

Change gaming machine shutdown period on hardship grounds – each day of the week

Liquor & 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 if you are applying to reduce that period to the 3-hour period from 6:00AM to 9:00AM on each day of the week (including Saturdays and Sundays).

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.

Apply only if:

- ▲ the licensee had before 26 July 2001 entered into a contract for major building works in respect of the licensed premises, and that decision was based on cash flow estimates from trading hours that did not include a 6-hour shutdown period; or
- ▲ hardship was caused by a decline in business revenue or a loss of jobs that were a direct result of the requirement initially for a 3-hour and later for a 6-hour shutdown period; or
- ▲ other hardship can be demonstrated to the satisfaction of the decision maker.

Cost

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

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If information is missing, processing this application will be delayed and the application may be withdrawn.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 and 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 will provide you with training and instruction.

How to lodge this form

@ gaming.applications@liquorandgaming.nsw.gov.au
Include 'GMS030 Change gaming machine shutdown period on hardship grounds' 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
@ [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. 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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Change gaming machine shutdown period on hardship grounds – each day of the week

Liquor & Gaming NSW

OFFICE USE ONLY**GMS030**

By	<input type="checkbox"/> Email
Date lodged	<input type="text" value="DD / MM / YYYY"/>
Amount paid	<input type="text" value="\$"/>
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 About the licensee (if an organisation)

Name of organisation

ABN

ACN

Year incorporated

Email

Daytime phone

continue overleaf

1C About the licence

Does the licensed premises have any linkages with other liquor licences held by the same licensee, and/or are there any financial or business ties with other licences?

No ☐

Yes ☐

If **Yes**, supply details about the extent to which the operations of those other licensed premises are impacting financially on the licensed premises on this application form:

[illegible]

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 each day of the week. If approved, gaming machines must not be played during the 3-hour shutdown period commencing at 6:00AM and concluding at 9:00AM each day.

Approval will only be given where:

- ▲ The financial viability of the business as a whole will be seriously threatened if approval is not given
- ▲ There has been a clear loss of revenue since introduction of the 3-hour shutdown period requirement on 2 April 2002 or the 6-hour shutdown period requirement on 1 May 2003
- ▲ There will be a significant continuing downturn in revenue if approval is not given to this application
- ▲ There has been a clear reduction in the number of permanent staff employed or hours worked by casual or part-time staff since 2 April 2002
- ▲ There will be a clear reduction in the number of permanent staff employed or hours worked by casual or part-time staff if approval is not given
- ▲ The club or hotel would have a significant continuing downturn in the level of support given to the local community, either through direct funding or through 'in-kind' services provided to local community groups, if approval is not given
- ▲ The club or hotel had entered into a contract prior to 26 July 2001 for carrying out significant building or refurbishment work, and the decision to enter into the contract was based on cash flow estimates at that time which relied on the trading hours of the premises remaining unchanged.

Factors that will be considered:

- ▲ Trends for the last three years for:
 - ▲ Profitability
 - ▲ Employment
 - ▲ Non-salary costs
 - ▲ Donations to charities or community groups (both direct and 'in kind')
 - ▲ Linkages with other club licences held by the same licensee, and links between other hotels within the same ownership – where these links exist, provide a clear statement as to the extent to which the operations of those other clubs or hotels are impacting financially on the applicant's licensed premises
- ▲ All gambling and liquor harm minimisation measures currently in place, including any that are not required by legislation
- ▲ Current linkages with, and contributions to, gambling related counselling services
- ▲ Current refurbishment or renovation programs

continue overleaf

- ▲ Facilities and services offered by the licensee before and after 2 April 2002, including trading hours
- ▲ The application of non-smoking policies and practices in the venue
- ▲ Demonstration of a commitment to staff development and training.

Factors that will not be considered:

- ▲ The cost of building refurbishments or renovations, a voluntary reduction in the number of gaming machines
- ▲ The impact of business or financial investment decisions, and
- ▲ The impact of financial or other mismanagement.

Supply trend analysis data for the past three years for:

- ▲ Gaming machine profits for the licensed premises
- ▲ The number of full-time, part-time and casual staff employed within the licensed premises
- ▲ The number of casual hours worked by staff
- ▲ Employee-related costs
- ▲ Non employee-related costs
- ▲ Donations to charitable organisations and/or community groups (direct and 'in kind')

Has the licensee adopted 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?

Yes ☐

No ☐

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

Does the licensed premises have any current links with, and/or make contributions to, gambling-related counselling services?

No ☐

Yes ☐

If **Yes**, provide details:

What facilities and services were provided from the licensed premises before April 2002?

What facilities and services are now provided from the licensed premises?

continue overleaf

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

Day	What were the trading hours for your licensed premises before April 2002?		What are the trading hours for your licensed premises now?	
	Opening time	Closing time	Opening time	Closing time
Monday	:	:	:	:
Tuesday	:	:	:	:
Wednesday	:	:	:	:
Thursday	:	:	:	:
Friday	:	:	:	:
Saturday	:	:	:	:
Sunday	:	:	:	:
Public holiday	:	:	:	:

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 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](#)

continue overleaf

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 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 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 L&GNSW is collecting information to enable processing of the application.
- ▲ I also understand that L&GNSW 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, L&GNSW 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*.

Name of officeholder

Title e.g. director

Signature

Date

DD / MM / YYYY

Name of officeholder (if more than one)

Title e.g. director, company secretary

Signature

Date

DD / MM / YYYY

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

continue overleaf

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

▲ 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: