

Fact sheet FS3127

How to submit a floor plan with a licence application

This fact sheet explains the requirements and steps to help you submit a floor plan with your liquor licence application.

Overview

Licensed premises plans are an important part of licence applications. They identify premises boundaries and are considered in a range of licensing matters.

Having up-to-date, good quality floor plans that meet our requirements can help to assess and process your application faster.

When do I need to supply a floor plan?

The following applications require a floor plan:

- ▲ applications for a new liquor licence.
- ▲ applications for a new licence authorisation – i.e. extended trading, primary service, drink-on-premises, minors area etc.
- ▲ requests to vary an existing licence authorisation that applies to the licence.
- ▲ requests to change the boundaries of an existing licensed premise (such as introducing footway dining to your business).

How do I prepare my floor plan?

The following standards must be met when submitting floor plans:

- ▲ plans must be A4 size and show any streets on which the premises is located
- ▲ for existing licences, the licence number must be shown on the plan
- ▲ plans must be provided for each level with each level clearly labelled e.g. ground floor, first floor etc.

- ▲ each page must be numbered i.e. Page 1 of 3.
- ▲ any footway dining must be shown (a separate approval may be required from the relevant local consent authority to permit this)
- ▲ internal parts of the premises must be labelled, i.e. kitchen, amenities, gaming room, TAB, lounge, bistro, bar areas, function room, office etc.
- ▲ a key or legend that shows the areas below highlighted:
 - **current** licensed boundaries; if applicable (in blue)
 - **proposed** licensed boundaries (in red)
 - existing authorisations in a separate colour
 - proposed authorisations or variation to an existing authorisation in a separate colour.

Important things to note

Existing authorisations **WILL NOT** automatically change through a change of boundaries application. A separate application must be submitted to change the area of those authorisations.

For example, if an on-premises restaurant licence is endorsed with a primary service authorisation (PSA) the boundaries of the PSA will remain unchanged until the licensee has submitted an application to vary the PSA.

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Floor plan examples for liquor licence applications

▲ A. On-premises

1. Existing on-premises licence with a proposed extended trading authorisation (page 3)
2. New restaurant class only licence (page 4)
3. New restaurant licence with a primary service authorisation (page 4)

▲ B. Producer/wholesaler

1. Existing producer/wholesaler with a proposed drink on premises authorisation (page 5)
2. New producer/wholesaler licence (page 6)
3. New producer/wholesaler with a drink on premises authorisation (page 6)

▲ C. New online packaged and/or new wholesale

1. Home office (page 7)
2. Business suite (page 7)
3. Warehouse (page 8)

▲ D. New bottle shop

1. Stand-alone bottle shop (page 9)
2. General store (page 10)
3. Supermarket (page 11)

▲ E. Club

1. New club (page 12)
2. Existing club (pages 13–15)

▲ F. New hotel licence with minors area and extended trading authorisations (page 16)

▲ G. New general or small bar licence (page 17)

Need more information?

To find out more about licensed venue floor plans or view example floor plans, contact L&GNSW:

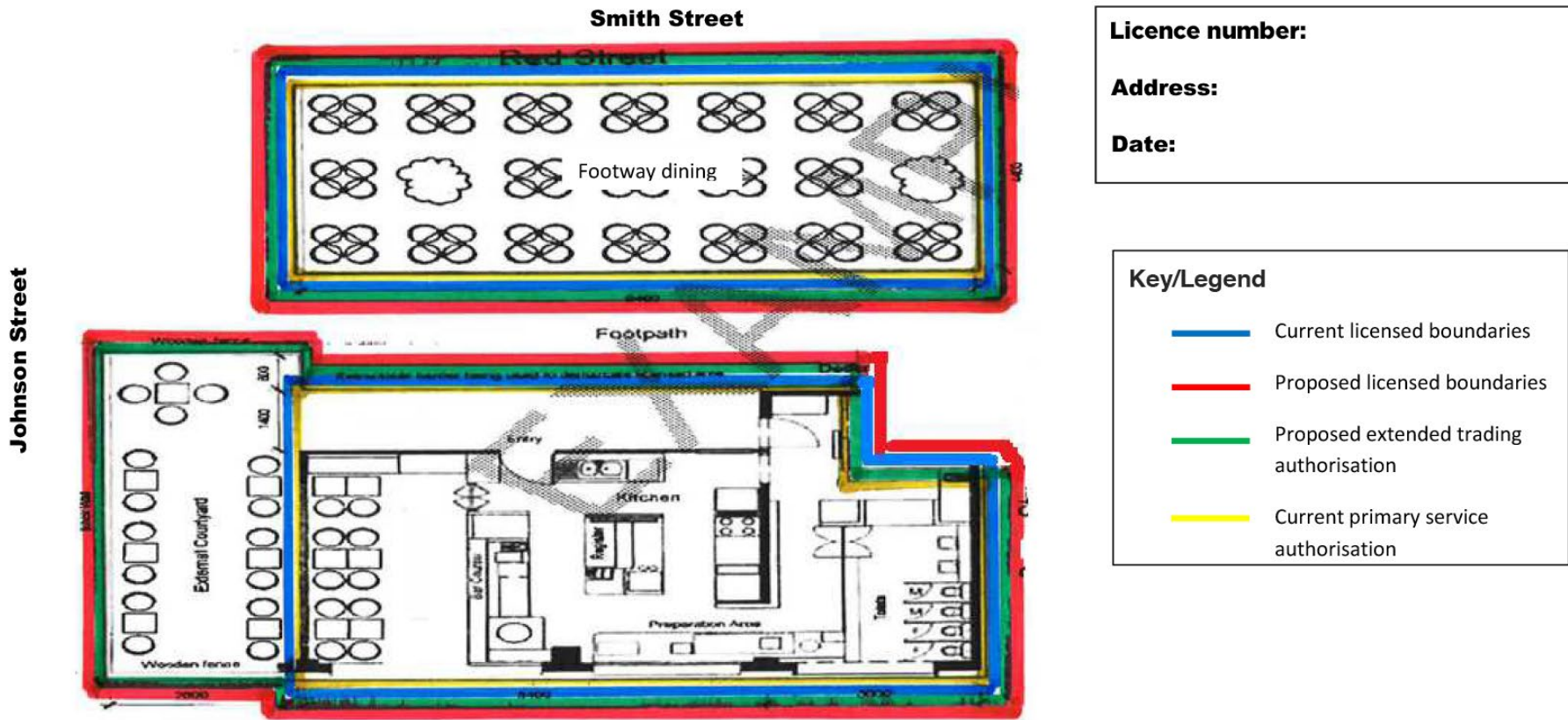
 liquorandgaming.nsw.gov.au

 [Contact us online](#)

 1300 024 720

How to submit a floor plan with a licence application – with changes to an existing application

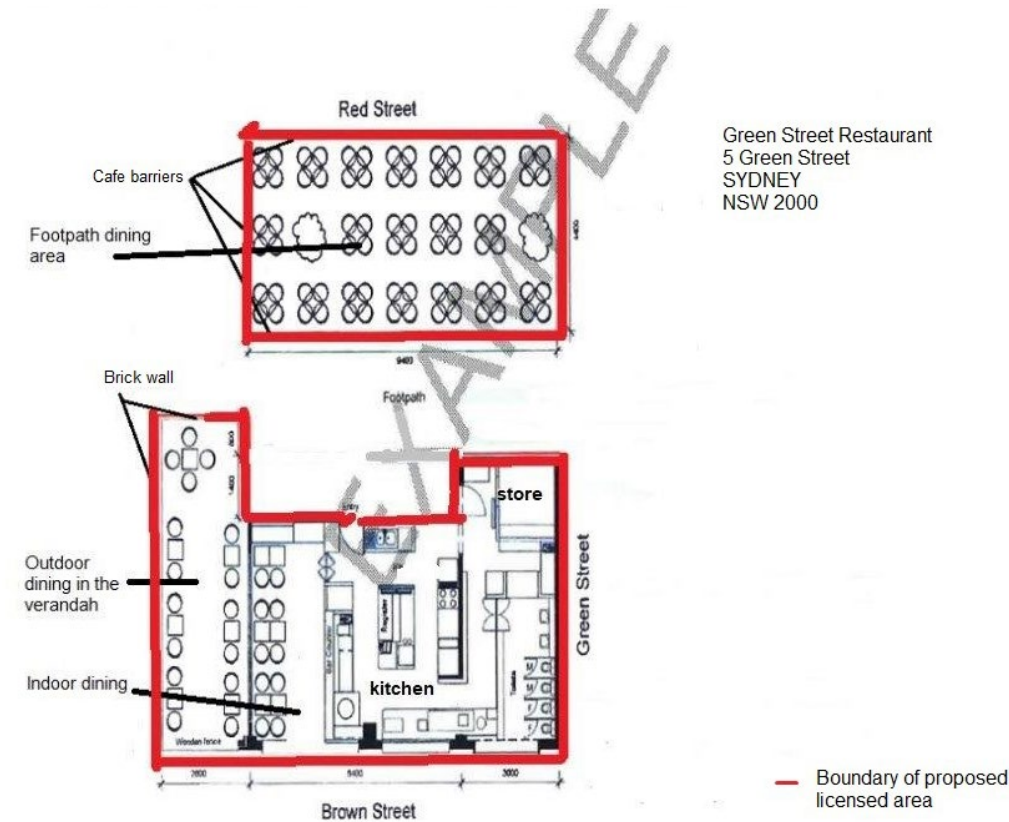
Example: Existing on-premises restaurant with a proposed extended trading authorisation



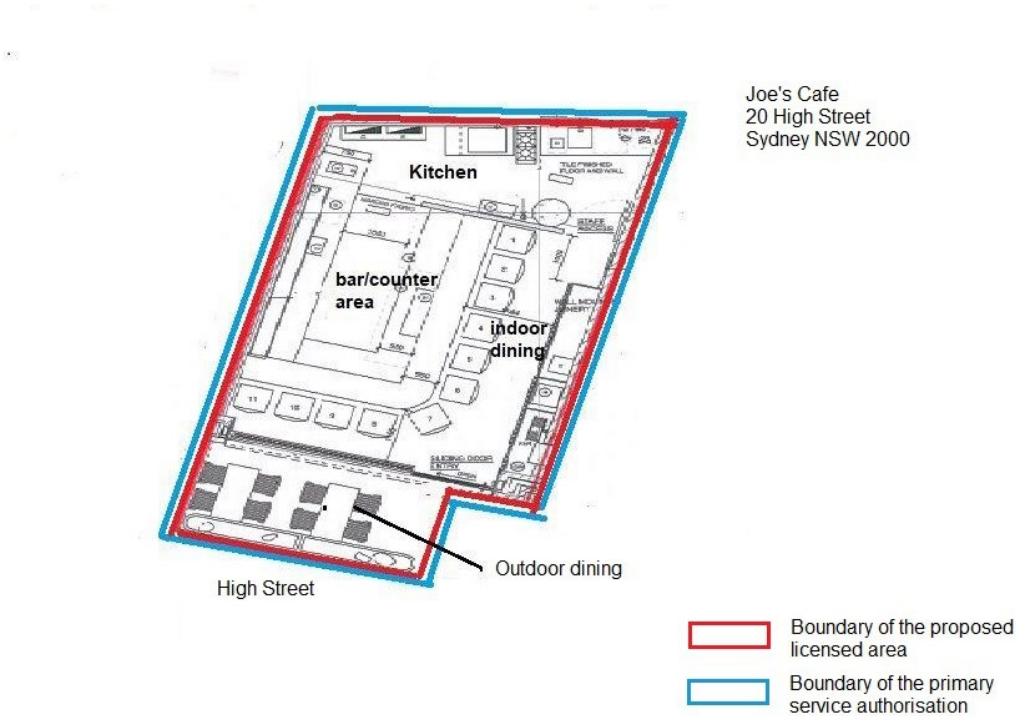
How to submit a floor plan with a licence application – new applications

Example: New on-premises

1. Restaurant class only



2. Restaurant with a primary service authorisation



Example: Existing producer/wholesaler with a proposed drink on premises authorisation



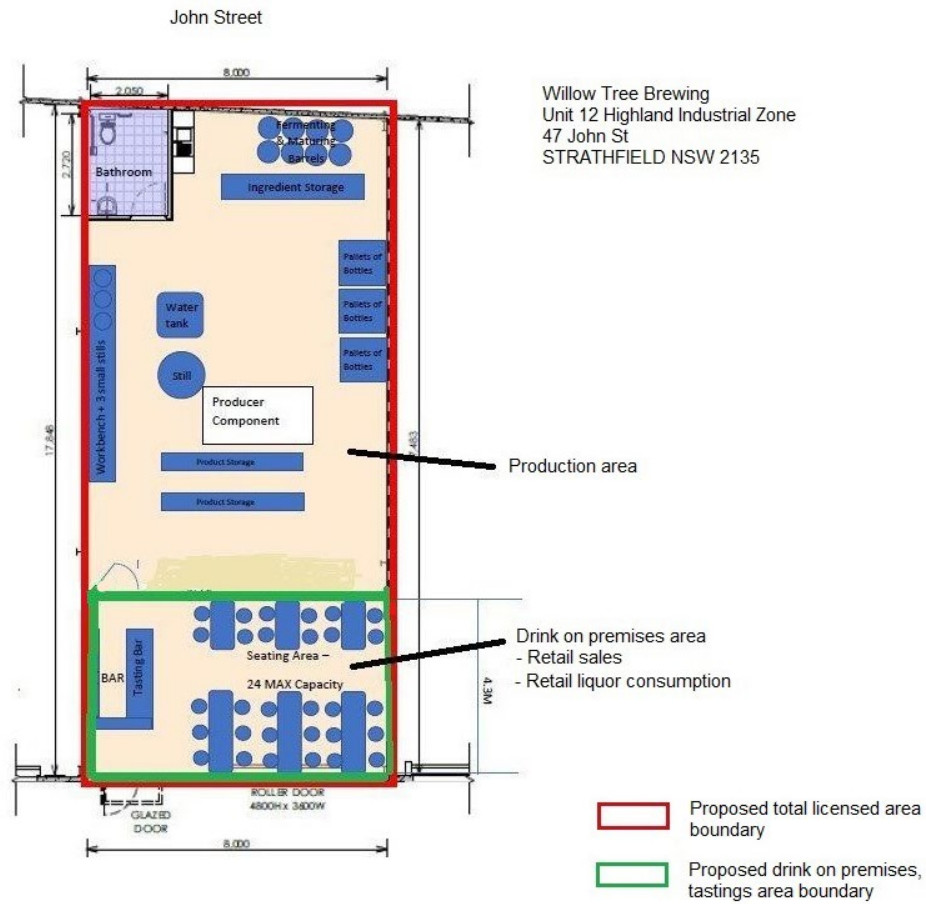
How to submit a floor plan with a licence application – new applications

Example: Producer/wholesaler

1. Producer/wholesaler



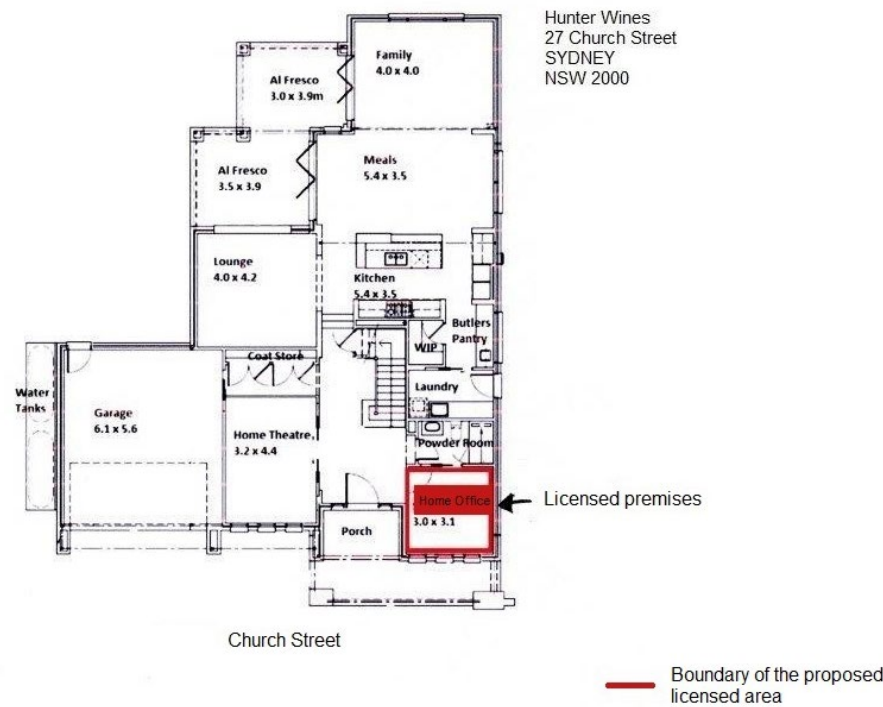
2. Producer/wholesaler with a drink on premises authorisation



