



Liquor Licences on Harbour Trust Land

Frequently asked questions

What type of liquor licences does the Harbour Trust issue?

- On-premises licences, for restaurants, cafes, function centres, bars and the like.
- Special event licences, for short term events, such as birthday parties, concerts and festivals.

Who can apply for a liquor licence?

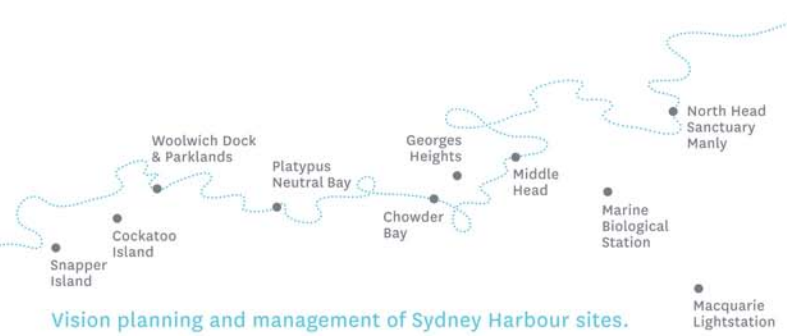
- Applicants must hold a licence or lease for a building, premises or event on Harbour Trust land.
- Applicants must be organisations (not individuals). Suitable organisations include corporations, partnerships, associations, not-for-profit organisations and statutory authorities.
- You must nominate the licensee for the licensed business or event. This is the person who will have day-to-day responsibility for managing the licensed premises or event. If the licensee will not be on site at all times when alcohol is sold or supplied, an alternate nominee will be required.

If I have a valid liquor licence issued by the NSW Office of Liquor, Gaming and Racing, do I need a separate licence from the Harbour Trust?

- Yes, a separate Harbour Trust-issued liquor licence will be required to sell or supply alcohol on Harbour Trust land.
- Applicants should provide the Harbour Trust with a copy of their NSW liquor licence when applying for a licence on Harbour Trust land. This will expedite the Harbour Trust's assessment of your application.

What qualifications are needed to apply for a liquor licence?

- The person nominated as the licensee (and the alternate nominee) must hold Responsible Service of Alcohol certification that is valid in NSW. All staff involved in the service of alcohol must also hold Responsible Service of Alcohol certification that is valid in NSW.



How much does it cost to apply for a liquor licence?

- The fee for a liquor licence on Harbour Trust land is between \$500 and \$1750 (+ GST) (depending on the duration of the event/capacity of the premises). A bond may also be payable, depending on the style and nature of operation, the location of the licensed business or event, expected clientele, and risk of damage to property.

How long does it take to process an application for a liquor licence?

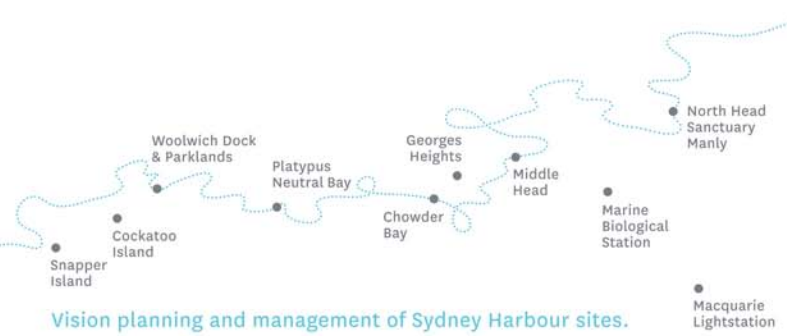
- We recommend you allow 4 weeks for the Harbour Trust to process your application.
- Submitting all required information with your application form, and payment of the application fee, will expedite the processing of your application.
- The Harbour Trust may also seek comments from the NSW Police regarding your application. NSW Police have 14 days to provide comments.

What documentation must be submitted when applying for a liquor licence?

- Completed application form
- Payment of application fee
- Copies of RSA certification
- National Police Check
- Copies of any liquor licences issued in NSW or another Australian jurisdiction
- Written documentation that demonstrates how any environmental, heritage and community impacts of the proposed activity will be managed. For example, security plans, noise management plan, risk assessment, transport management plan, and plans of temporary or permanent structures.

How does the Harbour Trust monitor compliance with liquor licence conditions?

- Liquor licences include conditions designed to ensure the responsible service of alcohol on Harbour Trust sites. Conditions include providing security staff at licensed premises and during licensed events, serving alcohol in plastic cups, always having drinking water available without charge, and limitations on serving shots or double shots.
- Harbour Trust Rangers, security staff, NSW Police and other authorised personnel are authorised to enter licensed premises and request to view liquor licences, RSA certificates and incident registers.



- Non-compliance with conditions can result in a range of measures including fines; non-return of bonds; licences being withdrawn and premises or events made to cease serving alcohol or close down; and refusal of future licences.

I would like to open a new bar or restaurant on Harbour Trust land. What do I need to do?

- Contact the Harbour Trust to discuss your proposal. If the Harbour Trust supports your proposal, you will be invited to:
 - enter into a lease or licence agreement for the premises;
 - submit a development application relating to any works that are proposed (if relevant); and
 - apply for a liquor licence.

I am the new manager or lessee of an existing licensed premise on Harbour Trust land. How do I transfer the current liquor licence into my name?

- Advise the Harbour Trust in writing of your request, attaching a copy of your current RSA certification (the Harbour Trust will advise if any further documentation is required).
- The Harbour Trust will review your request and if appropriate issue a new liquor licence certificate reflecting the change of name.

I have hired a building for my birthday or wedding – do I need a liquor licence?

- Your licence agreement will state that if any alcohol is to be sold or supplied, it is to be in accordance with Responsible Service of Alcohol provisions. Your caterer or wait staff must supply a copy of their RSA certification to the Harbour Trust prior to the event. Contact the Harbour Trust if you are not employing RSA-qualified staff to assist with your event.

I am an existing Harbour Trust lessee and would like to hold a special event involving the sale or supply of alcohol in my premises. What do I need to do?

- Contact your leasing officer to clarify if a separate licence or other approval for the event is required. Any such approval would require you to ensure the sale or supply of alcohol is in accordance with Responsible Service of Alcohol provisions. Your caterer or wait staff must supply a copy of their RSA certification to the Harbour Trust prior to the event.