

Extended trading authorisation: multi-occasion

Available to non-metropolitan venues only

Liquor & Gaming NSW

Before you complete this form

What this form is for

This application form is for the licensee of a club, hotel, on-premises or small bar licence who applies to trade until 3:00am on up to 12 occasions over any 12-month period for the length of time the authorisation is held.

Note

Available in non-metropolitan venues only.

Cost

- ▲ The fee for this application is set out in the [Liquor Fee Schedule](#). The total fee can include a combination of a fixed fee and a processing fee. The processing fee is not refundable if the application is withdrawn or not granted.

No GST applies. Note that fees may change without notice.

Pre-lodgement checklist

If information is missing, processing this application will be delayed and the application may be withdrawn.

- ☐ Have you answered all questions in Parts 1 to 3?
- ☐ Have you attached the documents listed in Part 4 if applicable.
- ☐ Have you read and signed Part 5?
- ☐ Have you checked the [Liquor Fee Schedule](#) to ensure your fee is correct?
- ☐ Have you completed the notices?

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.
Approved manager	An individual who is approved to manage a licenced premises on behalf of a licensee.

How to lodge this form


@ liquor.applications@liquorandgaming.nsw.gov.au

Please include 'AM0020M Extended trading authorisation: multi-occasion' in the subject line.


Please provide all pages of this application, your payment, and supporting documents. There's no need to attach these introduction pages.

Lodge a copy of all pages of this application, including attachments, at the Police station closest to the licensed premises and the Liquor Licence Application Local consent authority notice, within 2 working days of lodging with L&GNSW.

Need more information?

 liquorandgaming.nsw.gov.au
Check the progress of your application on the [Liquor & Gaming application noticeboard](#).

@ [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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Extended trading authorisation: multi-occasion

Available to non-metropolitan venues only

Liquor & Gaming NSW

OFFICE USE ONLY

AM0020M

Lodged 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 no.	<input type="text"/>
Finalised by	<input type="text"/>
Date finalised	<input type="text" value="DD / MM / YYYY"/>

Date of birth

City or town of birth

Email

Daytime phone

1B Licensee (if an organisation)

Name of organisation

ABN

ACN

Email

Phone

Part 1 About the liquor licence

Liquor licence number

LIQ

Licence name

The licensee is an individual

▶ Complete 1A only

The licensee is an organisation

▶ Complete 1B only

1A Licensee (if an individual)

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other

Given name

Middle name

Family name

Gender

continue overleaf

Part 2 About this application

A multi-occasion extended trading authorisation (MOETA) allows the sale or supply of liquor outside the standard trading period until 3:00am on up to 12 occasions over a 12-month period. Standard trading hours are 5:00am to midnight Monday to Sunday for consumption on the premises, 5:00am to midnight Monday to Saturday and 10:00am to 10:00pm Sunday for take-away (if allowed), except on Good Friday and Christmas Day. Trading hours allowed by the local consent authority (e.g. the local council) may be different.

Is your licence located in one of the following local government areas?

Ashfield, Auburn, Bankstown, Blacktown, Blue Mountains, Botany Bay, Burwood, Camden, Campbelltown, Canada Bay, Canterbury, Fairfield, Gosford, Hawkesbury, Holroyd, Hornsby, Hunter's Hill, Hurstville, Kogarah, Ku-ring-gai, Lake Macquarie, Lane Cove, Leichhardt, Liverpool, Manly, Marrickville, Mosman, Newcastle, North Sydney, Parramatta, Penrith, Pittwater, Randwick, Rockdale, Ryde, Strathfield, Sutherland, Sydney, The Hills, Warringah, Waverley, Willoughby, Wollondilly, Wollongong, Woollahra, Wyong

Yes ☐ your licence is not eligible for a MOETA

No ☐

If **No**, continue with this application

Is your licence authorised to trade after midnight on a regular basis?

Yes ☐

No ☐

If **No**, you may need to undertake a CIS and lodge the CIS with your application. Check the information in Part 4 of this form to determine if a CIS is required for your application.

The annual loading for trading after midnight is \$2,500 and the annual loading for trading after 1:30am is \$5,000. An annual loading of \$1,000 is applicable to licences with a MOETA to recognise that any late trading will attract risk.

If this application for a MOETA is granted, the licensee must notify the following persons at least six weeks before liquor is sold or supplied on each occasion:

- ▲ The local police
- ▲ The local consent authority (usually this is the local council)
- ▲ The Secretary

Lodge notifications online at liquorandgaming.nsw.gov.au. This facility will auto-deliver notifications to the police, the council and L&GNSW

- ☐ If your licence is a hotel, on-premises or small bar licence
- ▶ Skip the following questions and sign this page.

☐ If your licence is a club licence

▶ Check ☒ one box only.

To show if the licence already has a condition suspending the unrestricted on-premises trading right or you consent to the condition being imposed.

☐ The Club's liquor licence already has a condition suspending the unrestricted on-premises consumption trading right

OR

☐ If the MOETA is granted, I consent to the following condition being imposed on the Club's liquor licence under section 53(1)(b) of the *Liquor Act 2007*:

☐ Liquor must not be sold or supplied between the hours of midnight and 5:00AM. This condition does not apply:

1. Between midnight and 2:00AM on 1 January each year, and
2. When liquor is authorised to be sold or supplied under a multi-occasion extended trading authorisation under section 49B of the *Liquor Act 2007*.

