

Before you complete this form

What this form is for

It's for the licensee of a hotel who wants to apply for an authorisation to extend trading hours (ETA), or who wants to vary the extended trading hours already allowed.

Note:

A Statement of Risks and Potential Effects (SoRPE) must be completed for new ETA applications and may be required by the Authority for ETA variation applications.

Factors which the Authority may consider in determining whether to require a SoRPE for ETA variation applications include, but are not limited to:

- nature and scope of the proposed changes
- local statistics
- objections received
- history of the venue's operation.

ETA variation applicants may wish to consider completing a SoRPE voluntarily to avoid potential delays if the Authority decides to request one when the application is presented before it.

If the hotel's 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.

To change trading hours within your liquor licences standard trading period, lodge a [change of conditions application](#).

Cost

The fee for this application is set out in the [Liquor Fee Schedule](#).

If the application is withdrawn or not granted, licensing fees can be refunded, however processing fees are non-refundable.

What you need to know

You can lodge this application if a Development Application (DA) is pending. However, the application will not be granted before a DA is approved and supplied to us.

How to lodge this form

✉ liquor.applications@liquorandgaming.nsw.gov.au

Please include 'AM0020H Extended trading authorisation – hotel licence' in the subject line.

Please provide all pages of this application, your payment, and supporting documents. There's no need to attach these introduction pages.

Need more information?

🔍 liquorandgaming.nsw.gov.au

Check the progress of your application on the [Liquor & Gaming application noticeboard](#).

📧 [Contact us online](#)

☎ 1300 024 720

continue overleaf

Before you complete this form *continued*

Pre-lodgement checklist

If information is missing, processing this application will be delayed and the application may be withdrawn.

- Have you answered all questions in Parts 1 to 6?
- Have you attached the documents listed in Part 7?
- Have you completed the SoRPE?
- Have you read and signed the declaration in Part 8?
- Have you attached a copy of the local council's development consent or approval for the extended trading hours (if approved)?
- Have you checked the [Liquor Fee Schedule](#) to ensure your fee is correct?
- Have you completed the site notice?

Your privacy

You can view our privacy collection notice here: liquorandgaming.nsw.gov.au/about-us/privacy-collection-notice-liquor-and-gaming-applications

Explanation of terms

Term	Definition
Liquor & Gaming application noticeboard	Details of all lodged liquor licence applications are available on the L&GNSW online noticeboard. Anyone can visit the noticeboard to check the status of liquor and gaming related licence applications in NSW. You can also track the progress of your application. Your personal details will not be displayed.

Extended trading authorisation – hotel licence

Part 1 About the liquor licence

LIQ

Licence name

If the licensee is an individual (i.e. a person),

▶ Complete all questions in Part 1A only.

If the licensee is an organisation (e.g. a company),

▶ Complete all questions in Part 1B only.

1A Licensee (if an individual)

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

Email

Home phone

Mobile

Daytime phone

1B Licensee (if an organisation)

Name of organisation Must exactly match the name registered to the ABN/ACN, and cannot be a trust

ABN

ACN

Year incorporated

Name of contact

Email

Daytime phone

continue overleaf

Part 2 About this application

Standard trading hours for a hotel licence are 5:00am to 12:00am Monday to Sunday for consumption on premises. Standard trading hours for take-away sales are 5:00am to 12:00am Monday to Saturday 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 (check one only):

- a new extended trading authorisation
- a change to the trading times of an existing extended trading authorisation
- a change to the boundary of an existing extended trading authorisation
- a change to the trading times and boundary of 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	:	:
Sunday (falling on 24 or 31 December) – if applicable	:	:

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. It 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 liquorandgaming.nsw.gov.au for more information about Liquor & Gaming NSW's policy.

Is the licence already subject to a 6-hour closure period?

No

Yes

If **Yes**, tell us the 6-hour closure period:

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

- ▶ If **Yes**, and if you propose a different 6-hour closure period, also lodge application form AM0488 **and** pay the 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 NSW 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:

- the need to minimise harm associated with misuse and abuse of liquor (including harm arising from violence and other anti-social behaviour)
- the need to encourage responsible attitudes and practices towards the promotion, sale, supply, service and consumption of liquor, and
- the need to ensure that the sale, supply and consumption of liquor contributes to, and does not detract from, the amenity at community life
- the need to support employment and other opportunities in the live music industry, and arts, tourism, community and cultural sectors.

Attach a separate sheet if insufficient space.

continue overleaf

Part 4 Extended trading authorisation

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

Your proposed 6-hour closure period.

▶ Column 2B

If applying for extended trading for sale/supply of liquor for consumption at the hotel (for a full hotel licence or a general bar licence).

▶ Column 3A and 3B

If applying for extended trading for sale/supply of liquor for take-away from the hotel (for a full hotel licence only).

▶ Column 4A and 4B

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 hotel		Sale/supply for takeaway from the hotel (Full hotel licences only)	
			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 12:00am Sunday (except for a hotel located in Kosciuszko National Park)	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 for takeaway licences: - after 11:00pm on normal Sundays, - after 12:00am on Sunday that falls on Christmas Eve or New Years Eve - after 12:00am on other days
Monday	5:00am–12:00am (including take-away sales for full hotels)	: to :	:	:	Not available	Not available
Tuesday	5:00am–12:00am (including take-away sales for full hotels)	: to :	:	:	Not available	Not available
Wednesday	5:00am–12:00am (including take-away sales for full hotels)	: to :	:	:	Not available	Not available
Thursday	5:00am–12:00am (including take-away sales for full hotels)	: to :	:	:	Not available	Not available
Friday	5:00am–12:00am (including take-away sales for full hotels)	: to :	:	:	Not available	Not available
Saturday	5:00am–12:00am (including take-away sales for full hotels)	: to :	:	:	Not available	Not available
Sunday	5:00am–12:00am (consumption on premises) 10:00am–10:00pm (take away sales)	: to :	:	:	:	:
Sunday (that falls on 24 or 31 December)	5:00am–12:00am (consumption on premises) 10:00am–12:00am (take away sales)	: to :	:	:	:	:

continue overleaf

Part 5 More information

Does the local council's development consent or approval for the premises (if required) allow extended trading hours?

Yes ▶ Supply details

No ▶ Supply details

▶ If **Yes**,

DA number

DA grant date

▶ 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 premises located in a designated **Cumulative Impact Area** in the City of Sydney LGA?

No

Yes

If **Yes**, demonstrate how the application (if granted) would not cause an overall social impact that is detrimental to the well-being of the local or broader community, given the existing impacts from the clustering of licensed premises in the Area.

Refer to the Independent Liquor & Gaming Authority 'Guideline 18' at liquorandgaming.nsw.gov.au for further information.

Will entertainment be provided on the licensed premises during the extended trading hours?

No

Yes

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

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?

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?

What is the existing patron capacity of the licensed area?

Will the patron capacity of the licensed area be increased if this application is granted? If so, state new patron capacity.

Part 6 Gaming and live music

6A Gaming activities

If you will be increasing the availability of gaming after midnight you may be captured by Guideline 16 – Late-night gaming applications, which sets out additional factors that the Independent Liquor & Gaming Authority may consider when reviewing applications involving late-night gaming.

Do you propose to operate gaming machines after 12:00am?

No ▶ go to 6B

Yes

If **Yes**, describe how you will meet the requirements of Guideline 16 – Late-night gaming applications – then go to part 7.

continue overleaf

6B Live performances

Do you present live music performances or other arts and cultural events (on average) at least twice per week?

No

Yes

If **Yes**,

Are those performances or events held after 8pm?

No

Yes

Are those performances or events for 45 minutes or more?

No

Yes

Part 7 Other information we need

Attach:

a plan of the licensed premises

The plan must be to scale and be A4 size only. The plan must show the area of any existing licensed area, any existing authorisation and the proposed 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 SoRPE for the proposed extended trading authorisation. (if required)

For information visit liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/applying-for-and-managing-your-liquor-licence/apply-for-a-liquor-licence

The following material in support of being a live music or performance venue (if you have answered Yes to all the questions in 6B):

- Images of the live music or performance space including images of performers.
- Images of the facilities available in your live music or performance space.
- Any marketing material that demonstrates the live music acts or performance that have been or will be performed in your venue. This could include images / copies of any brochures, flyers, web postings etc.

