that earns more than \$1 million annually from gaming machine revenue, the licensee can demonstrate participation in the ClubGrants Local Committee (if a committee is in place).

Is the licensed premises located in an area that usually attracts tourists?

No ☐

Yes ☐

If **Yes**, describe the area:


Is the licensed premises located in an area where other hospitality and entertainment venues are open until 6:00AM on Saturdays, Sundays or public holidays?

No ☐

Yes ☐

If **Yes**, describe the area and provide a list of the venues:


Before April 2002, did the licensed premises have a history of staying open after 4:00AM on Saturdays, Sundays or public holidays?

No ☐

Yes ☐

## Part 3 Guideline 16 Late-night gaming applications

Are you licensed to trade past 2:00AM (Band 1 or 2 SA2) or Midnight (Band 3 SA2) on any day?

No ☐

Yes ☐

If Yes, describe how you will meet the requirements of Guideline 16 - Late-night gaming applications [Guideline 16 - Late-night gaming applications](#)


continue overleaf

Has the licensee adopted all harm minimisation measures required by the *Gaming Machines Act 2001*, the Gaming Machines Regulation 2019, and the Liquor Regulation 2018?

No ☐  
Yes ☐

Describe how the licensee has implemented and continues to implement these measures:


Is the licensed premises located within a local liquor accord area?

No ☐  
Yes ☐

If **Yes**:

▶ What is the name of the local liquor accord?

--

How has the licensee participated in the local liquor accord?


Supply the following information (24 hour clock e.g. 6pm = 18:00):

Day	What is the shutdown period now?		What are the proposed trading hours if this application is approved?	
	From	To	Opening time	Closing time
Saturday	:	:	:	:
Sunday	:	:	:	:
Public holiday	:	:	:	:

Is the application made in respect of a club licence?

No ☐ ▶ go to part 3  
Yes ☐ ▼ answer question below

Does the club earn more than \$1 million annually from gaming machine revenue?

No ☐ ▶ go to part 3  
Yes ☐ ▼ answer question below

Is there a ClubGRANTS Local Committee for the area in which the licensed premises are located?

No ☐ ▶ go to part 3  
Yes ☐ ▼ answer question below

Describe how the licensee participates in the ClubGRANTS Local Committee and the contribution that the licensee makes to the committee:


continue overleaf

Does the applicant's licence have overdue gaming machine taxes?

No ☐

Yes ☐

If **Yes**, what is the indicative amount of the overdue gaming machine taxes?

\$

#### Note

This application may not be approved unless overdue gaming machine taxes are paid or satisfactory arrangements are made for payment.

### Part 4 Declaration

- ▲ 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 attachments are true, correct and complete and that I have made all reasonable inquiries to obtain the information required to complete the application.
- ▲ I undertake to immediately notify the Authority 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 failure to provide all required information may result in delay or refusal of the application.
- ▲ I understand that specific details I have supplied in this application may be 'personal information' under the *Privacy and Personal Information Protection Act 1998*. Personal information is any information or opinion that identifies an individual, or enables someone to identify an individual.
- ▲ I acknowledge that the Independent Liquor & Gaming Authority is collecting information to enable processing of the application.
- ▲ I also understand that the Authority will use the information for its intended purpose only, store the information securely, and allow the applicant or licensee to access and update the information. When processing this application, the Authority may need to disclose information to other Government agencies.

If the applicant is an individual (ie. a person),

- ▶ Complete Part 3A only.

If the applicant is an organisation (e.g. a company),

- ▶ Complete Part 3B only.

### 3A Applicant (if an individual)

Name

Position

Signature

Date

DD / MM / YYYY

### 3B Applicant (must be an organisation)

Executed under section 127 of the *Corporations Act 2001*.

1. Name of officeholder

Title e.g. director

Signature

Date

DD / MM / YYYY

2. Name of officeholder (if more than one)

Title e.g. director, company secretary

Signature

Date

DD / MM / YYYY

continue overleaf

**If the application is lodged by a legal or other representative:**

Name of representative

Representative's business name

Email

  

Contact phone daytime

Address for correspondence

  
  

Suburb/town/city

State

Postcode

## Part 5 Payment for this application

The fee for this application is available in the [gaming machine licence and application fee schedule](#). Fill in the fee below.

Payment amount \$

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

[www.liquorandgaming.nsw.gov.au/applicationpayments](http://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: