



## Extended trading authorisation on-premises licence

### Information for applicants

1. This application form is for the licensee of an on-premises licence (other than for a vessel) who applies for an authorisation to extend trading hours, or who applies for a variation of extended trading hours already allowed.
2. Vessels should use form AM0075.
3. **You may need to complete a Community Impact Statement (CIS) before applying.** If required, the CIS must be attached to this application. Visit [www.ilga.nsw.gov.au](http://www.ilga.nsw.gov.au) for more information.
4. If the licence was granted before 30 October 2008, the licence will be subject to a 6-hour closure period if this application is approved. If the licence was granted on or after 30 October 2008, a 6-hour closure period already applies.
5. **The fee payable for this application depends on the hours of the extended trading, and is between \$300 and \$3,500**, 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 6.
6. 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.
7. 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)
8. For assistance, call (02) 9995 0894 or email [info@olgr.nsw.gov.au](mailto:info@olgr.nsw.gov.au)
9. 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)

#### OFFICE USE ONLY

AM00200

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 LIQ06 \_\_\_\_\_

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 \_\_\_\_\_

Y/Inc. \_\_\_\_\_

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

**PART 2 About this application**

An extended trading authorisation allows the sale or supply of liquor outside the standard trading period. Standard trading hours for an on-premises licence are 5:00am to midnight Monday to Saturday for consumption on the premises, 5:00am to 10:00pm Monday to Saturday for take-away (if allowed), and 10:00am to 10:00pm Sunday (for all trading types), except on Good Friday and Christmas Day. Trading hours allowed by the local consent authority (e.g. the local council) may be different.

Is this an application for: (tick one only)

A new extended trading authorisation

A change to an existing extended trading authorisation

If applying for a change to an existing extended trading authorisation, tell us the existing approved trading hours:

Day	Start time	End or closing time
Monday	:	:
Tuesday	:	:
Wednesday	:	:
Thursday	:	:
Friday	:	:
Saturday	:	:
Sunday	:	:



PART 3 About the 6-hour closure period

If the licence was granted before 30 October 2008, the licence will be subject to a 6-hour closure period if this application is approved. If the licence was granted on or after 30 October 2008, a 6-hour closure period already applies. The 6-hour closure period is a continuous block of time in each 24-hour period, during which the licence must not sell/supply liquor. The period cannot start any earlier than midnight. Standard trading hours are affected by the 6-hour closure period. The Authority will approve a period that is appropriate to the particular premises and the circumstances, having regard to the objectives of the Liquor Act 2007. Visit www.ilga.nsw.gov.au for more information about the Authority's policy.

Is the licence subject to a 6-hour closure period? Yes No

If Yes, tell us the 6-hour period:

Table with 3 columns: Day, 6-hour closure period start time, 6-hour closure period end time. Rows for Monday through Sunday.

If Yes, and if you propose a different 6-hour closure period, also lodge application form AM0488 and pay the applicable fee for that application. If No, the licence will be subject to a 6-hour closure period if this application is granted and while the extended trading authorisation is in force.

Applicants must provide reasons and relevant information in support of the closure period which is proposed. Applicants should provide an account of the current or proposed mode of operation of the licensed premises, the demonstrated or likely needs of its patrons, the interests of the local community and the opinion (if any) of local Police towards the proposal.

Applicants should also address how the proposed closure period relates to considerations that the Authority will have regard to under section 3(2) of the Liquor Act 2007, which are:

- a) the need to minimise harm associated with misuse and abuse of liquor (including harm arising from violence and other anti-social behaviour)
b) the need to encourage responsible attitudes and practices towards the promotion, sale, supply, service and consumption of liquor, and
c) the need to ensure that the sale, supply and consumption of liquor contributes to, and does not detract from, the amenity of community life. (attach a separate sheet if insufficient space)

Multiple horizontal lines for providing reasons and relevant information.

**PART 4 Extended trading authorisation**

For each day in Column 1 that you are applying for extended trading, complete:

Column 2B – Your proposed 6-hour closure period

Column 3A and 3B if applying for extended trading for sale/supply of liquor for consumption at the premises

Column 4A and 4B if applying for extended trading for sale/supply of liquor for take-away from the premises (in exceptional circumstances only).

1	2A	2B	3A	3B	4A	4B
Day Except Good Friday and Christmas Day	Standard trading period	6-hour closure period is 4:00am – 10:00am unless otherwise approved  If the licence is not already subject to a 6-hour closure period, and you propose a different 6-hour closure period, record below and also complete application form AM0488	Sale/supply for consumption at the premises		Sale/supply for take-away from the premises (if allowed)	
			Start time Not before end of the 6-hour closure period, and not before 5:00am	End or closing time Not later than the start of the 6-hour closure period, and not later than 5:00am next day Monday - Saturday and midnight Sunday	Start time Not before end of the 6-hour closure period, and not before 5:00am	End or closing time Extended trading is not available after 10:00pm for take-away sales
Monday	5:00am – midnight (to 10:00pm for take-away sales if allowed)				Not available	Not available
Tuesday	5:00am – midnight (to 10:00pm for take-away sales if allowed)				Not available	Not available
Wednesday	5:00am – midnight (to 10:00pm for take-away sales if allowed)				Not available	Not available
Thursday	5:00am – midnight (to 10:00pm for take-away sales if allowed)				Not available	Not available
Friday	5:00am – midnight (to 10:00pm for take-away sales if allowed)				Not available	Not available
Saturday	5:00am – midnight (to 10:00pm for take-away sales if allowed)				Not available	Not available
Sunday	10:00am – 10:00pm					Not available

What practices are in place, and will remain in place at the licensed premises to ensure that liquor is sold, supplied or served responsibly, and that steps are taken to prevent intoxication on the premises?

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What steps will be taken to ensure that the extended trading period (if approved) will not result in frequent undue disturbance of the quiet and good order of the neighbourhood?

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#### PART 5 More information

Does the local council's development consent or approval for the premises (if required) allow extended trading hours?  Yes  No

If **Yes**,

DA number

DA grant date (dd mm yyyy)

If **No**, and if a DA is required, when do you expect these DA details will be supplied to us?

(You can lodge an application if a DA is pending. We will not grant an application before a DA is approved and supplied to us.)

Are the licensed premises located in a freeze precinct as specified under the *Liquor Act 2007*?  Yes  No

#### PART 6 Other information we need

Attach:

- a plan of the licensed premises  
The plan must be to scale and be A4 or A3 size only. The plan must show the proposed licensed area of the premises for the extended trading authorisation.  
Outline the area in a distinctive colour.
- a copy of the local council's development consent or approval for the extended trading hours (if approved)  
You can lodge an application if a DA is pending. We will not grant an application before a DA is approved and supplied to us.
- the community impact statement (CIS) for the proposed extended trading authorisation, if required.  
For information about the Community Impact Statement Toolkit visit [www.ilga.nsw.gov.au](http://www.ilga.nsw.gov.au)

**PART 7 Payment for this application**

The fee for this application depends on the extended trading applied for. The fee is a combination of a fixed fee and a processing fee, as listed in the table below. The processing fee component is non-refundable in the event that the application is withdrawn or not granted. Fees are correct as at 1 September 2014, and are subject to change without notice. The fee does not incur GST.

The payment amount depends on the hours proposed for extended trading. Use this table to calculate the amount payable:

Trading days/hours range	Fixed fee component	Processing fee component	Total application fee †
For take-away sales only (if allowed):			
Between 5:00am and 10:00am on a Sunday	\$100	+ \$200	= \$300
For consumption on premises:			
After midnight, Monday to Sunday (if sold with or ancillary to a meal or the provision of accommodation)	\$100	+ \$200	= \$300
Between 5:00am and 10:00am and/or between 10:00pm and midnight on a Sunday (for all other situations)	\$100	+ \$200	= \$300
Up to 1:30am Monday to Saturday (for all other situations)	\$1,500	+ \$1,000	= \$2,500
Up to 5:00am Monday to Saturday (for all other situations)	\$2,500	+ \$1,000	= \$3,500

**If more than one category applies, pay only the highest amount.**

**Pay the fee† by:**

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

Cheque drawer's name

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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

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**Cardholder's signature**

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**Payment amount † \$**

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† 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 8 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, the occupiers of neighbouring premises and other stakeholders consulted during the community impact statement (CIS) process, 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.

