



## Club functions authorisation

### Information for applicants

1. This application form is for the licensee of a club that applies for a club functions authorisation to allow non-members of the club and/or under 18s to attend functions, cultural or educational activities etc in a specified part of the club's premises.
2. **The fee payable for this application is \$100**, as at 1 September 2015. A surcharge is applicable if paying by credit card. Fees are subject to change without notice. More details are available on page 2.
3. Complete all applicable 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](http://www.ilga.nsw.gov.au) or [www.olgr.nsw.gov.au](http://www.olgr.nsw.gov.au)
5. For assistance, (02) 9995 0894 or email [info@olgr.nsw.gov.au](mailto: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](mailto:liquorapplications@olgr.nsw.gov.au)

#### OFFICEUSE ONLY

AM0010

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 LIQC3 \_\_\_\_\_

Licence name \_\_\_\_\_

Name of organisation \_\_\_\_\_

ABN \_\_\_\_\_ ACN \_\_\_\_\_

Phone (daytime) \_\_\_\_\_

### PART 2 Club functions authorisation

Is this an application for: (tick one only)

A new club functions authorisation

A change to an existing club functions authorisation

What is the purpose/nature of the function or functions? (tick one or more if applicable)

Athletic  Charitable  Community  Cultural  Educational

Industrial  Literary  Patriotic  Political  Professional

Religious  Sporting

What area will be specified for the functions? \_\_\_\_\_

\_\_\_\_\_



Will entertainment be provided at the functions?  Yes  No

If yes, give details:

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How will the functions area be physically defined?

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Where will the functions be held?

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What adult supervision will be provided at the functions?

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Will under 18s pass through a bar or gaming machine area to access the area proposed for functions?  Yes  No

Will under 18s pass through a bar or gaming machine area to access toilets?  Yes  No

### PART 3 Other information we need

Attach:

- a plan of the area proposed for the club functions authorisation

The plan, preferably A4 size, must be to scale. The plan must show the proposed area for under 18s, all bar and gaming machine areas, access areas and how the proposed area is separated from tobacco vending machines, bar and gaming machine areas.

### PART 4 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 2015, and is subject to change without notice.

The fee does not incur GST.

**Pay a \$100 fee<sup>†</sup> by:**

Cheque (payable to 'Office of Liquor, Gaming & Racing')  Cash  Money order  Credit card<sup>†</sup>

Cheque drawer's name

MasterCard<sup>†</sup>  VISA<sup>†</sup>  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

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**Cardholder's signature**

<sup>†</sup> 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](http://www.olgr.nsw.gov.au/surcharge.asp) for more information.

## 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 provide the required documents to the local consent authority and the local police station.
- 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.

## PART 5A Applicant (must be an organisation)

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

<b>Name 1</b>	<b>Position</b> (e.g. director)
<b>Signature 1</b>	<b>Date</b>
<b>Name 2</b>	<b>Position</b> (e.g. director, company secretary)
<b>Signature 2</b>	<b>Date</b>

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 2
2. You have attached the documents listed in Part 3
3. Payment is enclosed, or the credit card details are completed, in Part 4
4. You have read and signed Part 5
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 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 club functions authorisation to allow non-members of the club and/or under 18s to attend functions, cultural or educational activities etc in a specified part of the club's premises

Name of club licence

Address of club premises

Location at the premises

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

DA number is

development consent is required and in place

development consent is required but not 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 – 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 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](http://www.ilga.nsw.gov.au) or at [www.olgr.nsw.gov.au](http://www.olgr.nsw.gov.au) while the application is pending.

**Applicant’s name**

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**Applicant’s address**

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**has applied to the Independent Liquor & Gaming Authority for a club functions authorisation to allow non-members of the club and/or under 18s to attend functions, cultural or educational activities etc in a specified part of the club’s premises**

**Name of club premises**

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**Address of club premises**

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**Location at the premises**

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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**

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**Date**

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**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](mailto:liquorapplications@olgr.nsw.gov.au)**

**AUTHORITY USE ONLY**

Application number \_\_\_\_\_ Lodged date \_\_\_\_\_

Submissions close \_\_\_\_\_