

Club licence – new

Information for applicants

Apply online at www.licence.nsw.gov.au for a faster service.

1. This application form is for an organisation applying for a club licence. If the application is granted, the applicant will become the licensee.
2. **You must complete a Community Impact Statement (CIS)** before applying for this licence. The CIS is a required attachment for this application. Visit www.liquorandgaming.justice.nsw.gov.au for more information.
3. Liquor & Gaming NSW is required by legislation to consider a number of matters when determining certain applications. Please refer to Guideline 6 on Liquor & Gaming NSW's website for further information – www.liquorandgaming.justice.nsw.gov.au
4. **The fee payable for this application is \$500.** A surcharge is applicable if paying by credit card. Fees are subject to change without notice. More details are available on page 9. An annual liquor licence fee will also apply.
5. 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.
6. If applying for a licence-related authorisation for a club licence, also complete the separate application form for the applicable authorisation.
7. For more information, visit www.liquorandgaming.justice.nsw.gov.au
8. For assistance, call (02) 9995 0894 or email info@olgr.nsw.gov.au
9. Lodge this application form with payment and supporting documents by one of the following methods:

Post

Liquor & Gaming NSW
GPO Box 7060
Sydney NSW 2001

Deliver to

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

Email

liquorapplications@olgr.nsw.gov.au

OFFICE USE ONLY

APP300

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

Date lodged _____

Amount paid \$ _____

GLS receipt no _____

Application number _____

Finalised by _____

Date finalised _____

Licence number _____

PART 1 About the proposed club licence

What is the proposed licence name? (usually this is the trading name)

PART 2 About the applicant (the applicant must be a corporation)

Name of organisation _____

ABN _____ ACN _____

Phone (daytime) _____ Fax _____

Web address _____

Business address (always a 'physical' street address)

Street no. _____ Street name _____

Town/city _____ State _____ Postcode _____

Country (if not Australia) _____

Postal address (if different from business address) a PO Box if one exists; otherwise a 'physical' street address.

PO Box or street no. _____ Street name _____

Town/city _____ State _____ Postcode _____

Country (if not Australia) _____

Tell us about the contact person for the organisation:

Title	Gender	
First name	Middle name	
Surname	Date of birth (dd mm yyyy)	
Place of birth e.g. Camperdown	Phone (home)	
Phone (mobile)	Phone (daytime)	
Fax	Driver's licence	State
Email address		

Residential address (always a 'physical' street address)

Street no.	Street name	
Town/city	State	Postcode
Country (if not Australia)		

Postal address (if different from residential address) a PO Box if one exists; otherwise a 'physical' street address. We will use this mailing address when we contact this person about the licence.

PO Box or street no.	Street name	
Town/city	State	Postcode
Country (if not Australia)		

If this application is granted, the licensee must notify us of the appointed manager (who must already be an approved manager). The secretary of the registered club will become the appointed manager if the club has only one premises – in this case, an appointment of manager notice is not required.

Is the appointment of manager notice attached? ___ Yes ___ No

PART 3 More information about the applicant (i.e. the club)

Is or was the applicant ever associated with a liquor licence in NSW? (e.g. as a licensee) ___ Yes ___ No

If **Yes**, supply licence name, licence number, applicant's role and start/end dates:

Has the applicant (or any director or officeholder of the applicant) been refused or disqualified from holding a liquor or gaming licence in Australia? ___ Yes ___ No

If **Yes**, supply details:

Does the applicant meet the requirements in section 10(1) of the *Registered Clubs Act 1976*? ___ Yes ___ No