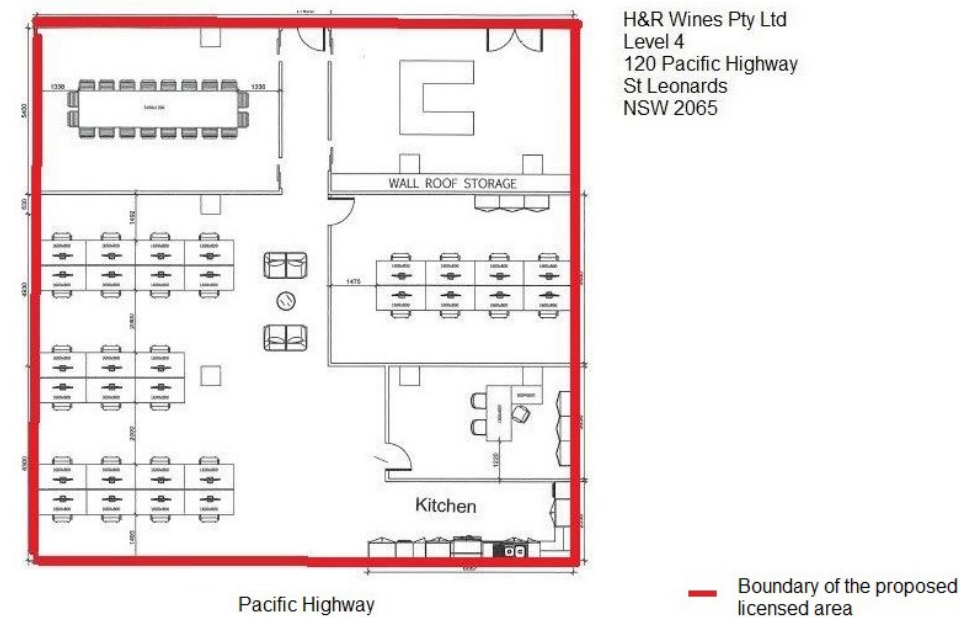
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Example: Online packaged and/or new wholesale

1. Home office



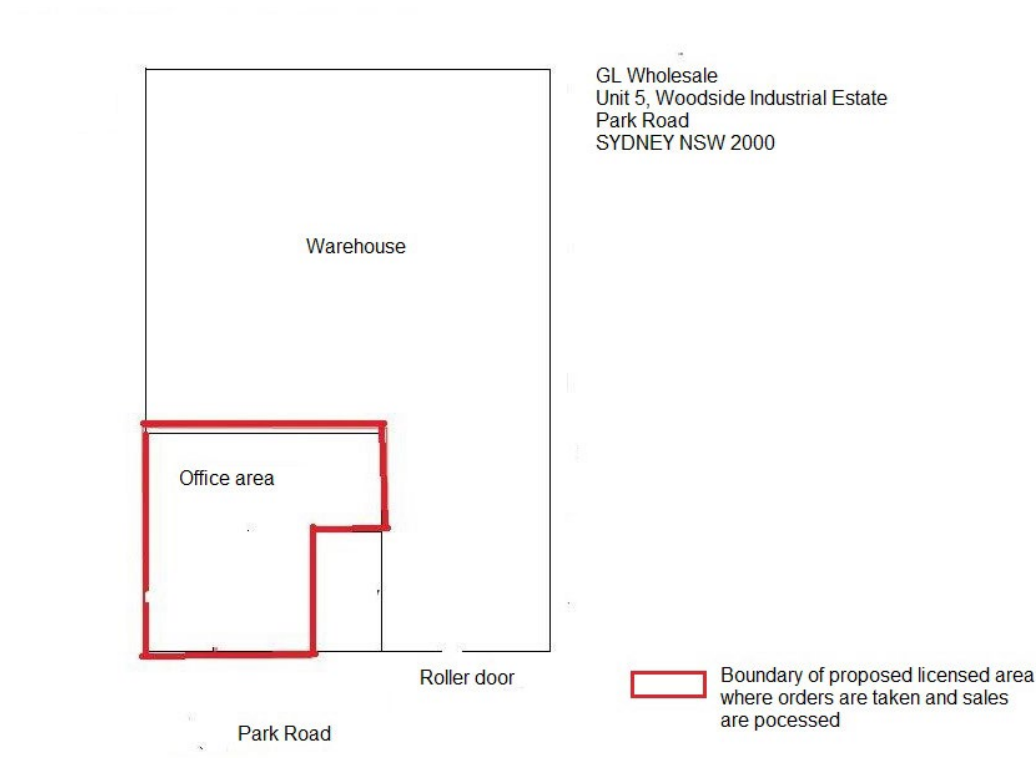
2. Business suite



How to submit a floor plan with a licence application – new applications

Example: Online packaged and/or new wholesale – cont.

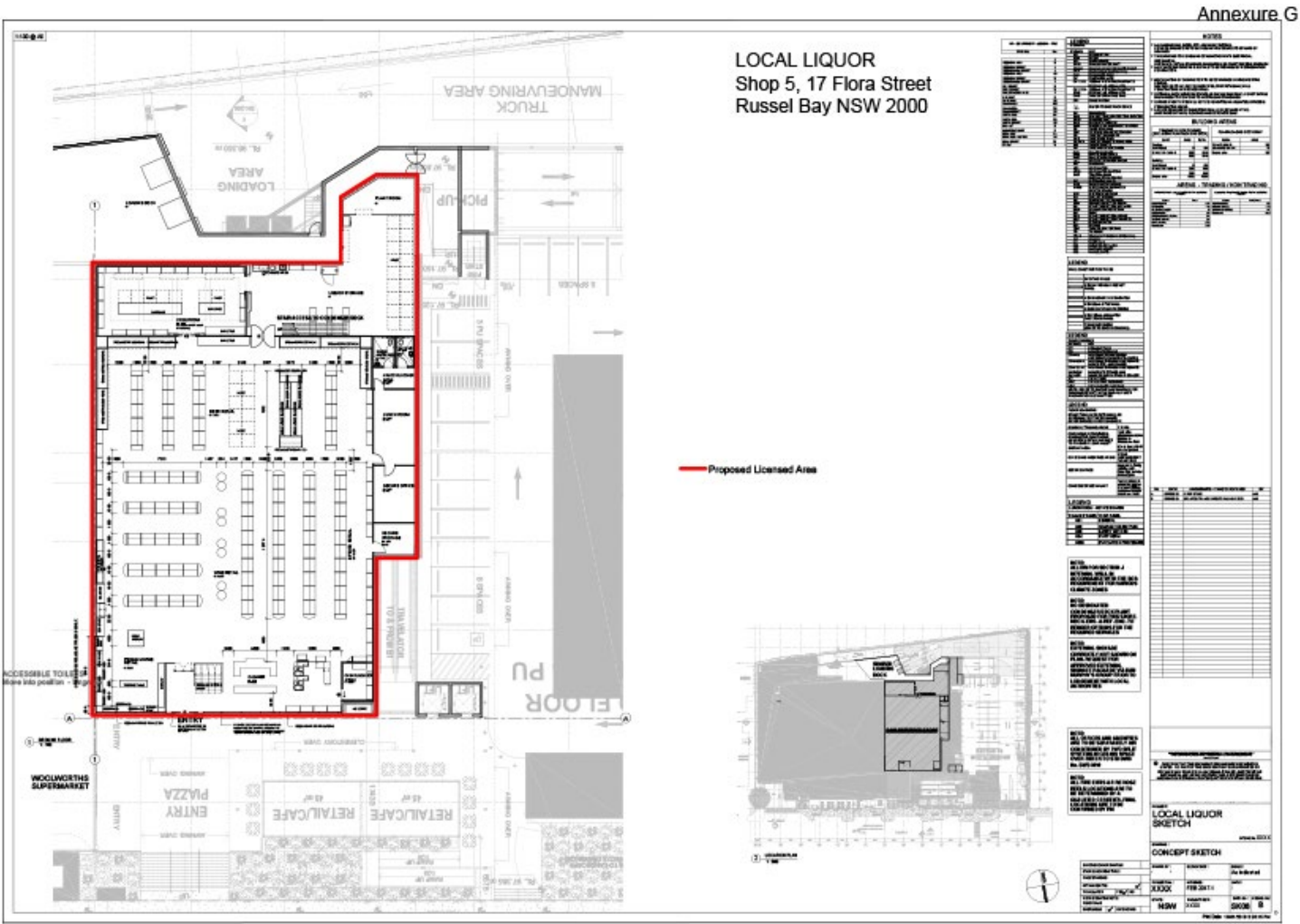
3. Warehouse



How to submit a floor plan with a licence application – new applications

Example: Bottle shop

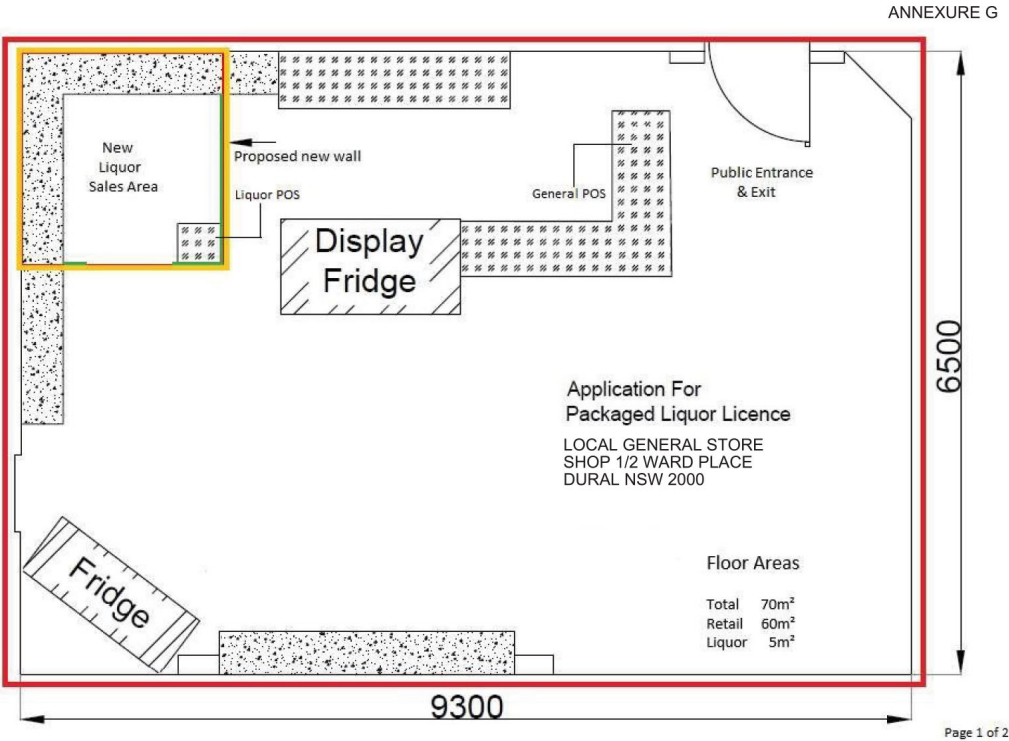
1. Stand-alone Bottle shop



How to submit a floor plan with a licence application – new applications

Example: Bottle shop – cont.

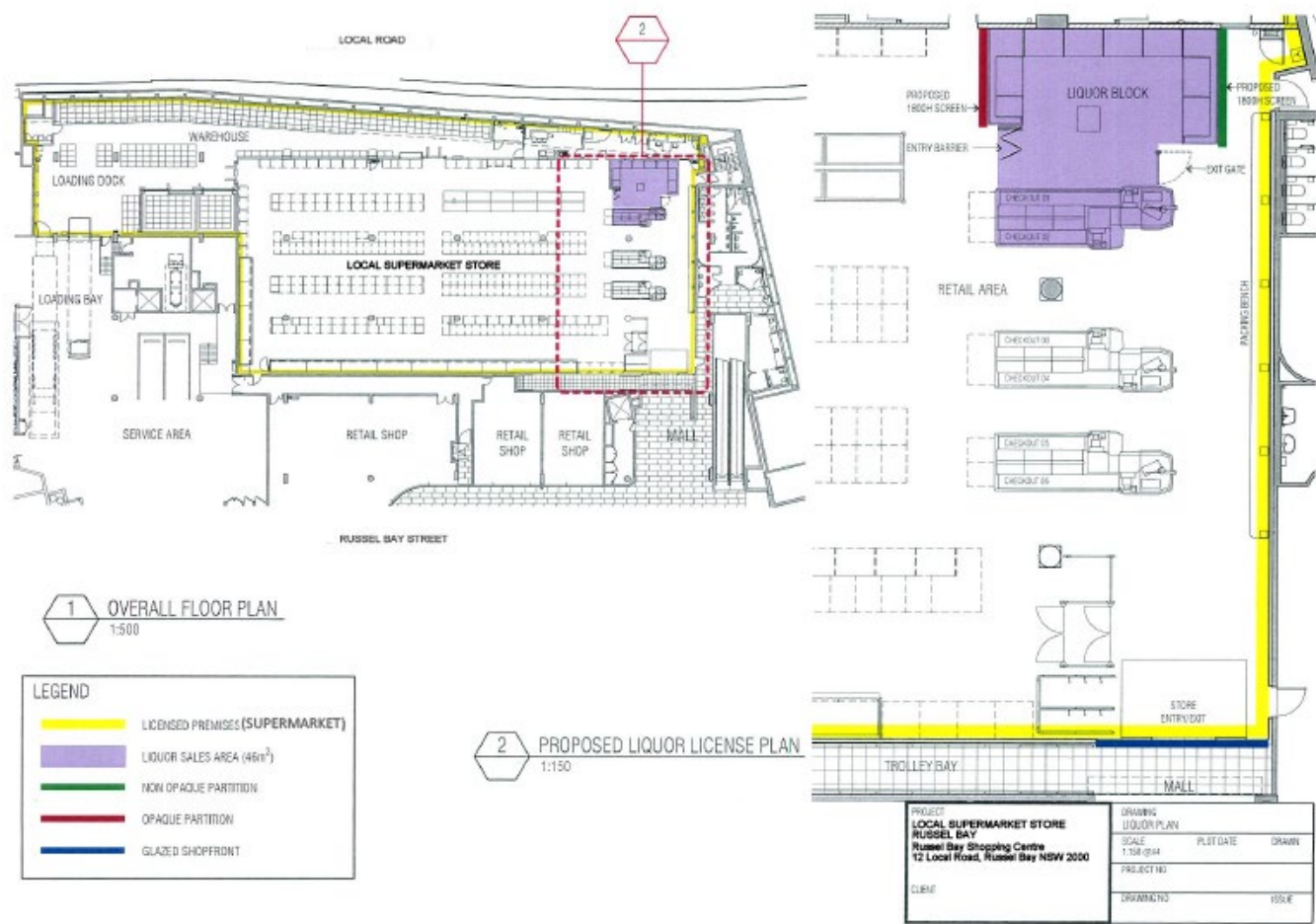
2. General store



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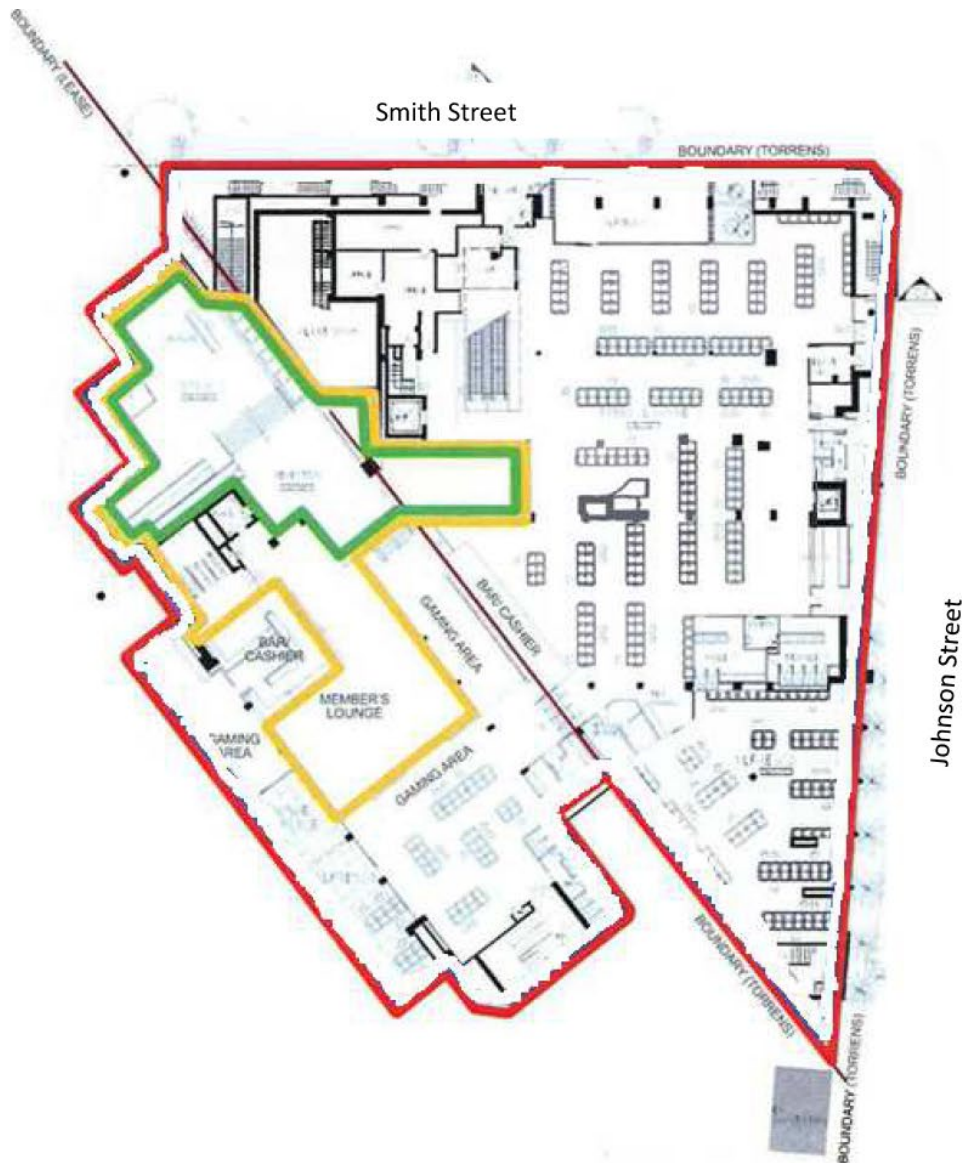
Example: Bottle shop – cont.

3. Bottle shop within a supermarket



How to submit a floor plan with a licence