

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

How to submit a floor plan with a liquor licensing application

Example: Club – non restricted



Ground Floor

Key/Legend

- Current licensed boundaries
- Current Non-Restricted Area
- Proposed Non-Restricted Area

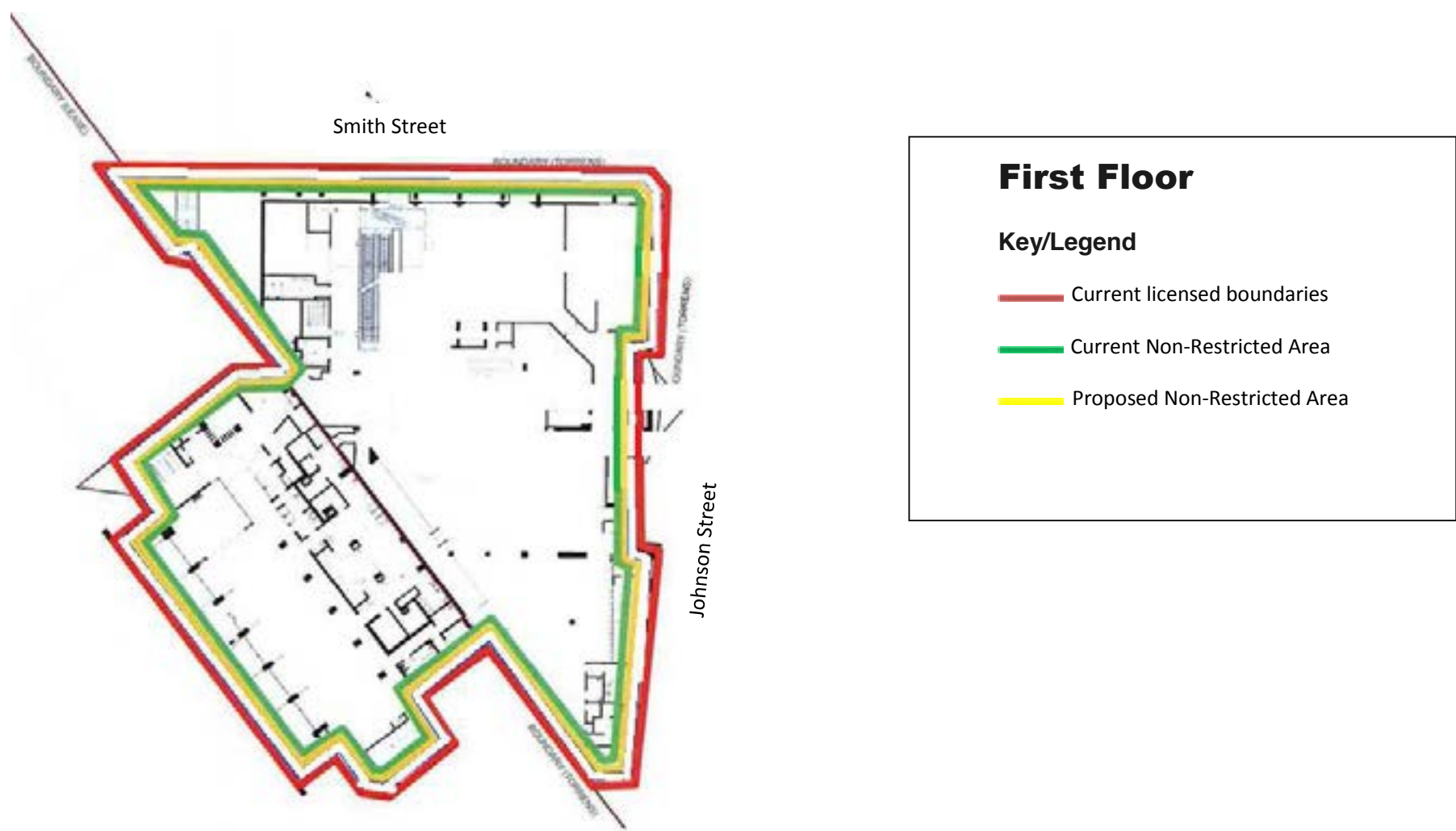
Licence Number:

Address:

Date:

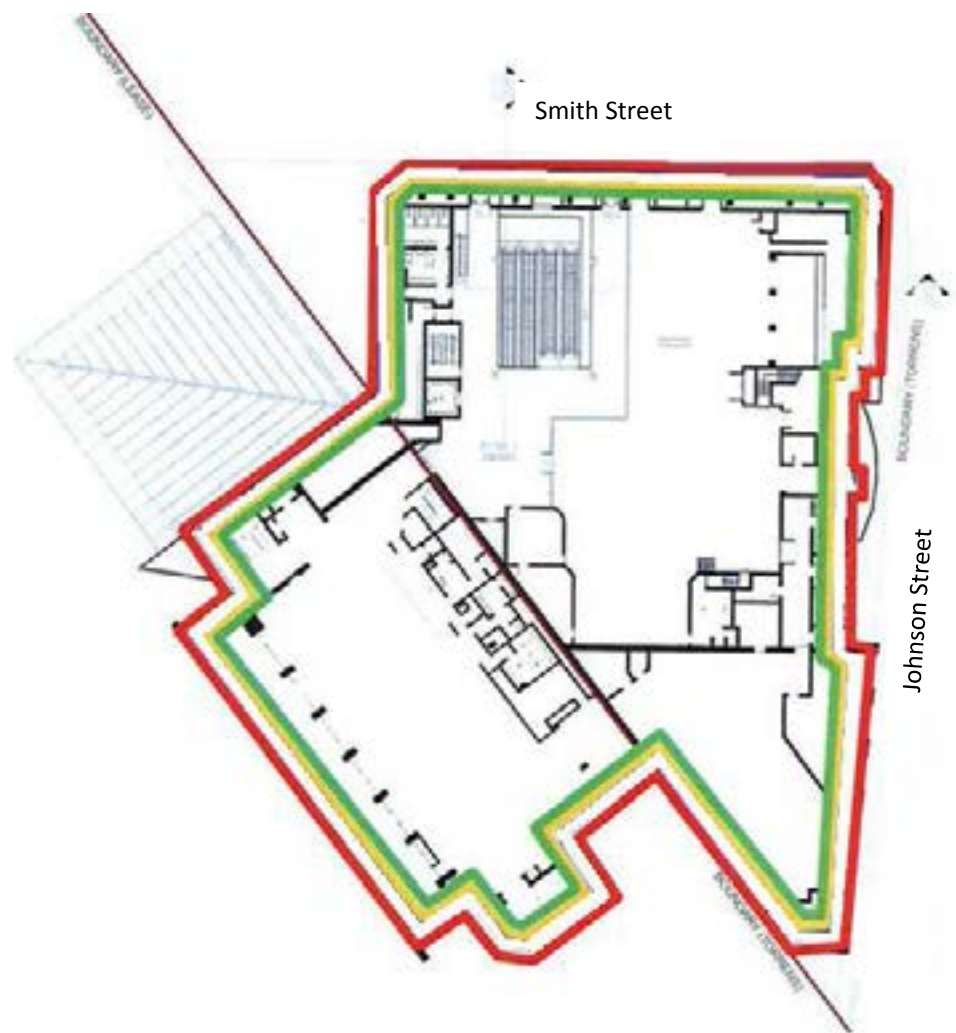
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Example: Club – non restricted



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Example: Club – non restricted



Second Floor

Key/Legend

- Current licensed boundaries
- Current Non-Restricted Area
- Proposed Non-Restricted Area

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Example: Drink on premises