OR

☐ Liquor must not be sold or supplied between the hours of 1:30AM and 5:00AM. This condition does not apply:

1. Between midnight and 2:00AM on 1 January each year, and
2. When liquor is authorised to be sold or supplied under a multi-occasion extended trading authorisation under section 49B of the *Liquor Act 2007*.

Name

Signature

Date

continue overleaf

Part 3 More information we need

Does the local council's development consent or approval for the premises (if required) allow trading after midnight?

No ☐ supply details below

Yes ☐

If **Yes**,

DA number

DA grant date

If **No**, and if a DA is required, when do you expect these DA details will be supplied to us?

You can lodge an application if a DA is pending. We will not grant an application before a DA is approved and supplied to us.

What practices are in place, and will remain in place, at the licensed premises to ensure that liquor is sold, supplied or served responsibly, and that steps are taken to prevent intoxication on the premises?

What steps will be taken to ensure that the extended trading period (if approved) will not result in frequent undue disturbance of the quiet and good order of the neighbourhood?

Part 4 Other information we need

Attach

- ☐ a copy of the local council's development consent or approval for the extended trading hours (if approved) You can lodge an application if a DA is pending. We will not grant an application before a DA is approved and supplied to us.
- ☐ the community impact statement (CIS) for the proposed MOETA (if required). If your licence is a club licence, you are NOT required to undertake a CIS if:
 - ▲ the club's premises have unrestricted trading hours at the time the application is made or
 - ▲ the trading hours of the club premises have been reduced by a condition under section 54 of the *Liquor Act 2007* (or a request has been made by the club for a condition to be imposed under that section that would result in reduced trading hours) or
 - ▲ an ongoing extended trading authorisation in respect of the club premises has, on application by the club, been revoked or been varied so as to reduce the trading hours to no later than 1.30 am (or an application has been made to reduce the trading hours to no later than 1.30 am)

Note

If your licence is a hotel, on-premises, producer/wholesaler or small bar licence, you are NOT required to undertake a CIS if the trading hours of the premises at the time the application is made are equal to or more than the trading hours under the proposed MOETA. You MUST undertake a CIS in all other circumstances.

Part 5 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 declare that immediately before or within two working days of lodging this application I will (if required) provide the required documents to the local consent authority, the local police station, the occupiers of neighbouring premises and other stakeholders consulted during the community impact statement (CIS) process, and affix the site notice to the premises.
- ▲ I declare that the applicant is not suspended or disqualified from holding a liquor licence.
- ▲ 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.

continue overleaf

- ▲ 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.
- ▲ I acknowledge that the Authority will publish general information about the application on an electronic noticeboard and information about the application, if granted, on a public register.

If the applicant is an individual

- ▶ Complete Part 5A only.

If the applicant is an organisation

- ▶ Complete Part 5B only.

5A Licensee (must be an individual)

Name

Position

Signature

Date

5B Licensee (if an organisation)

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

Name of Licensee

1. Name of officeholder

Title e.g. director

Signature

Date

2. Name of officeholder (if more than one)

Title e.g. director, company secretary

Signature

Date

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

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other

Given name

Family name

Representative's business name

Email

Contact phone daytime

Address for correspondence

Suburb/town/city

State

Postcode

Country if not Australia

Part 6 Payment for this application

Use the [Liquor Fee Schedule](#) to calculate the fee for this application. The total fee can include a combination of a fixed fee and a processing fee. The processing fee component is non-refundable in the event the application is withdrawn or not granted.

Fees are subject to change without notice and do not incur GST.

Record the fee below:

Payment amount \$

Application type Please check ☒

☐ Multi-occasion extended trading authorisation (application made on or before 31 December 2016)

☐ Multi-occasion extended trading authorisation (application made on or after 1 January 2017)

☐ If the licensed premises to which the application relates were authorised to trade on a regular basis until at least 3:00am within the period of 6-months before the application is made and:

- a) those extended trading hours have been reduced under the Act, or
- b) an application has been made under the Act with that 6-month period to reduce those extended trading hours, or
- c) a request has been made by the licensee within that 6-month period for a condition to be imposed under section 54 of the Act that would result in reducing trading hours, or

☐ In any other case

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:

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Local consent authority notice

Application for an extended trading authorisation: multi-occasion

Liquor & Gaming NSW

Application type

Extended trading authorisation: multi-occasion

When lodging this application, the applicant must immediately before or within two working days lodge a copy of this notice with:

the local council or other consent authority or the internet.

- ▲ if the premises are within 500 metres of another local government area, the local council or other consent authority for that area
- ▲ the Crown Lands division of the NSW Government, if the premises are on Crown land.

Complete **all** details below – then copy this notice and lodge the copy with each applicable organisation listed above.

Note: This original notice must be lodged with the application to Liquor & Gaming NSW. It will be posted on an electronic noticeboard available at liquorandgaming.nsw.gov.au while the application is pending.

