Liquor Permit Application Form

Sale or supply of liquor on land managed by the Sydney Harbour Federation Trust (the Harbour Trust) is prohibited without a permit. Penalties apply for the sale and supply of liquor on Harbour Trust land without a permit.

Therefore, prior to the sale or supply of alcohol on Harbour Trust land, prospective permit holders must obtain a Liquor Permit from the Harbour Trust. Use this form to apply.

Liquor Permits are issued by the Harbour Trust under sections 9 and 10 of the *Sydney Harbour Federation Trust Regulations 2021* (Cth) (Harbour Trust Regulations). You can access the legislation at [www.austlii.edu.au](http://www.austlii.edu.au/).

The Harbour Trust issues two types of Liquor Permits:

1. **On-premises Permits**: generally issued for 12 months, on a renewable basis, to area lessees of Harbour Trust properties; and
2. **Special Event Permits**: generally issued for short periods, on a renewable basis, to area licensees of Harbour Trust land.

To apply for a permit, or to vary (modify) an existing permit, please complete this form and submit it, and relevant supporting documents/reports to the Harbour Trust.

## About the Harbour Trust

The Harbour Trust is a self-funding Commonwealth Government agency responsible for the management of a number of sites around Sydney Harbour including Cockatoo Island, Headland Park (Mosman), North Head Sanctuary (Manly), Woolwich Dock and Parklands, Sub Base Platypus (North Sydney), Marine Biological Station (Watsons Bay), Macquarie Lightstation (Vaucluse) and Snapper Island.

## How to Lodge your Application

1. Before completing this form, carefully read the following Harbour Trust documents available on the Harbour Trust website. They documents contain important information about how to apply for a Liquor Permit, and how Responsible Service of Alcohol principles are enforced.
	1. Guide to the Planning, Assessment and Approval Process (Planning Guide)
	2. Frequently Asked Questions.
2. Save this form to your personal computer before completing it.
3. New applications need to complete all sections of the form, including the Declaration at Part J and Notice to Police at Part K.
4. Holders of existing applications must complete Parts A, B, and J as well as any sections that involve a variation to existing arrangements. Depending on the nature and extent of the variation to existing arrangements, Part K (Notice to Police) should also be completed.
5. Complete the payment details at Part H of the form.
6. Print and sign the form before submitting your application and supporting documents/reports by email or post. Electronic signatures are acceptable.

**PLEASE NOTE**:

* Allow 4 weeks for the Harbour Trust to process your application (allow longer processing times for more complex applications, or where additional consultation is required).
* Allow 4 weeks for National Police Checks (visit [**www.police.nsw.gov.au**](http://www.police.nsw.gov.au/) or your local Police Station to apply).
* Liquor and Gaming NSW does not issue liquor licences on Harbour Trust land.
* Any applications that may involve a ‘concert’ or ‘music festival’ (as defined under the NSW *Music Festivals Act 2019*) must be referred to the NSW Independent Liquor and Gaming Authority (ILGA) by the promoter or applicant. You must ensure you allow sufficient time for consultation with ILGA and if necessary their approval of a *Safety Management Plan* under the Music Festivals Act.

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| OFFICE USE ONLY |
| LIQUOR PERMIT APPLICATION NUMBER: | Click to enter text. |
| DATE COMPLETE APPLICATION RECEIVED: | Click to enter a date. |

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| PART A: ABOUT YOUR PROPOSAL |
| NAME OF PROPOSED PREMISES OR EVENT: | Click to enter text. |
| PROPOSED SITE/S (TICK ALL RELEVANT SITES) |
| [ ]  Cockatoo Island[ ]  Headland Park, Mosman[ ]  North Head Sanctuary, Manly[ ]  Woolwich Dock and Parklands | [ ]  Sub Base Platypus, North Sydney[ ]  Macquarie Lightstation, Vaucluse[ ]  Snapper Island[ ]  Former Marine Biological Station |
| NAME OF BUILDING OR AREA OF OPEN SPACE | Click to enter text. |
| EVENT START DATE: | DATE: | Click to enter a date. | START: | Click or tap to enter a time. | FINISH: | Click to enter a time. |
| EVENT END DATE (N/A FOR PREMISES): | DATE: | Click to enter a date. | START: | Click or tap to enter a time. | FINISH: | Click to enter a time. |

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| PART B: TYPE OF PERMIT YOU ARE APPLYING FOR (SELECT ALL THAT APPLY) |
| [ ]  On-premises Permit – for restaurants, cafés, function centres, bars and the like |
| IS THIS A NEW ON-PREMISES OR EVENT PERMIT? | [ ]  YES | [ ]  NO |
| IS THIS A RENEWAL OR VARIATION OF AN EXISTING PERMIT ISSUED BY THE HARBOUR TRUST? | [ ]  YES | [ ]  NO |
| [ ]  Special Event Permit – for short term events, e.g. concerts and festivals |
| IS THIS A NEW PERMIT ISSUED BY HARBOUR TRUST? | [ ]  YES | [ ]  NO |
| IS THIS A RENEWAL OR VARIATION OF AN EXISTING PERMIT ISSUED BY THE HARBOUR TRUST? | [ ]  YES | [ ]  NO |
| If you are renewing or varying an existing Liquor Permit issued by the Harbour Trust, please provide the following information |
| NAME OF PERMIT HOLDER | Click to enter text. |
| NAME OF PREMISES OR EVENT | Click to enter text. |
| LOCATION OF PREMISES OR EVENT | Click to enter text. |
| DATE OF ISSUE | Click to enter a date. | DATE OF EXPIRY | Click to enter a date. |

## Notes:

1. All applicants must complete **PART H** (fees) and sign the declaration at **PART J** of this form.
2. Applicants for a new permit must lodge a copy of this form at the relevant NSW Police Station (**PART K**).
3. To expedite the processing of your permit renewal or variation, please attach a copy of your current Harbour Trust Liquor Permit.

Identify any variations to current premises or event management arrangements at **PARTS C, D, E, F and G** of this form, including any variations to the nominated permit holder or alternate permit holder, food or beverage menus, trading hours, or any other information about the Premises or Event.

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| PART C: ABOUT THE APPLICANT |
| Applicants for Liquor Permits on Harbour Trust land must be organisations (not individuals). Suitable organisations include corporations, partnerships, associations, not-for-profit organisations and statutory authorities.You must nominate the permit holder for the proposed business or event or activation. This is the person who will have day-to-day responsibility for managing the proposed Premises or Event.**The Harbour Trust requires the permit holder to be on site at all times when alcohol is sold or supplied**. If this will not be the case, an alternate permit holder will be required.Unless the Permit Holder holds a liquor licence from NSW or another jurisdiction, a Police Check must be supplied.Note: Holders of existing Liquor Permits issued by the Harbour Trust must complete Part C of this form if variations are proposed to current arrangements. |

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| PART C (I): ABOUT THE ORGANISATION |
| ORGANISATION: | Click to enter text. |
| ABN: | Click to enter text. | ACN: | Click to enter text. |
| REGISTERED OFFICE ADDRESS: | Click to enter text. |
| MAILING ADDRESS:(IF DIFFERENCE FROM ABOVE) | Click to enter text. |
| CONTACT NAME: | Click to enter text. | POSITION: | Click to enter text. |
| PHONE NUMBER: | Click to enter text. | MOBILE NUMBER: | Click to enter text. |
| EMAIL: | Click to enter text. | WEBSITE: | Click to enter text. |

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| PART C (II): ABOUT THE NOMINATED PERMIT HOLDER |
| **The Harbour Trust requires the nominated permit holder to be on site whenever alcohol is sold or supplied.**If the nominated permit holder will not be on site at all times that alcohol is sold or supplied, then an alternate nominee is required. Attach their details at **PARTS C (IV) TO C (V)** of this form. |
| TITLE (MS, MR, DR, OTHER) | FIRST GIVEN NAME | SECOND GIVEN NAME | FAMILY NAME/SURNAME |
| Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
| DATE OF BIRTH | CITY/TOWN OF BIRTH | COUNTRY OF BIRTH | NATIONALITY |
| Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
| EMAIL: | PHONE: |
| Click to enter text. | Click to enter text. |
| DRIVERS LICENCE OR PASSPORT NUMBER | [ ]  DRIVERS LICENCE | [ ]  PASSPORT |
| NUMBER: | ISSUED BY: | DATE OF ISSUE: | DATE OF EXPIRY: |
| Click to enter text. | Click to enter text. | Click to enter a date. | Click to enter a date. |  | Click to enter text. | Click to enter text. |
| HOME ADDRESS (PROPERTY NAME, UNIT OR FLAT NUMBER, STREET NUMBER AND STREET NAME) |
| Click to enter text. |
| CITY/SUBURB/TOWN | STATE | POSTCODE | COUNTRY |
| Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
| POSTAL ADDRESS (IF DIFFERENT TO HOME ADDRESS) |
| Click to enter text. |
| CITY/SUBURB/TOWN | STATE | POSTCODE | COUNTRY |
| Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
| POSITION IN ORGANISATION | Click to enter text. |
| PHONE | Click to enter text. |

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| PART C (III): RSA QUALIFICATIONS OF NOMINATED PERMIT HOLDER |
| **RSA Certification** (Copy to be attached) |
| NAME OF CERTIFICATE HOLDER | Click to enter text. |
| ISSUED BY | Click to enter text. |
| DATE OF ISSUE: | Click to enter a date. | DATE OF EXPIRY: | Click to enter a date. |
| **Liquor Permit issued by the Harbour Trust** (within the past 12 months) (Copy to be attached, if relevant) |
| NAME OF PERMIT HOLDER | Click to enter text. |
| VENUE/EVENT: | Click to enter text. |
| DATE OF ISSUE: | Click to enter a date. | DATE OF EXPIRY: | Click to enter a date. |
| **Current Liquor Licence issued by Liquor and Gaming NSW** (Copy to be attached, if relevant) |
| LICENCE NAME AND NUMBER | Click to enter text. |
| EMPLOYER | Click to enter text. |
| DATE OF ISSUE: | Click to enter a date. | DATE OF EXPIRY: | Click to enter a date. |
| NSW APPROVED MANAGER LICENCE | Click to enter text. | DATE Of ISSUE: | Click to enter a date. |
| **Current Liquor Licence issued by another Australian jurisdiction** (Copy to be attached, if relevant) |
| LICENCE NAME AND NUMBER | Click to enter text. |
| ISSUED BY | Click to enter text. |
| EMPLOYER | Click to enter text. |
| DATE OF ISSUE: | Click to enter a date. | DATE OF EXPIRY: | Click to enter a date. |
| Copies of RSA Certification(s) and relevant Liquor Licence(s)/Permit(s) must be attached. |
| **National Police Checks**If the **nominated permit holder** does not have a current NSW Liquor Licence (issued in their name), a Liquor Permit issued by the Harbour Trust within the past 12 months, or a current Liquor Licence issued by another Australian jurisdiction (issued in their name), an Australian National Police Check must be obtained. **Allow 4 weeks** for the Police Check to be issued. |
| **National Police Check** (Copy to be attached)Visit [www.police.nsw.gov.au](http://www.police.nsw.gov.au/) or your local Police Station to apply. Checks must be issued no more than 12 months prior to lodgement of this form with the Harbour Trust. |
| ISSUED BY: | Click to enter text. | DATE OF ISSUE: | Click to enter a date. |

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| PART C (IV): ABOUT THE NOMINATED ALTERNATE PERMIT HOLDER |
| **NOTE**: The Harbour Trust requires the permit holder to be on site at all times when alcohol is sold or supplied. If this will not be the case, an alternate nominee will be required. Use these pages to provide information about the nominated alternate permit holder. |
| TITLE (MS, MR, DR, OTHER) | FIRST GIVEN NAME | SECOND GIVEN NAME | FAMILY NAME/SURNAME |
| Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
| DATE OF BIRTH | CITY/TOWN OF BIRTH | COUNTRY OF BIRTH | NATIONALITY |
| Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
| EMAIL: | PHONE: |
| Click to enter text. | Click to enter text. |
| DRIVERS LICENCE OR PASSPORT NUMBER | [ ]  DRIVERS LICENCE | [ ]  PASSPORT |
| NUMBER: | ISSUED BY: | DATE OF ISSUE: | DATE OF EXPIRY: |
| Click to enter text. | Click to enter text. | Click to enter a date. | Click to enter a date. |  | Click to enter text. | Click to enter text. |
| HOME ADDRESS (PROPERTY NAME, UNIT OR FLAT NUMBER, STREET NUMBER AND STREET NAME) |
| Click to enter text. |
| CITY/SUBURB/TOWN | STATE | POSTCODE | COUNTRY |
| Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
| POSTAL ADDRESS (IF DIFFERENT TO HOME ADDRESS) |
| Click to enter text. |
| CITY/SUBURB/TOWN | STATE | POSTCODE | COUNTRY |
| Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
| POSITION IN ORGANISATION | Click to enter text. |
| PHONE | Click to enter text. |

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| PART C (V): RSA QUALIFICATIONS OF NOMINATED ALTERNATE PERMIT HOLDER |
| **RSA Certification** (Copy to be attached) |
| NAME OF CERTIFICATE HOLDER | Click to enter text. |
| ISSUED BY | Click to enter text. |
| DATE OF ISSUE: | Click to enter a date. | DATE OF EXPIRY: | Click to enter a date. |
| **Liquor Permit issued by the Harbour Trust** (within the past 12 months) (Copy to be attached, if relevant) |
| NAME OF PERMIT HOLDER | Click to enter text. |
| VENUE/EVENT: | Click to enter text. |
| DATE OF ISSUE: | Click to enter a date. | DATE OF EXPIRY: | Click to enter a date. |
| **Current Liquor Licence issued by Liquor and Gaming NSW** (Copy to be attached, if relevant) |
| LICENCE NAME AND NUMBER | Click to enter text. |
| EMPLOYER | Click to enter text. |
| DATE OF ISSUE: | Click to enter a date. | DATE OF EXPIRY: | Click to enter a date. |
| **Current Liquor Licence issued by another Australian jurisdiction** (Copy to be attached, if relevant) |
| LICENCE NAME AND NUMBER | Click to enter text. |
| ISSUED BY | Click to enter text. |
| EMPLOYER | Click to enter text. |
| DATE OF ISSUE: | Click to enter a date. | DATE OF EXPIRY: | Click to enter a date. |
| Copies of RSA Certification(s) and relevant Liquor Licence(s)/Permit(s) must be attached. |
| **National Police Checks**If the **nominated alternate permit holder** does not have a current NSW Liquor Licence (issued in their name), a Liquor Permit issued by the Harbour Trust within the past 12 months, or a current Liquor Licence issued by another Australian jurisdiction (issued in their name), an Australian National Police Check must be obtained. **Allow 4 weeks** for the Police Check to be issued. |
| **National Police Check** (Copy to be attached)Visit [www.police.nsw.gov.au](http://www.police.nsw.gov.au/) or your local Police Station to apply. Checks must be issued no more than 12 months prior to lodgement of this form with the Harbour Trust. |
| ISSUED BY: | Click to enter text. | DATE OF ISSUE: | Click to enter a date. |

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| PART C (VI): ADDITIONAL INFORMATION ABOUT THE ORGANISATION |
| List the directors and office holders for the organisation. |
| Director/office holder 1 |
| TITLE (MS, MR, DR, OTHER) | FIRST GIVEN NAME | SECOND GIVEN NAME | FAMILY NAME/SURNAME |
| Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
| DATE OF BIRTH | CITY/TOWN OF BIRTH | COUNTRY OF BIRTH | NATIONALITY |
| Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
| POSITION IN ORGANISATION | Click to enter text. |
| Director/office holder 2 |
| TITLE (MS, MR, DR, OTHER) | FIRST GIVEN NAME | SECOND GIVEN NAME | FAMILY NAME/SURNAME |
| Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
| DATE OF BIRTH | CITY/TOWN OF BIRTH | COUNTRY OF BIRTH | NATIONALITY |
| Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
| POSITION IN ORGANISATION | Click to enter text. |
| Director/office holder 3 |
| TITLE (MS, MR, DR, OTHER) | FIRST GIVEN NAME | SECOND GIVEN NAME | FAMILY NAME/SURNAME |
| Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
| DATE OF BIRTH | CITY/TOWN OF BIRTH | COUNTRY OF BIRTH | NATIONALITY |
| Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
| POSITION IN ORGANISATION | Click to enter text. |
| Director/office holder 4 |
| TITLE (MS, MR, DR, OTHER) | FIRST GIVEN NAME | SECOND GIVEN NAME | FAMILY NAME/SURNAME |
| Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
| DATE OF BIRTH | CITY/TOWN OF BIRTH | COUNTRY OF BIRTH | NATIONALITY |
| Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
| POSITION IN ORGANISATION | Click to enter text. |
| Director/office holder 5 |
| TITLE (MS, MR, DR, OTHER) | FIRST GIVEN NAME | SECOND GIVEN NAME | FAMILY NAME/SURNAME |
| Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
| DATE OF BIRTH | CITY/TOWN OF BIRTH | COUNTRY OF BIRTH | NATIONALITY |
| Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
| POSITION IN ORGANISATION | Click to enter text. |
| Have any of the above-listed directors or office holders of the organisation ever been, in NSW or elsewhere, convicted of an offence, including against the Liquor Laws? If yes, provide details below |
| Click to enter text. |

