



Drink on-premises authorisation

Information for applicants

1. This application form is for a wine producer (or a producer of cider, perry or mead) who holds a producer/wholesaler licence and who applies for a drink on-premises authorisation to sell liquor by retail for consumption on the licensed premises only (e.g. in a restaurant or accommodation premises or at a function).
2. **The fee payable for this application is \$100**, as at 1 September 2014. A surcharge is applicable if paying by credit card. Fees are subject to change without notice. More details are available on page 3.
3. Complete all questions. If information is missing, we can ask you to supply the required information and/or documents to support the application. Failure to supply information can delay a decision on the application.
4. For more information, visit www.ilga.nsw.gov.au or www.olgr.nsw.gov.au
5. For assistance, call (02) 9995 0894 or email info@olgr.nsw.gov.au
6. Lodge this application form with payment and supporting documents by one of the following methods:

Post

Office of Liquor
Gaming & Racing
GPO Box 7060
Sydney NSW 2001

Deliver to

Office of Liquor
Gaming & Racing
Level 6, 323 Castlereagh St
Haymarket NSW 2000

Email

liquorapplications@olgr.nsw.gov.au

OFFICE USE ONLY

AM0015

By (circle): mail | OTC | fax | email

Date lodged _____

Amount paid \$ _____

GLS receipt no _____

Request number _____

Finalised by _____

Date finalised _____

PART 1 About the liquor licence

Tell us the:

Liquor licence number LIQW8 _____

Licence name _____

If the licensee is an individual (ie. a person), answer all questions in Part 1A only.
If the licensee is an organisation (e.g. a company), answer all questions in Part 1B only.

PART 1A Licensee (if an individual)

Title _____ Gender _____

First name _____ Middle name _____

Surname _____ Date of birth (dd mm yyyy) _____

Place of birth e.g. Camperdown _____ Phone (daytime) _____

Email address _____

PART 1B Licensee (if an organisation)

Name of organisation _____

ABN _____ ACN _____

Phone (daytime) _____



PART 2 Drink on-premises authorisation

Is the applicant a wine producer or a producer of wine, perry or mead? ___ Yes ___ No

If Yes, what is the address of the licensed premises? _____

Is the authorisation applied for: (tick one only)

___ Permanent ___ Temporary

Is it proposed to sell or supply liquor at a function held on the licensed premises? ___ Yes ___ No

Will any of the following business types be operated at the licensed premises: (tick one or more if applicable)

___ Accommodation premises ___ Bar ___ Catering service ___ Convention centre
___ Restaurant ___ Other (please describe) _____

Describe any other type of business or activity that will be facilitated by the authorisation:

PART 3 Trading hours

This application, if granted for a new licence or with an extended trading authorisation for an existing licence, will require a 6-hour closure period each day.
The 6-hour closure period is usually 4:00am to 10:00am each day. It will be specified when the producer/wholesaler licence and/or the extended trading authorisation is granted (if granted for a wine producer or small-scale regional producer).
Trading hours must be within the standard trading period (5:00am–midnight Monday to Saturday; 10:00am–10:00pm Sunday) or, if an extended trading authorisation is granted, 5:00am Sunday– 5:00am Monday.
In addition, for licences subject to a 6-hour closure period, trading hours cannot be within the 6-hour closure period.

Proposed 6-hour closure period for the producer/wholesaler licence (if applying for a new licence) is:

Start time ___ : ___ End time ___ : ___

Proposed trading hours for this drink on-premises authorisation are:

Monday to Saturday start time ___ : ___ Monday to Saturday end time ___ : ___

Sunday start time ___ : ___ Sunday time ___ : ___

Proposed maximum number of patrons in the area to which the authorisation applies _____

Will entertainment be supplied on the area of the licensed premises to which the authorisation applies? ___ Yes ___ No



PART 4 Other information we need

Attach:

- a plan of the premises showing the area proposed for the drink on-premises authorisation.
The plan, preferably A4 size, must be to scale.

PART 5 Payment for this application

The fee for this application is \$100. This is a processing fee, and is non-refundable in the event that the application is withdrawn or not granted.

This fee is correct as at 1 September 2014, and is subject to change without notice.

The fee does not incur GST.

Pay a \$100 fee[†] by:

Cheque (payable to 'Office of Liquor, Gaming & Racing') Cash Money order Credit card[†]

Cheque drawer's name

MasterCard[†] VISA[†] Card no Expiry date CVV*

*These are the last 3 digits printed on the signature panel on the back of your credit card

Cardholder's name

Cardholder's signature

[†] Under NSW Government policy, a surcharge of 0.4% is added to the payment amount if paid by credit card.
Please visit www.olgr.nsw.gov.au/surcharge.asp for more information.

PART 6 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 provide the required documents to the local consent authority, the local police station and the occupiers of neighbouring premises, 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.
- 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 (ie. a person), complete Part 6A only. If the applicant is an organisation (e.g. a company), complete Part 6B only.

PART 6A Applicant (if an individual)

Name	Position
Signature	Date

PART 6B Applicant (if an organisation)

This panel must be signed in accordance with the requirements in section 127 of the *Corporations Act 2001*.

Name 1	Position (e.g. director)
Signature 1	Date
Name 2	Position (e.g. director, company secretary)
Signature 2	Date

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

Name of representative _____

Representative's business name _____

Phone (daytime) _____ Fax _____

Address for correspondence _____

Email address _____

Reminder

- Before sending your application to us, check:
1. You have answered all questions in Parts 1 to 3
 2. You have attached the documents listed in Part 4
 3. Payment is enclosed, or the credit card details are completed, in Part 5
 4. You have read and signed Part 6
 5. You have completed the notices.



