



## Change gaming machine shutdown period (weekends and public holidays)

### Information for applicants

1. Use this application form if the gaming machine shutdown period for your licensed premises is the general 6-hour shutdown period from 4:00AM to 10:00AM each day of the week, and if you are applying to reduce that period to the 3-hour period from 6:00AM to 9:00AM on Saturdays, Sundays and public holidays.
2. Complete all applicable questions. If information is missing, we can ask you to supply the required information to support the application.
3. If you need help in completing this application, call (02) 9995 0894 during business hours or email [gamingapplications@olgr.nsw.gov.au](mailto:gamingapplications@olgr.nsw.gov.au)
4. If you need more information, visit [www.olgr.nsw.gov.au](http://www.olgr.nsw.gov.au)
5. Lodge this application form with payment by:

#### Post

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

#### Fax

Office of Liquor  
Gaming & Racing  
(02) 9995 0819

#### Deliver to

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

#### Email

[gamingapplications@olgr.nsw.gov.au](mailto:gamingapplications@olgr.nsw.gov.au)

#### OFFICE USE ONLY

**GMS020**

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 LIQ \_\_\_\_\_

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 About the application

A compulsory 6-hour shutdown period applies to all club and hotel licences that keep gaming machines. Gaming machines must not be played during the shutdown period. The general shutdown period commences at 4:00AM and concludes at 10:00AM each day.

A club or hotel can apply for approval of a 3-hour shutdown period on Saturdays, Sundays and public holidays. If approved, gaming machines must not be played during a 3-hour shutdown period commencing at 6:00AM and concluding at 9:00AM on Saturdays, Sundays and public holidays.

Approval will only be given where:

- the licensed premises is located in an area that usually attracts tourists; or
- the licensed premises is located in an area where other hospitality and entertainment venues are open until 6:00AM on Saturdays or Sundays or public holidays; or
- before April 2002, the licensed premises remained open after 4:00AM on Saturdays, Sundays or public holidays.

Also, approval will only be given where:

- the licensee has adopted and can demonstrate that all harm minimisation measures required by the *Gaming Machines Act 2001*, the *Gaming Machines Regulation 2010*, the *Liquor Act 2007* and the *Liquor Regulation 2008* have been implemented
- the licensee can demonstrate participation in the local liquor accord (if an accord is in place)
- the licensee can indicate that the licensed premises will usually be trading during the hours for which the approval is sought
- if the licensee is a club that earns more than \$1 million annually from gaming machine revenue, the licensee can demonstrate participation in the ClubGRANTS Local Committee (if a committee is in place).

Is the licensed premises located in an area that usually attracts tourists?  Yes  No

If **Yes**, describe the area:

---

---

---

Is the licensed premises located in an area where other hospitality and entertainment venues are open until 6:00AM on Saturdays, Sundays or public holidays?  Yes  No

If **Yes**, describe the area:

---

---

---

Before April 2002, did the licensed premises have a history of staying open after 4:00AM on Saturdays, Sundays or public holidays?  Yes  No

Has the licensee adopted all harm minimisation measures required by the *Gaming Machines Act 2001*, the *Gaming Machines Regulation 2010*, and the *Liquor Regulation 2008*?  Yes  No

Describe how the licensee has implemented and continues to implement these measures:

---

---

---

---

---

---

---

Is the licensed premises located within a local liquor accord area?  Yes  No

If **Yes**:

What is the name of the local liquor accord?

How has the licensee participated in the local liquor accord?

---

---

---



Supply the following information:

Day	What is the shutdown period now?		What are the proposed trading hours if this application is approved?		What is the proposed shutdown period?	
	From	To	Opening time	Closing time	From	To
Saturday	: AM/PM	: AM/PM	: AM/PM	: AM/PM	: AM/PM	: AM/PM
Sunday	: AM/PM	: AM/PM	: AM/PM	: AM/PM	: AM/PM	: AM/PM
Public holiday	: AM/PM	: AM/PM	: AM/PM	: AM/PM	: AM/PM	: AM/PM

Is the application made in respect of a club licence? \_\_\_ Yes \_\_\_ No

If **No**, go to part 3. If **Yes**, answer this question

Does the club earn more than \$1 million annually from gaming machine revenue? \_\_\_ Yes \_\_\_ No

If **No**, go to part 3. If **Yes**, answer this question

Is there a ClubGRANTS Local Committee for the area in which the licensed premises are located? \_\_\_ Yes \_\_\_ No

If **No**, go to part 3. If **Yes**, answer this question

Describe how the licensee participates in the ClubGRANTS Local Committee and the contribution that the licensee makes to the committee:

---



---



---

Does the applicant's licence have overdue gaming machine taxes? \_\_\_ Yes \_\_\_ No

If **Yes**, what is the indicative amount of the overdue gaming machine taxes? \$ \_\_\_\_\_

**Note:** This application may not be approved unless overdue gaming machine taxes are paid or satisfactory arrangements are made for payment.

### PART 3 Payment for this application

**Pay a \$550 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**

**Payment amount \$**

#### PART 4 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 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.

If the licensee is an individual (ie. a person), complete Part 4A only. If the licensee is an organisation (e.g. a company), complete Part 4B only.

#### PART 4A Licensee (if an individual)

Signature

Date

#### PART 4B Licensee (if an organisation)

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

Signature 1

Position

Date

(e.g. director)

Signature 2

Position

Date

(e.g. director, company secretary)

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. All questions in Parts 1 and 2 have been answered
2. Payment is enclosed, or the credit card details are completed, in Part 3
3. The applicant has read and signed Part 4.