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This fact sheet outlines the requirements when applying for a hotel licence. It also outlines the key trading entitlements associated with this type of liquor licence.

It should be used in conjunction with other published material, including the Community Impact Statement Toolkit, which is relevant to obtaining a hotel licence.

This fact sheet does not apply to a general bar hotel licence. A separate fact sheet on this type of licence is available at www.olgr.nsw.gov.au/liquor_CIS_home.asp

What is a hotel licence?

A hotel licence enables liquor to be sold to the public for consumption on and off the premises. Subject to separate approval, it also enables gaming machines to be operated.

A hotel licence operates at all times under the primary purpose of selling liquor to the public.

A limited type of hotel licence, known as a general bar licence, is also available that allows liquor to be sold for consumption on the premises, but does not allow takeaway sales or gaming machines to be operated.

A hotel licence is subject to a number of regulatory controls. For example:

- It must be open to the public (and not run as a private club).
- Free drinking water must be available to patrons whenever liquor is served.
- A sign must be displayed at the front of the premises that shows the name of the premises, the type of liquor licence held and the name of the licensee.
- An incident register must be maintained if the premises regularly trades past midnight.
- Conditions can be imposed on the licence of a hotel, either under the liquor laws or by the Director of Liquor and Gaming or the Casino, Liquor & Gaming Control Authority.

Applying for a hotel licence

Before applying for a hotel licence, an applicant must prepare a community impact statement (CIS). The applicant must lodge the completed CIS with the application to the Authority.

The CIS process provides the local community with the opportunity to have input into significant licensing proposals, like hotels, and helps the Authority determine the likely impact of a proposed venue and the level of community support for the proposal.

More information about the requirements of a CIS is contained in the CIS Toolkit available at www.olgr.nsw.gov.au/liquor_CIS_home.asp

The application fee for a hotel licence is \$2,000.

The application form can be downloaded at www.olgr.nsw.gov.au/liquor_forms.asp

Hotel licence applications are referred to the Director of Liquor and Gaming who will report on any matters requested by the Authority. This may include the compliance history, if any, of those associated with the application, and the existence or effectiveness of a local liquor accord.

The Authority or Director may contact the applicant to obtain additional information before an application is finalised.

More information about the application process, including requirements for advertising an application, is available at www.olgr.nsw.gov.au/liquor_home.asp



NSW Office of
Liquor, Gaming & Racing



Department of the Arts, Sport and Recreation

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Important things to know

Trading	Monday–Saturday	Sunday	Good Friday	Christmas Day
Standard hours	5am–midnight	10am - 10pm	12 noon– 10pm	12 noon– 10pm (liquor can only be served with or ancillary to a meal in a dining area)
Extended hours (if allowed)	Midnight–5am	All areas: 5am– 10am 10pm– midnight Premises located in the City of Sydney, Kings Cross precinct, Oxford Street, Darlinghurst precinct, and the Kosciuszko National Park only: Midnight– 5am	Not permitted	Not permitted

Trading hours for a hotel licence

Liquor can be sold for consumption on the licensed premises at any time during the standard trading period (see table above). On New Year's Eve, liquor can be sold for consumption on the hotel premises until 2am the next day (or until a later time under an extended trading authorisation).

Extended trading hours can be sought as part of the hotel licence application. Additional fees apply. The CIS would need to capture issues relating to extended trading hours as part of this process.

The table above outlines standard and extended trading hours for a hotel licence.

Alcohol can also be sold at any time to residents of the hotel and their guests.

On Good Friday alcohol can only be sold for consumption on the premises from noon - 10pm and on Christmas Day it can only sold from noon - 10pm with a meal in the hotel's dining room.

Trading hours for takeaway liquor sales

Takeaway liquor sales are permitted during standard trading hours. An extended trading authorisation can be obtained to allow take away sales on a Sunday between 5am and midnight. Takeaway sales are not allowed on restricted trading days.

Primary purpose test

All hotel licences are required to operate under the primary purpose of selling liquor. The keeping and operation of gaming machines on the licensed premises must not detract unduly from the character of the hotel or from other non-gambling patrons.

Under 18s

Under 18s are not allowed in a bar area of a hotel.

Under 18s are permitted in:

- Dining areas
- Accommodation areas
- Areas where the Authority has granted a minors area authorisation. A minors area authorisation allows under 18s in specified areas of the premises in which they would otherwise not be allowed, if they are accompanied by a responsible adult such as a parent or guardian.

Signage

A hotel licence will generally need to display two or three mandatory signs:



This sign must be displayed wherever liquor is sold on licensed premises i.e. at each bar and servery counter. Where there is no bar or counter, eg. a restaurant, the sign must be prominently displayed at each entrance to the premises.

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Important things to know



This sign must be displayed in each bar area. A bar area is any area where liquor is served, except those areas where under 18s are permitted to enter e.g. a part of the premises covered by a minors area authorisation.

If a minors area authorisation has been approved (eg. bistro, lounge area or beer garden), display this sign:



This sign must be displayed where minors are permitted with a responsible adult.



This sign must be clearly displayed next to a breath analysis machine, where one is installed.

All signs can be purchased from the NSW Office of Liquor, Gaming and Racing.

RSA training for staff

The licensee and all staff who serve liquor must have completed an approved responsible service of alcohol (RSA) course. The licensee must keep a copy of each RSA course completion certificate in a register on the premises.

Food

Food of a nature and quantity consistent with the responsible sale, supply and service of alcohol must be available whenever liquor is sold or supplied for consumption on the premises.

Other conditions

- Hoteliers are prohibited from providing cash advances to patrons unless they have been won as a gaming machine prize.
- Residents and staff are only allowed to drink in the bar area during authorised operating hours (unless a separate application has been approved by the Authority).

Gaming machines

Under a hotel licence, separate approval can be sought to operate up to 30 gaming machines in a hotel once a social impact assessment (SIA) has been approved by the Casino, Liquor & Gaming Control Authority.

FAQs

Is there a patron limit on a hotel licence?

Not under the liquor laws but local councils can impose a limit on the number of people allowed in hotel premises.

Can Keno and wagering be conducted in the premises of a hotel licence?

Yes.

Can I sell liquor at functions away from the premises?

Yes. Hotel licensees can apply to the Authority to sell liquor at a function away from the premises.

Can I provide entertainment?

Yes. If you hold a place of public entertainment (POPE) approval from the local council.

Need more information?

Our website is constantly updated with information about the new liquor laws. Go to www.olgr.nsw.gov.au to access this information. Subscriptions to our e-news service are also available from this site.

Access to the liquor laws – the *Liquor Act 2007* and the *Liquor Regulation 2008* – is available from this site at http://www.olgr.nsw.gov.au/legislation_liquor_reform.asp

For more information, call our Client Access Centre on 02 9995 0333 or email us at info@olgr.nsw.gov.au