Fact sheet FS3127

How to submit a floor plan with a liquor licensing 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 licensing 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 Council 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.
- key or legend that corresponds with the areas highlighted as below is included:
  - 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.

Example plans are available at liquorandgaming.nsw.gov.au.

Important things to note
A common misunderstanding with applicants seeking to change their boundaries is that all recorded boundaries, including any existing authorisation, will not automatically change through one application. A separate application is required to vary those areas subject to the authorisation.

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.

Floor plan examples
- Club – non restricted (3 pages)
- On-premises licence (1 page)
- Drink on premises (1 page)

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@liquorandgaming.nsw.gov.au
- 1300 024 720
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Example: Club – non restricted

Ground Floor

Key/Legend
- Current licensed boundaries
- Current Non-Restricted Area
- Proposed Non-Restricted Area

Licence Number:
Address:
Date:
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Example: Club – non restricted

First Floor

Key/Legend

- Current licensed boundaries
- Current Non-Restricted Area
- Proposed Non-Restricted Area
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Example: Club – non restricted

Second Floor

Key/Legend
- Current licensed boundaries
- Current Non-Restricted Area
- Proposed Non-Restricted Area
Example: On-premises licence
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Example: Drink on premises

![Floor Plan Diagram](image)

**Key/Legend**
- Current licensed boundaries
- Proposed Drink on-premises Authorisation

**Licence Number:**

**Address:**

**Date:**