If the applicant is an individual (ie. a person), complete Part 8A only. If the applicant is an organisation (e.g. a company), complete Part 8B only.

**PART 8A Applicant (if an individual)**

<b>Name</b>	<b>Position</b>
<b>Signature</b>	<b>Date</b>

**PART 8B Applicant (if 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 5
  2. You have attached the documents listed in Part 6
  3. Payment is enclosed, or the credit card details are completed, in Part 7
  4. You have read and signed Part 8
  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](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 an extended trading authorisation for an on-premises licence**

Liquor licence name

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Address of licensed premises

Standard trading hours for consumption on premises are:		Proposed extended trading hours are: (complete as applicable)	
Monday to Saturday	5:00am to midnight	Midnight to:	am (no later than 5:00am next day)
Sunday	10:00am to 10:00pm		am (no earlier than 5:00am or later than 10:00am)
		10:00pm to:	(no later than midnight)
Standard trading hours for take-away sales (if allowed) are:		Proposed extended trading hours for take-away sales are: (complete as applicable)	
Monday to Saturday	5:00am to 10:00pm	Extended trading not available Monday to Saturday for take-away sales	
Sunday	10:00am to 10:00pm		am (starting no earlier than 5:00am or later than 10:00am)

6-hour closure period start time

6-hour closure period end time

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Will entertainment be provided on the licensed premises during the extended trading hours? \_\_\_ Yes \_\_\_ No

If **Yes**, what type of entertainment will be provided?

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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**

**Date**

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

**AUTHORITY USE ONLY**

Application number

Lodged date

Submissions close



**LIQUOR LICENCE APPLICATION – SITE NOTICE AND NOTICE TO NEIGHBOURING PREMISES AND OTHER STAKEHOLDERS**

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

This notice must also 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 100 metres of the boundary of the licensed premises
- the stakeholders consulted during the community impact statement (CIS) process.

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](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 an extended trading authorisation for an on-premises licence**

Liquor licence name

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Address of licensed premises

Standard trading hours for consumption on premises are:		Proposed extended trading hours are: (complete as applicable)	
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Sunday	10:00am to 10:00pm		am (no earlier than 5:00am or later than 10:00am)
		10:00pm to:	(no later than midnight)
Standard trading hours for take-away sales (if allowed) are:		Proposed extended trading hours for take-away sales are: (complete as applicable)	
Monday to Saturday	5:00am to 10:00pm	Extended trading not available Monday to Saturday for take-away sales	
Sunday	10:00am to 10:00pm		am (starting no earlier than 5:00am or later than 10:00am)

6-hour closure period start time

6-hour closure period end time

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Will entertainment be provided on the licensed premises during the extended trading hours? \_\_\_ Yes \_\_\_ No

If **Yes**, what type of entertainment will be provided?

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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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**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](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 an extended trading authorisation for an on-premises licence**

Liquor licence name

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Address of licensed premises

Standard trading hours for consumption on premises are:		Proposed extended trading hours are: (complete as applicable)	
Monday to Saturday	5:00am to midnight	Midnight to:	am (no later than 5:00am next day)
Sunday	10:00am to 10:00pm		am (no earlier than 5:00am or later than 10:00am)
		10:00pm to:	(no later than midnight)
Standard trading hours for take-away sales (if allowed) are:		Proposed extended trading hours for take-away sales are: (complete as applicable)	
Monday to Saturday	5:00am to 10:00pm	Extended trading not available Monday to Saturday for take-away sales	
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6-hour closure period start time

6-hour closure period end time

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Will entertainment be provided on the licensed premises during the extended trading hours?  Yes  No

If **Yes**, what type of entertainment will be provided?

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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)

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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

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