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| PART D: INFORMATION ABOUT THE PROPOSED PREMISES OR EVENT |
| HAVE YOU COMPLETED ONE OF THE FOLLOWING HARBOUR TRUST FORMS IN RELATION TO THE PROPOSED PREMISES OR EVENT? |
| APPLICATION FOR A PLANNING PERMIT: | [ ]  YES | [ ]  NO |
| EVENT APPLICATION FORM: | [ ]  YES | [ ]  NO |
| DATE OF ISSUE: | Click to enter a date. | DATE OF EXPIRY: | Click to enter a date. |
| STATUS: | [ ]  UNDER CONSIDERATION | [ ]  APPROVED |
| DO YOU HAVE A HARBOUR TRUST HEADS OF TERMS/AREA LEASE/AREA LICENCE FOR THE PREMISES OR EVENT? |
| [ ]  HEADS OF TERMS | [ ]  AREA LEASE | [ ]  AREA LICENCE |
| NAME OF AREA LESSEE/LICENSEE: | Click to enter text. |
| DATE SIGNED BY ALL PARTIES: | Click to enter a date. | COMMENCEMENT DATE: | Click to enter a date. |
| HAS A LIQUOR PERMIT PREVIOUSLY BEEN ISSUED FOR THIS PREMISES OR EVENT? |
| BY THE HARBOUR TRUST: | [ ]  YES | [ ]  NO | DATE OF ISSUE: | Click to enter a date. | DATE OF EXPIRY: | Click to enter a date. |
| BY ANOTHER JURISDICTION: | [ ]  YES | [ ]  NO | DATE OF ISSUE: | Click to enter a date. | DATE OF EXPIRY: | Click to enter a date. |
| Describe any entertainment to be provided, including how noise impacts will be managed. Provide details.Click to enter text. |
| WILL ALL PERSONNEL INVOLVED IN THE SALE OR SUPPLY OF ALCOHOL HOLD RSA QUALIFICATIONS? | [ ]  YES | [ ]  NO |
| Provide additional information regarding expected distribution or location of patrons, e.g. inside or outside, separate roomsClick to enter text. |
| HOW WILL THE PROPOSED LICENSED AREA BE PHYSICALLY DEFINED? PROVIDE DETAILS (ATTACH MAPS OR DRAWINGS IF NEEDED) |
| Click to enter text. |
| WHAT IS THE PROPOSED PERSON CAPACITY OF THE PREMISES OR EVENT? |
| TOTAL NUMBER OF PATRONS: | Click to enter text. | TOTAL NUMBER OF STAFF: | Click to enter text. |
| Provide additional information regarding expected distribution or location of patrons, e.g. inside or outside, separate roomsClick to enter text. |
| HOW WILL THE PROPOSED LICENSED AREA BE PHYSICALLY DEFINED? PROVIDE DETAILS (ATTACH MAPS OR DRAWINGS IF NEEDED) |
| Click to enter text. |
| WHAT IS THE NUMBER AND LOCATION OF BARS/ALCOHOL SELL AND SUPPLY POINTS? PROVIDE DETAILS (ATTACH MAPS OR DRAWINGS IF NEEDED) |
| Click to enter text. |
| HOW WILL YOU SUPERVISE AND CONTROL THE LICENSED AREA WITHIN THE PREMISES OR EVENT? PROVIDE DETAILS |
| Click to enter text. |
| HOW WILL YOU ENSURE ALCOHOL IS NOT REMOVED FROM THE LICENSED AREA? PROVIDE DETAILS |
| Click to enter text. |
| WILL SECURITY STAFF BE ENGAGED AT THE PREMISES OR DURING THE EVENT? PROVIDE DETAILS |
| Click to enter text. |
| WILL SANITARY FACILITIES BE AVAILABLE AT THE PREMISES OR DURING THE EVENT? PROVIDE DETAILS |
| Click to enter text. |
| WILL YOU CONSULT POLICE/HARBOUR TRUST RANGERS ABOUT THE SECURITY ARRANGEMENTS? PROVIDE DETAILS |
| Click to enter text. |
| WILL POLICE/HARBOUR TRUST RANGERS BE ON SITE TO ASSIST IN MANAGING THE EVENT? YES/NO |
| [ ]  YES | [ ]  NO |  |  |  |  |  |  |
| Click to enter text. |
| ARE THERE OTHER PREMISES THAT ARE APPROVED TO SERVE OR SELL LIQUOR OPERATING IN THE LOCALITY? IF YES, PROVIDE DETAILS |
| [ ]  YES | [ ]  NO |  |  |  |  |  |  |
| Click to enter text. |

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| PART E: MUSIC FESTIVALS ACT (RELEVANT TO EVENT APPLICATIONS ONLY) |
| Does the proposed event involve a ‘concert’ or ‘music festival’ as defined under the NSW *Music Festivals Act 2019*? For example, does the event include multiple stages and/or performers, is a ticketed event, and/or anticipate more than 1,500 attendees. |
| [ ]  YES | [ ]  NO |  |  |  |  |  |  |
| If yes, the applicant/promoter must advise NSW Independent Liquor and Gaming Authority (ILGA) of the proposed event not less than 90 days prior to the event taking place via the NSW Government’s Music Festivals early notification website: [Music festivals | NSW Government](https://www.nsw.gov.au/working-and-business/music-festivals)It is the applicant’s responsibility to ensure any required documentation, such as a *Safety Management Plan* that is required under the *Music Festivals Act 2019* is provided to ILGA for review and approval prior to any event taking place on Harbour Trust land. |

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| PART F: FOOD AND BEVERAGE OFFERING |
| The food and beverage menu is subject to approval by the Harbour Trust (provide on a separate page).Event applications must provide information about the quantities of alcohol to be kept on site (provide on a separate page). |
| QUANTITIES OF ALCOHOL TO BE PROVIDED FOR SALE OR SERVICE DURING EVENT (NOTE: EVENT APPLICATIONS ONLY) |
| BEER (INCLUDING ALCOHOLIC CIDER): | Click to enter text. Litres | WINE (INCLUDING SPARKLING WINE): | Click to enter text. Litres |
| FOOD TO BE SUPPLIED |
| Type of food (e.g. sit down meals, finger food, take away food stalls):Click to enter text. |
| CATERER’S LICENCE (NOTE: EVENT APPLICATIONS ONLY) |
| NAME OF GOLD LICENCE HOLDER: | Click to enter text. |
| ISSUED BY: | Click to enter text. | DATE OF ISSUE: | Click to enter a date. |
| FOOD HANDLING SUPERVISOR |
| NAME OF FOOD HANDLING SUPERVISOR: | Click to enter text. |
| ISSUED BY: | Click to enter text. |
| DATE OF ISSUE: | Click to enter text. | DATE OF EXPIRY: | Click to enter a date. |
| FOOD PREMISES REGISTERED WITH NSW FOOD AUTHORITY |
| PREMISES REGISTERED: | [ ]  YES | [ ]  NO |  |  |
| DATE OF ISSUE: | Click to enter text. | DATE OF EXPIRY: | Click to enter a date. |

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| PART G: SOCIAL OR ECONOMIC IMPACT OF THE PREMISES OR EVENT |
| DESCRIBE THE PREMISES OR EVENT INCLUDING HOW IT WILL HAVE A BENEFICIAL SOCIAL OR ECONOMIC IMPACT ON THE LOCALITY |
| Click to enter text. |
| DESCRIBE YOUR EXPECTED CLIENTELE, INCLUDING NUMBER OF ATTENDEES/PATRONS |
| Click to enter text. |
| HOW MANY PEOPLE WILL BE INVOLVED IN CONDUCTING/OPERATING THE PREMISES OR EVENT? |
| Click to enter text. |
| PROVIDE DETAILS OF ANY VIPS THAT ARE EXPECTED TO ATTEND, OR ANY SPONSORSHIP YOU HAVE RECEIVED TO CONDUCT OR OPERATE THE PREMISES OR EVENT |
| Click to enter text. |
| IS THE PREMISES OR EVENT EXPECTED TO GENERATE INCREASED DEMAND ON RETAIL, DINING, ACCOMMODATION OR TRANSPORT FACILITIES IN THE LOCALITY? IF YES, PROVIDE DETAILS |
| Click to enter text. |

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| PART H: TRADING HOURS |
| MONDAY | DATE: | Click to enter a date. | START: | Click or tap to enter a time. | FINISH: | Click to enter a time. |
| TUESDAY | DATE: | Click to enter a date. | START: | Click or tap to enter a time. | FINISH: | Click to enter a time. |
| WEDNESDAY | DATE: | Click to enter a date. | START: | Click or tap to enter a time. | FINISH: | Click to enter a time. |
| THURSDAY | DATE: | Click to enter a date. | START: | Click or tap to enter a time. | FINISH: | Click to enter a time. |
| FRIDAY | DATE: | Click to enter a date. | START: | Click or tap to enter a time. | FINISH: | Click to enter a time. |
| SATURDAY | DATE: | Click to enter a date. | START: | Click or tap to enter a time. | FINISH: | Click to enter a time. |
| SUNDAY | DATE: | Click to enter a date. | START: | Click or tap to enter a time. | FINISH: | Click to enter a time. |
| PUBLIC HOLIDAY | DATE: | Click to enter a date. | START: | Click or tap to enter a time. | FINISH: | Click to enter a time. |
| **PLEASE NOTE**: Alcohol sales or service must cease 30 minutes prior to the conclusion of trade. |
| ARE THESE HOURS PROPOSED TO VARY DURING SPECIAL EVENTS OR PUBLIC HOLIDAYS? |
| SUMMER/WINTER HOLIDAY SEASON | [ ]  YES | [ ]  NO |  |  |
| CHRISTMAS DAY | [ ]  YES | [ ]  NO |  |  |
| BOXING DAY | [ ]  YES | [ ]  NO |  |  |
| NEW YEARS EVE | [ ]  YES | [ ]  NO |  |  |
| OTHER (SPECIFY DATE/S BELOW) | [ ]  YES | [ ]  NO |  |  |
| Specify other date/s if applicable:Click to enter text. |
| If you propose to vary your standard trading hours during any special events, or on public holidays or on other days, please provide details below or on a separate page: |

Click to enter text.

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| PART I: FEES AND CHARGES |
| Fees for a Liquor Permit on Harbour Trust land are as follows. **PLEASE NOTE**: Fees are listed in the *Sydney Harbour Federation Trust Regulations 2021*. GST does not apply to liquor permit fees. A bond may also be payable, depending on the nature and location of the Premises/Event. |
| ON-PREMISES PERMIT – PER ANNUM |
| MAXIMUM NUMBER OF PATRONS PER DAY | ANNUAL PERMIT FEE |
| 1–74 | $1,250 |
| 75+ | $1,750 |
| SPECIAL EVENT PERMIT – PER EVENT |
| MAXIMUM NUMBER OF PATRONS PER DAY | 1–4 CALENDAR DAYS | 5+ CALENDAR DAYS |
| 1–74 | $500 | $1,250 |
| 75+ | $1,000 | $1,750 |

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| PaymentYou can use this form to provide a credit card payment to the Harbour Trust for:1. The Permit Fee; and
2. The Security Bond (if required).

The Harbour Trust may also debit your credit card to recover costs incurred by the Harbour Trust for damage caused at the site, including costs of cleaning or rubbish removal if these costs are more than the Security Bond. Should this situation arise, the Harbour Trust will advise you before debiting the credit card.Complete the section below to authorise the use of your credit card.American Express cards are not accepted |
| CREDIT CARD  |
| NAME ON CARD: | Click to enter text. |
| CREDIT CARD TYPE | [ ]  Mastercard | [ ]  Visa |  |
| **CREDIT CARD NUMBER:** | Click to enter text. | **EXPIRY DATE** | Click to enter a date. | **CVV** | Click to enter text. |
| TOTAL AMOUNT | $ Click to enter text. |
| I AUTHORISE THE SYDNEY HARBOUR FEDERATION TRUST TO DEBIT MY CREDIT CARD AS FOLLOWS |
| PERMIT FEE | SECURITY BOND (IF REQUIRED) |
| Click to enter text. | Click to enter text. |
| CARDHOLDER’S SIGNATURE: |  | DATE: | Click to enter a date. |

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| PART J: CHECKLIST |
| IDENTIFICATION FOR PERMIT HOLDER. | [ ]  Agree |
| IDENTIFICATION FOR ALTERNATE PERMIT HOLDER. | [ ]  Agree |
| NATIONAL POLICE CHECK FOR PERMIT HOLDER. | [ ]  Agree |
| NATIONAL POLICE CHECK FOR ALTERNATE PERMIT HOLDER. | [ ]  Agree |
| RSA CERTIFICATION FOR PERMIT HOLDER. | [ ]  Agree |
| RSA CERTIFICATION FOR ALTERNATE PERMIT HOLDER. | [ ]  Agree |
| APPLICATION FOR PLANNING OR EVENT PERMIT, AREA LICENCE OR AREA LEASE WITH THE HARBOUR TRUST. | [ ]  Agree |
| DETAILS ABOUT THE PREMISES / EVENT DATES, LOCATIONS, TIMES. | [ ]  Agree |
| DETAILS OF FOOD AND BEVERAGE OFFERING. | [ ]  Agree |
| COMMUNICATION WITH HARBOUR TRUST RANGERS / SECURITY. | [ ]  Agree |
| COMMUNICATION WITH NSW POLICE. | [ ]  Agree |
| AGREE FOR ALCOHOL SALES AND SUPPLY TO CEASE 30 MINUTES BEFORE THE END OF TRADE. | [ ]  Agree |
| AGREE FOR THE PERMIT HOLDER, OR ALTERNATE PERMIT HOLDER, TO BE ON SITE WHENEVER ALCOHOL IS SOLD OR SUPPLIED. | [ ]  Agree |

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| PART K: 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 Harbour Trust 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, I will provide the required documents to the local Police Station.
* I declare the applicant or proposed permit holder is not suspended or disqualified from holding a Liquor Licence or Permit anywhere in Australia.
* I acknowledge it is an offence under the *Criminal Code Act 1995* to knowingly make a false or misleading statement in, or in connection with, this application, or any document lodged with 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 Act 1988*. Personal information is any information or opinion that identifies an individual, or enables someone to identify an individual.
* I acknowledge that the Harbour Trust is collecting information to enable processing of the application. I also understand that the Harbour Trust will use the information for its intended purpose only, store the information securely, and allow the applicant or permit holder to access and update the information. When processing this application, or during the term of the permit, the Harbour Trust may need to disclose information to other Government agencies.
* The Harbour Trust may provide information collected in Liquor Permits issued for the Harbour Trust land, including monitoring of conditions to NSW Police, Liquor and Gaming NSW or other enforcement agencies.
* The Harbour Trust complies with the *Australian Privacy Principles under the Privacy Act 1988* (Cth). More information about how we manage privacy is available on our website [www.harbourtrust.gov.au](http://www.harbourtrust.gov.au/)

This form is to be endorsed by relevant office bearers in the organisation lodging the application for a Liquor Permit. |
| APPLICANT: |
| APPLICANT FIRST NAME: | Click to enter text. | APPLICANT LAST NAME: | Click to enter text. |
| POSITION: | Click to enter text. |
| ORGANISATION: | Click to enter text. | ACN/ABN: | Click to enter text. |
| PHONE: | Click to enter text. | EMAIL: | Click to enter text. |
| APPLICANT SIGNATURE: |  | DATE: | Click to enter a date. |

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| PART L: NOTICE TO POLICE |
| Applicants are to provide a full copy of this application (including any relevant supporting information) to NSW Police within two working days of lodging this application with the Harbour Trust. Refer to the table below for local NSW Police Stations close to Harbour Trust sites. |
| COCKATOO ISLAND | Glebe Police Station |
| Sydney Water Police |
| HEADLAND PARK (CHOWDER BAY, MIDDLE HEAD, GEORGES HEIGHTS) | Mosman Police Station |
| NORTH HEAD SANCTUARY | Manly Police Station |
| WOOLWICH DOCK AND PARKLANDS | Gladesville Police Station |
| SUB BASE PLATYPUS | North Sydney Police Station |
| MACQUARIE LIGHTSTATION | Point Piper Police Station |
| MARINE BIOLOGICAL STATION | Point Piper Police Station |
| SNAPPER ISLAND | Glebe Police Station |
| Police comments about this application can be made to the Harbour Trust within 14 days of receipt of this form. Comments should be sent to the Harbour Trust via email or post. |
| POLICE USE ONLY |
| I, (INSERT NAME, POSITION AND ORGANISATION) | Click to enter text. |
| CERTIFY THAT THIS NOTICE WAS RECEIVED ON | Click to enter text. |
| AT (INSERT NAME OF POLICE STATION/PAC) | Click to enter text. |

Forward comments:

**Harbour Trust**

**Attn: Liquor Permits**

28 Best Avenue (off Suakin Drive)

PO Box 607

Mosman NSW 2088

Email: planning@harbourtrust.gov.au