application – with changes to an existing application

Example: Club non-restricted



Ground Floor

Key/Legend

- Current licensed boundaries
- Current non-restricted area
- Proposed non-restricted area

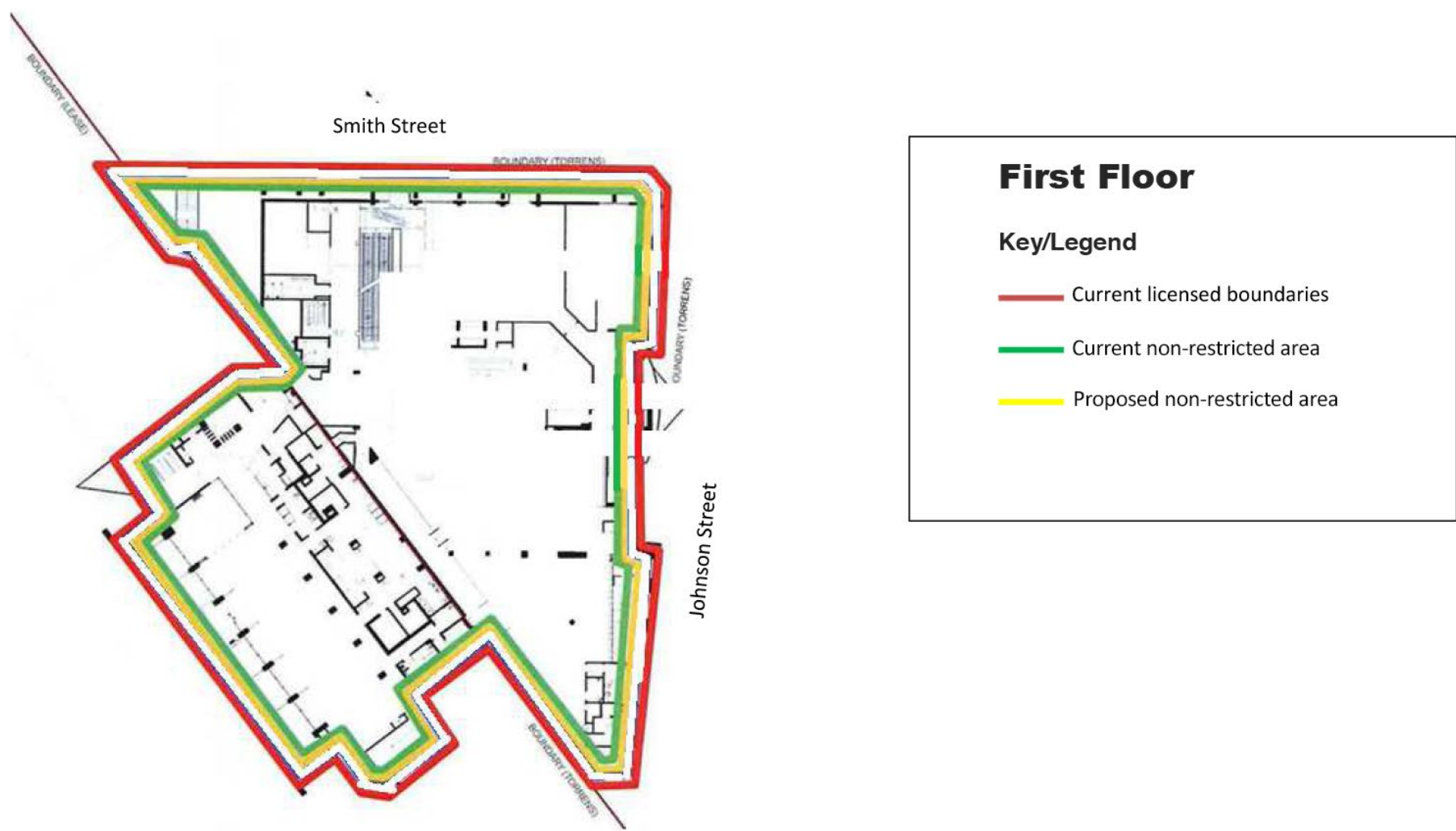
Licence number:

Address:

Date:

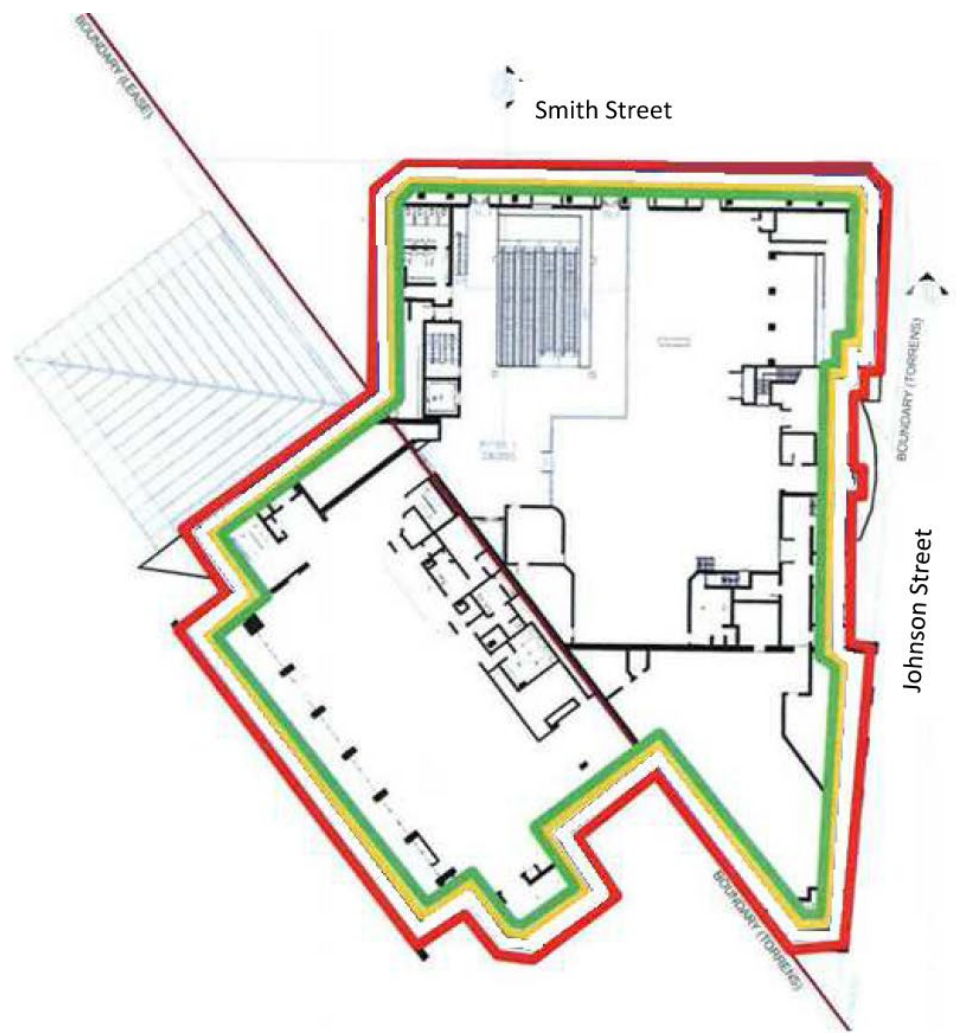
How to submit a floor plan with a licence application – with changes to an existing application

Example: Club non-restricted



How to submit a floor plan with a licence application – with changes to an existing application

Example: Club non-restricted



Second Floor

Key/Legend

- Current licensed boundaries
- Current non-restricted area
- Proposed non-restricted area

How to submit a floor plan with a licence application – new applications

Example: Full Hotel (with a minors area authorisation and extended trading authorisation)