PART 4 Organisation applicants

List the directors and officeholders of the organisation

Title _____ Gender _____

Surname _____ Given name _____

Middle name _____ Date of birth (dd mm yyyy) _____

Place of birth e.g. Camperdown _____

Title _____ Gender _____

Surname _____ Given name _____

Middle name _____ Date of birth (dd mm yyyy) _____

Place of birth e.g. Camperdown _____

Title _____ Gender _____

Surname _____ Given name _____

Middle name _____ Date of birth (dd mm yyyy) _____

Place of birth e.g. Camperdown _____

Title _____ Gender _____

Surname _____ Given name _____

Middle name _____ Date of birth (dd mm yyyy) _____

Place of birth e.g. Camperdown _____

Title _____ Gender _____

Surname _____ Given name _____

Middle name _____ Date of birth (dd mm yyyy) _____

Place of birth e.g. Camperdown _____

Title _____ Gender _____

Surname _____ Given name _____

Middle name _____ Date of birth (dd mm yyyy) _____

Place of birth e.g. Camperdown _____

Have any of the directors and officeholders ever been, in New South Wales or elsewhere, convicted of an offence, including any offence against the liquor laws? ___ Yes ___ No

If **Yes**, supply details _____

PART 5 Liquor trading hours and 6-hour closure period

Standard trading hours for a club licence are 5:00am to midnight Monday to Saturday for consumption on premises, 5:00am to 10:00pm Monday to Saturday for take-away sales, 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.

The licence will be subject to a 6-hour closure period, which 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. Liquor & Gaming NSW 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.liquorandgaming.justice.nsw.gov.au for more information about Liquor & Gaming NSW's policy.

If the proposed hours for the 6-hour closure period are not 4:00am to 10:00am, you must provide reasons and relevant information in support of the closure period proposed.

If the proposed trading hours are outside the standard trading hours, an extended trading authorisation form must be lodged.

Tell us your proposed trading hours and 6-hour closure period:

Day	Trading hours		6-hour closure period	
	start time	end time	start time	end time
Monday	:	:	:	:
Tuesday	:	:	:	:
Wednesday	:	:	:	:
Thursday	:	:	:	:
Friday	:	:	:	:
Saturday	:	:	:	:
Sunday	:	:	:	:

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 Liquor & Gaming NSW 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)

PART 6 More information we need

What practices will be put 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, and that those practices will remain in place?

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

If **Yes**, lodge the application form for the licence-related authorisation with this application form.

PART 7 Proposed premises for the club licence

Phone (daytime) _____ Fax _____

Email address _____

Web address _____

Street no. _____ Street name _____

Town/city _____ State _____ Postcode _____

What is the local government area for the premises? _____

What is the proposed patron capacity of the licensed area? _____

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

Visit www.liquorandgaming.justice.nsw.gov.au to identify a freeze precinct

If so, will the application (if granted) increase the number of people who enter the freeze precinct principally to consume alcohol? (give reasons) _____

Does the local council's development consent or approval (if required) allow the licence at the premises? 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 this application if a DA is pending.
We will not grant this application before a DA is approved and supplied to us.

Is a licence-related authorisation proposed as part of this application? Yes No

If **Yes**, tick the applicable licence-related authorisation(s):

- Extended trading authorisation Club functions authorisation
 Junior members authorisation Non-restricted area authorisation

For each **Yes**, lodge the application form for the licence-related authorisation with this application form.

PART 8 Owner of the proposed club premises

- If the premises owner is an individual (i.e. a person), answer all questions in Part 8A
- If the premises owner is an organisation (e.g. a company), answer all questions in Part 8B
- If owned jointly by an individual and an organisation, answer all questions in Parts 8A and 8B
- If insufficient space in this form for multiple premises owners, attach a separate sheet answering all questions for each premises owner.

PART 8A Premises owner (if an individual)

Title	Gender
First name	Middle name
Surname	Date of birth (dd mm yyyy)
Place of birth e.g. Camperdown	Phone (home)
Phone (mobile)	Phone (daytime)
Fax	Driver's licence State
Email address	

Residential address (always a 'physical' street address)

Street no.	Street name
Town/city	State Postcode
Country (if not Australia)	

Postal address (if different from residential address) a PO Box if one exists; otherwise a 'physical' street address. We will use this mailing address when we contact this person.

PO Box or street no.	Street name
Town/city	State Postcode
Country (if not Australia)	

PART 8B Premises owner (if an organisation)

Name of organisation	
ABN	ACN
Phone (daytime)	Fax
Web address	

Business address (always a 'physical' street address)

Street no.	Street name
Town/city	State Postcode
Country (if not Australia)	

Postal address (if different from business address) a PO Box if one exists; otherwise a 'physical' street address.

PO Box or street no.	Street name		
<hr/>			
Town/city		State	Postcode
<hr/>			
Country (if not Australia)			
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PART 9 Other information we need

Attach:

- a plan of the proposed licensed premises
The plan, preferably A4 size, must be to scale. The plan must show the proposed licensed area of the club by means of a red coloured line. If applying for licence-related authorisations using the separate application forms, the plan must also show the area to be covered by each authorisation by means of different coloured lines.
- a copy of the local council's development consent or approval for the club premises (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 club licence For information about our CIS Toolkit, visit www.liquorandgaming.justice.nsw.gov.au
- a copy of the club's constitution
- any applicable licence-related authorisation application form
- if the applicant is a corporation, provide a current ASIC search containing details of directors and officeholders.

PART 10 Authorised agent

If the authorised agent is an individual (i.e. a person), answer all questions in Part 10A and 10C only.
If the authorised agent is an organisation (e.g. a company), answer all questions in Part 10B and 10C only.

PART 10A Authorised agent (to be completed by an individual applying on behalf of somebody else)

Title	Gender		
<hr/>			
First name	Middle name		
<hr/>			
Surname	Date of birth (dd mm yyyy)		
<hr/>			
Place of birth e.g. Camperdown	Phone (home)		
<hr/>			
Phone (mobile)	Phone (daytime)		
<hr/>			
Fax	Driver's licence	State	
<hr/>			
Email address			
<hr/>			

Residential address (always a 'physical' street address)

Street no.	Street name		
<hr/>			
Town/city		State	Postcode
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Country (if not Australia)			
<hr/>			

Postal address (if different from residential address) a PO Box if one exists; otherwise a 'physical' street address. We will use this mailing address when we contact this person about the licence.

PO Box or street no.	Street name		
Town/city		State	Postcode
Country (if not Australia)			

PART 10B Authorised agent (to be completed by an organisation applying on behalf of somebody else)

Name of organisation	
ABN	ACN
Phone (daytime)	Fax
Email address	
Web address	

Contact person details

Title	Gender
First name	Middle name
Surname	Date of birth (dd mm yyyy)
Place of birth e.g. Camperdown	Phone (daytime)
Email address	

Business address (always a 'physical' street address)

Street no.	Street name		
Town/city		State	Postcode
Country (if not Australia)			

Postal address (if different from business address) a PO Box if one exists; otherwise a 'physical' street address.

PO Box or street no.	Street name		
Town/city		State	Postcode
Country (if not Australia)			

PART 10C Authorised agent declaration

I declare that the answers I have given for this person are accurate. I have explained to this person that their information may be released to 3rd parties including NSW Police Force for verification

Name	Signature
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PART 11 Payment for this application

The fee for this application is \$500. This is a combination of a fixed fee (\$100) and a processing fee (\$400).
The processing fee component is non-refundable in the event that the application is withdrawn or not granted.
This fee is correct and is subject to change without notice.
The fee does not incur GST.

Pay a \$500 fee[†] by :

Cheque (payable to 'Liquor & Gaming NSW') 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.liquorandgaming.justice.nsw.gov.au for more information.

PART 12 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 notify as soon as practical Liquor & Gaming NSW (L&GNSW) of any change to the information in this application, if the information changes before the application is determined.
- I declare that within two working days of lodging this application I will send the required notice 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 proposed 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 L&GNSW is collecting information on behalf of Independent Liquor & Gaming Authority to enable processing of the application. I also understand that L&GNSW 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, L&GNSW may disclose information to other Government agencies.
- I acknowledge that L&GNSW 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 (i.e. a person), complete Part 12A only. If the applicant is an organisation (e.g. a company), complete Part 12B only.

PART 12A Applicant (if an individual)

Name	Position
Signature	Date

PART 12B 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 applicable questions in Parts 1 to 8, and Part 10
 2. You have attached the documents listed in Part 9
 3. Payment is enclosed, or the credit card details are completed, in Part 11
 4. You have read and signed Part 12
 5. You have completed and lodged the notices on the following pages, following the instructions for each notice
 6. All pages of this application (including attachments) must be lodged.

APPLICATION NOTICES

Instructions

The notices on the following pages must be lodged with the respective parties *immediately before, or within two working days* of, lodging an application with Liquor & Gaming NSW.

Follow these instructions carefully. Failure to comply with all requirements may result in refusal of your application.

Public Consultation – Site Notice

- Complete the Public Consultation – Site Notice
- A copy of the completed notice:
 - Must** be affixed to the **location of the proposed licensed premises**.
 - If the premises are yet to be built, the notice must be affixed to a noticeboard erected on the land, and must be protected from weather.
 - If the premises are already erected, the notice should be placed on the inside of an exterior glass window or door.
 - The notice must be legible to members of the public passing the premises or land, and should be facing onto the street that is most likely to be used by passers-by. It should be placed between 1.5 and 2 metres above ground, so it is easily read by a passing adult.
 - *The notice must remain continuously affixed at the location until the application is determined by Liquor & Gaming NSW.*
 - Must** be provided to the **occupiers of surrounding buildings**. This means:
 - any building or land adjoining the licensed premises, regardless of a separating road.
 - any building on land situated within 100 metres of the boundary of the licensed premises.
 - Must** be provided to all **stakeholders** consulted during the Community Impact Statement (CIS) process
- Lodge the original completed notice with the application.

Police Notice

- Complete the Police Notice
- A **copy** of the completed notice, application, and any attachments and plans **must** be lodged:
 - With the **police station nearest to the premises** immediately before, or within two working days of lodging the application with Liquor & Gaming NSW.
- Lodge the original completed notice with the application.

Local Consent Authority Notice

- Complete the Local Consent Authority Notice
- A **copy** of the completed notice, application, and any attachments and plans **must** be lodged:
 - With the **local council or other consent authority**.
 - With the **local council or other consent authority for a neighbouring local government area (LGA)** if the premises are within **500 metres** of the other LGA.
 - With the Lands division of NSW Department of Primary Industries, if the premises are on Crown Land.
- Lodge the original completed notice with the application.

Failure to strictly comply with these requirements may result in this application being rejected.

PUBLIC CONSULTATION – SITE NOTICE

Application for liquor licence or licence authorisation

Application Type

Club licence (new licence application)

The applicant below has applied to Liquor & Gaming NSW for a club licence. If this application is granted, the applicant will be authorised to serve alcohol to customers at the listed premises during liquor trading hours, and to operate gaming machines.

Standard liquor trading hours are 5am to midnight, Monday to Saturday for consumption on club premises, 5am to 10pm Monday to Saturday for take-away sales, and 10am to 10pm Sundays, with trading restrictions on Good Friday and Christmas Day. The applicant may have specified shorter trading hours, or applied for an extended trading authorisation.

Application Details

Date of application _____

Applicant's name _____

Proposed licence name _____

Address of licensed premises _____

Max number of patrons _____

Proposed hours Mon-Sat Start time: _____ End time: _____

Proposed hours Sunday Start time: _____ End time: _____

Entertainment to be provided Yes No

Applications for authorisation Extended trading Club functions
 Junior members Non-restricted area

Signature of applicant _____ Date _____

Public Submissions

Public submissions or comments about any aspect of this application are welcome, and may be made to Liquor & Gaming NSW within **30 days** of the date of this notice.

For more information about the application, or to make a submission, visit www.liquorandgaming.justice.nsw.gov.au