LIQUOR LICENCE APPLICATION – NOTICE TO LOCAL CONSENT AUTHORITY

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

- the local council or other consent authority
- 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 NSW Trade & Investment 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. It will be posted on an electronic noticeboard available at www.ilga.nsw.gov.au or at www.olgr.nsw.gov.au while the application is pending.

Applicant's name

Applicant's address

has applied to the Independent Liquor & Gaming Authority for a drink on-premises authorisation to sell liquor by retail for consumption on the premises

Name of licensed premises

Address of licensed premises for the authorisation

Standard trading hours are 5:00am to midnight Monday to Saturday; 10:00am to 10:00pm Sunday. Extended trading hours can be approved under the liquor laws. Trading hours allowed by the local consent authority (eg. the local council) may be different. A 6-hour closure period may apply each day.

Proposed trading hours for this authorisation are:

Monday to Saturday start time ___:___ End time ___:___

Sunday start time ___:___ End time ___:___

Proposed maximum number of patrons in the area for the authorisation _____

Will entertainment be supplied in the area for the authorisation? ___ Yes ___ No

Is an extended trading authorisation proposed as part of this application? ___ Yes ___ No

Submissions about this application can be made to the Independent Liquor & Gaming Authority within 30 days. Check the electronic noticeboard for the closing date for this application. Lodge submissions via the noticeboard.

Signature

Date

COUNCIL OR OTHER CONSENT AUTHORITY USE ONLY

I, (insert name, position and organisation)

Certify that this notice was received on:

DEVELOPMENT CONSENT STATUS

I advise, (tick one only)

___ development consent is not required to permit the proposed activity

___ development consent is required but not in place

DA number is

___ development consent is required and in place

Send this notice to GPO Box 7060, Sydney, NSW, 2001. Email liquorapplications@olgr.nsw.gov.au

AUTHORITY USE ONLY

Application number

Lodged date

Submissions close



LIQUOR LICENCE APPLICATION – SITE NOTICE AND NOTICE TO NEIGHBOURING PREMISES

This notice must be affixed to the location of a licensed premises immediately before or within two working days of lodging the application with the Independent Liquor & Gaming Authority.

Also, this notice must be provided to:

- the occupiers of any building on land adjoining the licensed premises, regardless of a separating road
- the occupiers of any building on land situated within 50 metres of the boundary of the licensed premises.

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 www.ilga.nsw.gov.au or at www.olgr.nsw.gov.au while the application is pending.

Applicant's name

Applicant's address

has applied to the Independent Liquor & Gaming Authority for a drink on-premises authorisation to sell liquor by retail for consumption on the premises

Name of licensed premises

Address of licensed premises for the authorisation

Standard trading hours are 5:00am to midnight Monday to Saturday; 10:00am to 10:00pm Sunday. Extended trading hours can be approved under the liquor laws. Trading hours allowed by the local consent authority (e.g. the local council) may be different. A 6-hour closure period may apply each day.

Proposed trading hours for this authorisation are:

Monday to Saturday start time ___:___ End time ___:___
Sunday start time ___:___ End time ___:___

Proposed maximum number of patrons in the area for the authorisation _____

Will entertainment be supplied in the area for the authorisation? ___ Yes ___ No

Is an extended trading authorisation proposed as part of this application? ___ Yes ___ No

Submissions about this application can be made to the Independent Liquor & Gaming Authority within 30 days. Check the electronic noticeboard for the closing date for this application. Lodge submissions via the noticeboard.

Signature

Date



LIQUOR LICENCE APPLICATION – NOTICE TO POLICE

When lodging this application with the Independent Liquor & Gaming Authority, the applicant must immediately before or within two working days lodge a copy of this application with the local police station.

Complete all details below – then copy all pages of this application and the plan and lodge the copy with the local police station.

NOTE – This original notice must be lodged with the application. It will be posted on an electronic noticeboard available at www.ilga.nsw.gov.au or at www.olgr.nsw.gov.au while the application is pending.

Applicant's name

Applicant's address

has applied to the Independent Liquor & Gaming Authority for a drink on-premises authorisation to sell liquor by retail for consumption on the premises

Name of licensed premises

Address of licensed premises for the authorisation

Standard trading hours are 5:00am to midnight Monday to Saturday; 10:00am to 10:00pm Sunday. Extended trading hours can be approved under the liquor laws. Trading hours allowed by the local consent authority (eg. the local council) may be different. A 6-hour closure period may apply each day.

Proposed trading hours for this authorisation are:

Monday to Saturday start time : End time

Sunday start time : End time

Proposed maximum number of patrons in the area for the authorisation

Will entertainment be supplied in the area for the authorisation? Yes No

Is an extended trading authorisation proposed as part of this application? Yes No

Submissions about this application can be made to the Independent Liquor & Gaming Authority within 30 days. Check the electronic noticeboard for the closing date for this application. Lodge submissions via the noticeboard.

Signature

Date

POLICE USE ONLY

I, (insert name, position and organisation)

Certify that this notice was received on:

Send this notice to GPO Box 7060, Sydney, NSW, 2001. Email liquorapplications@olgr.nsw.gov.au

AUTHORITY USE ONLY

Application number Lodged date

Submissions close