Submissions

Submissions about this application can be made within 30 days.

For more information about the application, or to make a submission, visit at liquorandgaming.nsw.gov.au.

Application details

Applicant's name

Date of application

DD / MM / YYYY

has applied to the L&GNSW for a multi-occasion extended trading authorisation (MOETA) which allows the venue to trade up until 3:00am on up to 12 occasions over a 12-month period.

Liquor licence name

Liquor licence no.

LIQ

Address of licensed premises

Is this licence already authorised to trade past midnight on a regular basis?

☐ No☐ Yes

If **Yes**, that authorisation will be revoked or suspended while the MOETA is in force.

Signature of applicant

Date

DD / MM / YYYY

COUNCIL OR OTHER CONSENT AUTHORITY USE ONLY

AM0020M

I, (insert name, position and organisation)

Certify that this notice was received on

DD / MM / YYYY

Liquor licence no.

LIQ

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I advise, check one

☐ development consent is not required to permit the proposed activity

☐ development consent is required but not in place

☐ development consent is required and in place

DA no.

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Please submit this notice through the Liquor & Gaming NSW Application Noticeboard at liquorandgaming.nsw.gov.au. Please include the applicants liquor licence number in the subject line.

To submit this notice manually email liquor.applications@liquorandgaming.nsw.gov.au. Please include the applicants liquor licence number in the subject line, or post to Liquor & Gaming NSW GPO Box 7060, Sydney NSW 2001.

LIQUOR & GAMING NSW USE ONLY

Application number

--

Lodged date

DD / MM / YYYY

Submissions close

DD / MM / YYYY

Police notice

Application for an extended trading authorisation: multi-occasion

Liquor & Gaming NSW

Application type

Extended trading authorisation: multi-occasion

When lodging this application, the applicant must immediately before or within two working days lodge a copy of this application with the police station nearest to the premises.

Complete **all** details below – then copy **all** pages of this application and attachments and the plan and lodge the copy with the police station nearest to the premises.

Note: This original notice must be lodged with the application to Liquor & Gaming NSW. It will be posted on an electronic noticeboard available at liquorandgaming.nsw.gov.au while the application is pending.

Submissions

Submissions about this application can be made within 30 days.

For more information about the application, or to make a submission, visit at liquorandgaming.nsw.gov.au.

Application details

Applicant's name

Date of application

DD / MM / YYYY

has applied to the L&GNSW for a multi-occasion extended trading authorisation (MOETA) which allows the venue to trade up until 3:00am on up to 12 occasions over a 12-month period.

Liquor licence name

Liquor licence no.

LIQ

Address of licensed premises

Is this licence already authorised to trade past midnight on a regular basis?

☐ No☐ Yes

If **Yes**, that authorisation will be revoked or suspended while the MOETA is in force.

Signature of applicant

Date

DD / MM / YYYY

POLICE USE ONLY

AM0020M

I, (insert name, position and organisation)

Certify that this notice was received on

DD / MM / YYYY

Liquor licence no.

LIQ

Please submit this notice through the Liquor & Gaming NSW Application Noticeboard at liquorandgaming.nsw.gov.au. Please include the applicants liquor licence number in the subject line.

To submit this notice manually email liquor.applications@liquorandgaming.nsw.gov.au. Please include the applicants liquor licence number in the subject line, or post to Liquor & Gaming NSW GPO Box 7060, Sydney NSW 2001.

LIQUOR & GAMING NSW USE ONLY

Application number

Lodged date

Submissions close

DD / MM / YYYY

DD / MM / YYYY

Public consultation – site notice

Application for an extended trading authorisation: multi-occasion

Liquor & Gaming NSW

Application type

Extended trading authorisation: multi-occasion

This notice must be affixed to the location of a licensed premises immediately before or within two working days of lodging an application for an extended trading authorisation with the L&GNSW.

This notice must also be provided to:

- ▲ the occupiers of any building on land adjoining the boundary of the land containing the proposed premises, regardless of a separating road
- ▲ the occupiers of any building on land situated within 100 metres of the boundary of the proposed premises
- ▲ the stakeholders consulted during the Community Impact Statement (CIS) process.

Complete **all** details below – then copy this notice, affix a copy to the site and also lodge a copy with each person or organisation listed above.

Note: This original notice must be lodged with the application. It will be posted on an electronic noticeboard available at liquorandgaming.nsw.gov.au while the application is pending.

Application details

Applicant's name

Date of application

DD / MM / YYYY

has applied to the L&GNSW for a multi-occasion extended trading authorisation (MOETA) which allows the venue to trade up until 3:00am on up to 12 occasions over a 12-month period.

Liquor licence name

Liquor licence no.

LIQ

Address of licensed premises

Is this licence already authorised to trade past midnight on a regular basis?

☐ No☐ Yes

If **Yes**, that authorisation will be revoked or suspended while the MOETA is in force.

Signature of applicant

Date

DD / MM / YYYY

Public submissions or comments about any aspect of this application are welcome, and may be made within **30 days** of the date of this notice. For more information about the application, or to make a submission, visit at liquorandgaming.nsw.gov.au.