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 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 immediately before or within two working days of lodging this application I will provide the required documents to occupiers of neighbouring premises and other required stakeholders 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 L&GNSW is collecting information on behalf of Independent Liquor and 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.

8A If an individual

Name of Licensee

Signature

Date

continue overleaf

8B If an organisation

Executed under section 127 of the *Corporations Act 2001*.

Name of Licensee

1. Name of officeholder

Title e.g. director

Signature

Date

2. Name of officeholder (if more than one)

Title e.g. director, company secretary

Signature

Date

**If the application is lodged by a legal
or other representative:**

Mr Ms Mrs Miss Other

Given name

Family name

Representative's business name

Email

Contact phone daytime

Address for correspondence

Suburb/town/city

State

Postcode

Country if not Australia

Part 9 Payment for this application

Use the [Liquor Fee Schedule](#) to calculate the fee for this application. The total fee can include a combination of a fixed fee and a processing fee. The processing fee component is non-refundable in the event the application is withdrawn or not granted.

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

Fees are subject to change without notice and do not incur GST.

Payment amount \$

Pay by credit card or PayPal® using the following link:

www.liquorandgaming.nsw.gov.au/applicationpayments

- **Step 1**
Click on the link or type the URL into your web browser
- **Step 2**
Follow the instructions online to complete the payment
- **Step 3**
When the lodgement fee is paid online you will receive a receipt number. Please record the receipt number below before lodging the application. Not providing this information may result in delays in processing your application.

Receipt number:

continue overleaf

Public consultation – site notice

Application to extend trading

Application type

Extended trading authorisation

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 Liquor & Gaming NSW. The notice must be clearly visible to passers-by and must remain fixed until the application has been determined.

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 recognised leaders or representatives of the local aboriginal community, and aboriginal health and social services in the local government area
- any organisation in the LGA that receives funding from the Responsible Gambling Fund. Find those organisations here gambleaware.nsw.gov.au/i-need-support/i-need-to-talk-to-someone/is-there-support-near-me

Complete all details on the following site notice page – then make copies of the notice, affix one copy to the site and also lodge a copy with each person or organisation listed above. **Do not include this instruction page.**

Note: This original notice must be lodged with the application. It will be posted on an electronic noticeboard available at liquorandgaming.nsw.gov.au while the application is pending.

continue overleaf

**This page is
intentionally blank**

Public consultation – site notice

Application to extend trading

Liquor & Gaming NSW

Application details

Licensee's name

Licence No

Date of application

has applied to Liquor & Gaming NSW for (check one only):

- a new extended trading authorisation
- a change to the trading times of an existing extended trading authorisation
- a change to the boundary of an existing extended trading authorisation
- a change to the trading times and boundary of an existing extended trading authorisation.

Liquor licence name

Address of licensed premises

NSW standard trading hours

Consumption on premises		Take Away Sales (if applicable)	
Monday to Sunday	5:00am to 12:00am	Monday to Saturday	5:00am to 12:00am
		Sunday	10:00am to 10:00pm

The licensee is seeking to change the trading hours as follows (completing this table is mandatory):

Consumption on premises	Current trading hours	Proposed trading hours	Take Away Sales	Current trading hours	Proposed trading hours
Monday	to	to	Monday	to	to
Tuesday	to	to	Tuesday	to	to
Wednesday	to	to	Wednesday	to	to
Thursday	to	to	Thursday	to	to
Friday	to	to	Friday	to	to
Saturday	to	to	Saturday	to	to
Sunday	to	to	Sunday	to	to

Take Away Sales	Current trading hours	Proposed trading hours
Sunday (that falls on 24 or 31 December)	to	to

6-hour closure period

If the licence was granted on or after 30 October 2008 or a new extended trading hours authorisation is granted after that date the premises is subject to a 6-hour closure period. The standard 6-hour closure period is 4am – 10am but this may be varied by the Authority. Liquor cannot be sold or supplied during this closure period.

Proposed 6-hour closure period

START TIME to END TIME

Will entertainment be provided on the licensed premises during the extended trading hours?

Yes No

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

Signature of licensee

Date

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