



## Application for a Liquor Permit from the Harbour Trust

The Harbour Trust is the authority responsible for issuing permits for the sale or supply of alcohol on Sydney Harbour Federation Trust (Harbour Trust) land.

Prior to the sale or supply of alcohol on Harbour Trust land, prospective permit holders must first apply for a Liquor Permit. This form is to be used to apply for a Liquor Permit under the *Sydney Harbour Federation Trust Act 2001* and *Sydney Harbour Federation Trust Regulations 2001 (Cth)*. You can access the legislation and regulations 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.

### 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 Harbour Trust's "Application and Enforcement Processes" and "Frequently Asked Questions" documents (available on the Harbour Trust website). They contain important information about how to apply for a Liquor Permit, and how Responsible Service of Alcohol principles are enforced.
2. Save this form to your personal computer before completing it.
3. Complete the payment details at **Part H** of the form.
4. Ensure all sections of the form have been completed and are correct, including the Declaration at **Part J** and Notice to Police at **Part K**.
5. Print and sign the form before submitting your application by email or post. Electronic signatures are acceptable.

All applications to be lodged at:

Harbour Trust  
Attn: Liquor Permits  
28 Best Avenue (off Suakin Drive)  
PO Box 607  
Mosman NSW 2088

Email: [info@harbourtrust.gov.au](mailto:info@harbourtrust.gov.au)

Allow 4 weeks for the Harbour Trust to process your application.

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).

## Part A: About your Proposal

Name of proposed Premises or Event

Location of proposed Premises or Event **Harbour Trust site** (Select all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Headland Park (Chowder Bay, Middle Head, Georges Heights) | <input type="checkbox"/> Marine Biological Station |
| <input type="checkbox"/> North Head Sanctuary                                      | <input type="checkbox"/> Sub Base Platypus         |
| <input type="checkbox"/> Cockatoo Island   | <input type="checkbox"/> Macquarie Lightstation    |
| <input type="checkbox"/> Woolwich Dock   | <input type="checkbox"/> Snapper Island            |

Name of building or area of open space

Premises proposed open date/event start date

Event end date (N/A for Premises)

## 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 permit?

Yes

No

Is this a renewal or modification of an existing licence/permit?

Yes

No

**Special Event Permit** – for short term events, eg concerts and festivals

Is this a new permit?

Yes

No

Is this a renewal or modification of an existing licence/permit?

Yes

No

**If you are renewing or modifying an existing Liquor Licence/Permit from the Harbour Trust, please provide the following information:**

Existing On-premises Liquor Licence/Permit

Yes

No

Existing Special Event Liquor Licence/Permit

Yes

No

Name of permit holder

Name of Premises or Event

Location of Premises or Event

Date of issue

/ /

Date of expiry

/ /

## 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 modification, please attach a copy of your current Harbour Trust Liquor Licence/Permit.

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

## 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. 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 alternative permit holder will be required.

**Note:** Holders of existing Liquor Permits issued by the Harbour Trust must complete **Part C** of this form if changes are proposed to current arrangements.

### Part C (i): About the Organisation

Registered name of corporation/partnership/association/statutory authority		
Australian Business Number (ABN)	Australian Company Number (ACN)	
Registered Business address ( <i>Property name, unit, flat, floor or level number, street number and street name</i> )		
City/Suburb/Town	State/Territory	Postcode
Postal address ( <i>If different to the one shown above</i> )		
City/Suburb/Town	State/Territory	Postcode
Phone		

## Part C (ii): About the Nominated Permit Holder

Note: If the nominated permit holder will not be on site at all times that alcohol is served, then an alternative 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
Date of birth	City/Town of birth	Country of birth	Nationality
/ /			
Email			Phone

Drivers Licence or Passport number			
<input type="checkbox"/> Passport		<input type="checkbox"/> Drivers Licence	
Number		Issued by	
Date of issue	/ /	Date of expiry	/ /

Home address <i>(Property name, unit or flat number, street number and street name)</i>			
City/Suburb/Town	State	Postcode	Country
Postal address <i>(If different to home address)</i>			
City/Suburb/Town	State	Postcode	Country

Position in organisation	
Phone	

## Part C (iii): RSA Qualifications of Nominated Permit Holder

RSA Certification <i>(Copy to be attached)</i>					
Name of certificate holder					
Issued by					
Date of issue	/	/	Date of expiry	/	/

Liquor Licence/Permit issued by the Harbour Trust (within the past 12 months) <i>(Copy to be attached, if relevant)</i>					
Name of permit holder					
Venue/Event					
Date of issue	/	/	Date of expiry	/	/

Current Liquor Licence issued by Liquor and Gaming NSW <i>(Copy to be attached, if relevant)</i>					
Licence name and number					
Employer					
Date of issue	/	/	Date of expiry	/	/

Current Liquor Licence issued by another Australian jurisdiction <i>(Copy to be attached, if relevant)</i>					
Licence name and number					
Issued by					
Employer					
Date of issue	/	/	Date of expiry	/	/

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 thier 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 thier name), an Australian National Police Check must be obtained. Allow 4 weeks for the Police Check to be issued.

National Police Check <i>(Copy to be attached)</i>					
<i>Visit <a href="http://www.police.nsw.gov.au">www.police.nsw.gov.au</a> 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.</i>					
Issued by			Date of issue	/	/

## Part C (iv): About the Nominated Alternative Permit Holder

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 alternative nominee will be required. Use these pages to provide information about the nominated alternative permit holder.

Title (Ms, Mr, Dr, other)	First given name	Second given name	Family name/surname
Date of birth	City/Town of birth	Country of birth	Nationality
/ /			
Email			Phone

Drivers Licence or Passport number			
<input type="checkbox"/> Passport		<input type="checkbox"/> Drivers Licence	
Number		Issued by	
Date of issue	/ /	Date of expiry	/ /

Home address <i>(Property name, unit or flat number, street number and street name)</i>			
City/Suburb/Town	State	Postcode	Country

Postal address <i>(If different to home address)</i>			
City/Suburb/Town	State	Postcode	Country

Position in organisation	
Phone	

## Part C (v): RSA Qualifications of Nominated Alternative Permit Holder

RSA Certification <i>(Copy to be attached)</i>					
Name of certificate holder					
Issued by					
Date of issue	/	/	Date of expiry	/	/

Liquor Licence/Permit issued by the Harbour Trust (within the past 12 months) <i>(Copy to be attached, if relevant)</i>					
Name of permit holder					
Venue/Event					
Date of issue	/	/	Date of expiry	/	/

Current Liquor Licence issued by Liquor and Gaming NSW <i>(Copy to be attached, if relevant)</i>					
Licence name and number					
Employer					
Date of issue	/	/	Date of expiry	/	/

Current Liquor Licence issued by another Australian jurisdiction <i>(Copy to be attached, if relevant)</i>					
Licence name and number					
Issued by					
Employer					
Date of issue	/	/	Date of expiry	/	/

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 thier name), a Liquor Permit issued by the Harbour Trust within the past 12 months, or a current Liquor Licence issued (in thier name) by another Australian jurisdiction, an Australian National Police Check must be obtained. Allow 4 weeks for the Police Check to be issued.

National Police Check <i>(Copy to be attached)</i>					
Visit <a href="http://www.police.nsw.gov.au">www.police.nsw.gov.au</a> 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			Date of issue	/	/

## 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
Date of birth	City/Town of birth	Country of birth	Nationality
/ /			
Office held in organisation			

Director/office holder 2			
Title (Ms, Mr, Dr, other)	First given name	Second given name	Family name/surname
Date of birth	City/Town of birth	Country of birth	Nationality
/ /			
Office held in organisation			

Director/office holder 3			
Title (Ms, Mr, Dr, other)	First given name	Second given name	Family name/surname
Date of birth	City/Town of birth	Country of birth	Nationality
/ /			
Office held in organisation			



Director/office holder 4			
Title (Ms, Mr, Dr, other)	First given name	Second given name	Family name/surname
Date of birth	City/Town of birth	Country of birth	Nationality
/ /			
Office held in organisation			

Director/office holder 5			
Title (Ms, Mr, Dr, other)	First given name	Second given name	Family name/surname
Date of birth	City/Town of birth	Country of birth	Nationality
/ /			
Office held in organisation			

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

## Part D: Information about the Proposed Premises or Event

Note: Holders of existing Liquor Licenses/Permits issued by the Harbour Trust must complete **Part D** of this form if changes are proposed to current arrangements.

Have you completed one of the following Harbour Trust forms in relation to the proposed Premises or Event?			
Application for a Planning Permit (for On-premises Permits)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Event application form (for Event Permits)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Date of issue	/ /	Date of expiry	/ /
Status	<input type="checkbox"/> Under consideration		<input type="checkbox"/> Approved

Do you have a Harbour Trust Heads of Terms/Area Lease/Area Licence for the Premises or Event?			
<input type="checkbox"/> Heads of Terms	<input type="checkbox"/> Area Lease	<input type="checkbox"/> Area Licence	
Name of Area Lessee/Licensee			
Date signed by all parties	/ /	Commencement date	/ /

Has a Liquor Licence/Permit previously been issued for this Premises or Event?						
By the Harbour Trust	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Issue date	/ /	Expiry date	/ /
By another jurisdiction	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Issue date	/ /	Expiry date	/ /

Describe any entertainment to be provided, including how noise impacts will be managed. Provide details

Will all personnel involved in the sale or supply of alcohol hold RSA Qualifications?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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What is the proposed person capacity of the Premises or Event?			
Total number of patrons		Total number of staff	
Provide additional information regarding expected distribution or location of patrons, eg inside or outside, separate rooms			

How will the proposed Licensed Area be physically defined? Provide details (Attach maps or drawings if needed)

What is the number and location of bars/alcohol sell and supply points? Provide details (Attach maps or drawings if needed)

How will you supervise and control the Licensed Area within the Premises or Event? Provide details

How will you ensure alcohol is not removed from the Licensed Area? Provide details

Will security staff be engaged at the Premises or during the Event? If yes, provide details

Will sanitary facilities be available at the Premises or during the Event? If yes, provide details

Will you consult Police/Harbour Trust Rangers about the security arrangements? If yes, provide details

Will Police/Harbour Trust Rangers be on site to assist in managing the event? Yes/No

Are there other premises that are approved to serve or sell liquor operating in the locality? If yes, provide details

## Part E: 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).

Note: Holders of existing Liquor Permits issued by the Harbour Trust must complete **Part E** of this form if changes are proposed to current arrangements.

### Quantities of alcohol to be provided for sale or service during event *(Note: Event applications only)*

	Beer	Wine (including Sparkling White)
Litres		

### Food to be supplied

Type of food *(E.g. sit down meals, finger food, take away food stalls)*

### Caterer's Licence *(Note: Event applications only)*

Name of Gold Licence holder			
Issued by		Date of issue	/ /

### Food Handling Supervisor

Name of Food Handling Supervisor			
Issued by			
Date of issue	/ /	Date of expiry	/ /

### Food Premises Registered with NSW Food Authority

Premises registered	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Date of issue	/ /	Date of expiry	/ /

## Part F: Social or Economic Impact of the Premises or Event

Note: Holders of existing Liquor Permits issued by the Harbour Trust must complete **Part F** of this form if changes are proposed to current arrangements.

Describe the Premises or Event including how it will have a beneficial social or economic impact on the locality

Describe your expected clientele, including number of attendees/patrons

How many people will be involved in conducting/operating the Premises or Event?

Provide details of any VIPs that are expected to attend, or any sponsorship you have received to conduct or operate the Premises or Event

Do you expect the Premises or Event to attract media attention? If yes, provide details

Is the Premises or Event expected to generate increased demand on retail, dining, accommodation or transport facilities in the locality? If yes, provide details

## Part G: Trading Hours

Note: Holders of existing Liquor Permits issued by the Harbour Trust must complete **Part G** of this form if changes are proposed to current arrangements.

Proposed trading hours/hours of operation						
Monday	Date		Time		Time	
Tuesday	Date		Time		Time	
Wednesday	Date		Time		Time	
Thursday	Date		Time		Time	
Friday	Date		Time		Time	
Saturday	Date		Time		Time	
Sunday	Date		Time		Time	

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	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Christmas Day	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Boxing Day	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New Years Eve	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other (specify date/s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you propose to vary your standard trading hours during any special events, or on public holidays or on other days, please provide details on a separate page.

## Part H: Fees and Charges

Fees for a Liquor Permit on Harbour Trust land are as follows. Note: Fees are reviewed annually by the Harbour Trust.

A non-refundable Application Fee of \$100 (+GST) is payable at the time of application for a Liquor Permit; the balance of the Liquor Permit fee is payable if the Harbour Trust issues a Liquor Permit for the Premises/Event. 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 +GST
1-74	\$1,250
75+	\$1,750

On-premises permit fees may be charged on a pro-rata basis

Special Event Permit – per event		
Maximum number of patrons per day	Annual permit fee +GST	
	1–4 calendar days	5+ calendar days
1–74	\$500	\$1,250
75+	\$1,000	\$1,750

You can use this form to provide a credit card payment to the Harbour Trust for:

1. The Application Fee of \$100 (ex GST)
2. The Security Bond (if required), and
3. The Outstanding Balance (less application fee)

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.

Credit Card Details	
Name on card	
Credit card type**	<input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> American Express*
Credit card number	
Expiry date	
Total amount	
Signature of card holder	

\* Please note a 3% surcharge applies to American Express cards.

\*\* Diners Club is not accepted

I authorise the Sydney Harbour Federation Trust to debit my credit card as follows		
Application Fee	Security Bond (if required)	Outstanding Balance less Application Fee

## Part I: Checklist

Checklist	
Identification for permit holder.	<input type="checkbox"/> Agree
Identification for alternate permit holder.	<input type="checkbox"/> Agree
National Police Check for permit holder.	<input type="checkbox"/> Agree
National Police Check for alternate permit holder.	<input type="checkbox"/> Agree
RSA certification for permit holder.	<input type="checkbox"/> Agree
RSA certification for alternate permit holder.	<input type="checkbox"/> Agree
Application for planning or event permit, area licence or area lease with the Harbour Trust.	<input type="checkbox"/> Agree
Details about the premises / event dates, locations, times.	<input type="checkbox"/> Agree
Details of food and beverage offering.	<input type="checkbox"/> Agree
Communication with Harbour Trust rangers / security.	<input type="checkbox"/> Agree
Communication with NSW Police.	<input type="checkbox"/> Agree
Agree for alcohol sales and supply to cease 30 minutes before the end of trade.	<input type="checkbox"/> Agree
Agree for the permit holder, or alternate permit holder, to be on site whenever alcohol is sold or supplied.	<input type="checkbox"/> Agree



## Part J: 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 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 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 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.

Name		Position in organisation	
Signature		Date	/ /

Name		Position in organisation	
Signature		Date	/ /

## Part K: 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 to Harbour Trust sites.

Local Police Stations	
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)	
Certify that this notice was received on	
At (insert name of Police Station/LAC)	

Forward comments to:

Harbour Trust  
 Attn: Liquor Permits  
 28 Best Avenue (off Suakin Drive)  
 PO Box 607  
 Mosman NSW 2088

Email [info@harbourtrust.gov.au](mailto:info@harbourtrust.gov.au)

Harbour Trust

