

Standard conditions form – events, trade fairs & other functions

This form contains standard conditions for the following liquor licence applications:

- Limited licence – Single functions
- Limited licence – Multi functions
- Limited licence – Special events
- Limited licences – Trade fairs
- Functions on Other Premises Authorisations
- Extended trading authorisation – special occasion
- Pop-up events & bars
- Large scale commercial events (Special events, Trade fairs and Function on other premises authorisations)

The Independent Liquor and Gaming Authority and/or its delegates may impose additional or alternative conditions if warranted. However, the party seeking additional or alternative conditions must demonstrate the need for those conditions. If you would like to seek:

- alternate conditions, and/or
- additional conditions

indicate the relevant condition number, alternative condition text and/or additional condition as well as the reasons in the space provided below the conditions list. You can attach additional information on separate pages if required.

Please attach the completed form to your liquor licence application or, if an application has already been submitted, email to submissions.licensing@liquorandgaming.nsw.gov.au

PART A – ABOUT YOUR EVENT

Function details

Function name:	
Function location	

Application Details (if known)

Application number:	
Licence number:	

Note 1: Standard Conditions will generally not be imposed on Extended Trading Authorisation – Special Occasion, as the hotel’s existing licence conditions apply.

PART B – STATUTORY LICENCE CONDITIONS

	Statutory licence conditions	Applied to
1	Food of a nature and quantity consistent with the responsible sale, supply and service of alcohol must be available during liquor trading hours.	All applications
2	The licensee, or nominated person holding current RSA competency card in their absence, must be in attendance & contactable for the duration of the function.	All applications
3	The Licensee must ensure that free drinking water is available at all times at or near the bar areas.	All applications
4	The Licensee must not permit patrons of the function to take alcohol bought for consumption on the premises out of the licensed area.	All applications
5	The Licensee must not permit the entry of intoxicated persons into the licensed area.	All applications

Note 2: the above conditions are imposed on temporary licences as the licensee may not be otherwise involved in running a licensed business and they serve as an important reminder of obligations owed by all licensees under the *Liquor Act*.

PART C – RESPONSIBLE SERVICE OF ALCOHOL

	Conditions relating to responsible service of alcohol	Applied to	Do you agree?	
6	The function must be held in accordance with the information provided in connection with the application made for the licence, including the last alcohol management plans submitted before the issue of this licence.	All applications	Y	N
7	Packaged liquor (takeaway sales) sold during the trade fair must not be consumed on site. The licensee will take reasonable steps to prevent this from occurring.	All applications with takeaway sales	Y	N
8	Minors must not be permitted entry into the designated Bar Area, unless the minor is accompanied and in the presence of a responsible adult.	All applications	Y	N
9	No more than four (4) alcoholic drinks may be sold, supplied or served to a patron per visit to the bar.	All applications	Y	N
10	The following drinks must not be sold or supplied: a) drinks commonly referred to as shots, shooters, slammers, and/or bombs; b) any drink containing more than 40% spirits or liqueur; c) beer / cider and pre-mixed spirit beverages of alcohol by volume of more than 4.0%; or d) wine or champagne in a pour more than 150ml (ie, no more than 1.5 standard drinks) or by the bottle. e) any drink prepared on the premises that contains more than 30 ml of spirits or liqueur.	Large scale events (over 2,000 people)	Y	N
11	Low alcoholic (alcohol beverage which contains less than 2.7% alcohol by volume) and non-alcoholic beverages must be available and advertised for sale at each bar area.	Large scale events (over 2,000 people)	Y	N
12	All drinks must be supplied in plastic, polycarbonate or aluminium drinking vessels.	Large scale events (over 2,000 people)	Y	N
13	The licensee must provide at least one (1) RSA Marshall per bar service area for the duration of the function.	Large scale events (over 2,000 people)	Y	N

14	Sale of alcohol must cease 30 minutes before the end of the function.	Large scale events (over 2,000 people)	Y	N
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Proposed alternative / additional conditions:

PART D – SECURITY AND CROWD SAFETY

	Conditions relating to security and crowd safety	Applied to	Do you agree?	
			Y	N
15	Security guards on duty at the function must display their security licence clearly at all times.	For large scale events (over 2,000 people)	Y	N
16	The licensee & their staff must comply with any lawful direction relating to the sale & supply of liquor made by a NSW Police Officer, being the senior officer on-site, or inspector from Liquor and Gaming NSW.	For large scale events (over 2,000 people)	Y	N
17	<p>The licensee must ensure that immediately after the licensee or a staff member becomes aware of any incident involving an act of violence causing an injury to a person on the premises, the following is adhered to:</p> <ul style="list-style-type: none"> a) Take all practical steps to preserve and keep intact the area where the act of violence occurred, retain all material and implements associated with the act of violence; b) Inform the NSW Police Force of the incident; c) Comply with any directions given by a police officer to preserve or keep intact the area where the violence occurred. <p>In this condition, 'staff member' includes any person conducting activities as a crowd controller or bouncer at the function.</p>	For large scale events (over 2,000 people)	Y	N

Proposed alternative / additional conditions:

<p style="text-align: center;">Applicant details:</p> <p> <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other <input style="width: 50px;" type="text"/> </p> <p>Given name <input style="width: 100%;" type="text"/></p> <p>Family name <input style="width: 100%;" type="text"/></p> <p>Mobile <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/></p> <p>Email <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/></p>	<p style="text-align: center;">NSW Police personnel details:</p> <p> <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other <input style="width: 50px;" type="text"/> </p> <p>Given name <input style="width: 100%;" type="text"/></p> <p>Family name <input style="width: 100%;" type="text"/></p> <p>Mobile <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/></p> <p>Email <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/></p>
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Signatures

<i>Contact person for the application</i>	<i>NSW Police</i>
Date:	Date: