

# Registration of Entertainment Venue and Licensed Hotel or Club

Environmental Planning and Assessment Act 1979 and Local Government Act 1993



REFERENCE NUMBER:

Effective 1 July 2023 to 30 June 2024

## ABOUT THIS FORM

This form relates to the registration of an entertainment venue or a licensed hotel/club with Council.

## SUBJECT PROPERTY

Unit/Street No: ..... Street: .....

Suburb: ..... Post Code: .....

Business/Trading Name: ..... ABN: .....

## DETAILS OF BUSINESS OPERATOR/MANAGER

Name/s: .....

Postal Address: .....

Email: .....

Business Phone No: ..... Private Phone No: .....

Mobile Phone No: .....

Signature: ..... Date: .....

## TYPE OF PREMISES

Please tick appropriate boxes

- |  |   |
|--|---|
| <input type="checkbox"/> Licensed Hotel                  | <input type="checkbox"/> Licensed / Registered Club   |
| <input type="checkbox"/> Theatre, Concert Hall or Cinema | <input type="checkbox"/> Temporary Structure          |
| <input type="checkbox"/> Nightclub                       | <input type="checkbox"/> Other (please specify) ..... |

## TYPE OF ENTERTAINMENT

Please tick appropriate boxes

- |   |   |
|---|---|
| <input type="checkbox"/> Live bands / performer/s | <input type="checkbox"/> Cinema / Movies              |
| <input type="checkbox"/> Theatre / Live Shows     | <input type="checkbox"/> Other (please specify) ..... |

## GET IN CONTACT

Randwick City Council  
30 Frances Street  
Randwick NSW 2031  
ABN: 77 362 844 121

Phone 1300 722 542  
council@randwick.nsw.gov.au  
www.randwick.nsw.gov.au

## OTHER INFORMATION

Whole / part of building to be used for entertainment: .....

Maximum-approved number of patrons: .....

Days of entertainment: .....

Hours of entertainment: .....

Relevant development consent No: .....

Relevant construction certificate No: .....

**Note:** *The operation of the premises, including the type of entertainment and hours of operation must be in accordance with the relevant development consent or previous approval.*

## REQUIRED ATTACHMENTS

- |  |   |
|--|---|
| <input type="checkbox"/> Copy of building plans        | <input type="checkbox"/> Details of fire safety measures          |
| <input type="checkbox"/> Plan of Management            | <input type="checkbox"/> Fire safety certificate / statement      |
| <input type="checkbox"/> Evacuation Plan               | <input type="checkbox"/> Occupation certificate                   |
| <input type="checkbox"/> Details of Security personnel | <input type="checkbox"/> Other attachments (please specify) ..... |

## APPROVAL REQUIREMENTS AND OPERATION OF THE PREMISES

Premises or buildings used as an entertainment venue or licensed premises must have the required development consent under the *Environmental Planning and Assessment Act 1979*, prior to registration and operation of the premises.

The use and operation of the premises must be in accordance with the relevant development consent at all times. In addition, the relevant requirements and conditions imposed on the Liquor Licence must be complied with. In the event of any possible conflict in the conditions and requirements, the most stringent requirements and conditions must be satisfied.

All of the essential and other fire safety measures within or serving the premises must be maintained and be operational in accordance with the relevant Building Code of Australia requirements and standards of installation, at all times. All exits, paths of travel to an exit and all associated doorways must not be blocked or obstructed at any time.

It is also a mandatory condition for all entertainment venues, that the requirements of 'Schedule 3A' of the *Environmental Planning and Assessment Regulation 2000* are complied with at all times.

You are reminded that you must comply with any applicable development consents (including number of patrons permitted within the premises), building approvals, construction certificates or building and fire safety requirements and annual fire safety statement requirements.

Where a development consent, fire safety order or other approval contains a condition specifying the maximum number of persons permitted in a building, Clause 98D of the *Environmental Planning and Assessment Regulation 2000* requires a sign to be displayed in a prominent position in the building stating the maximum number of persons, as specified in the development consent, that are permitted in the building.

## INSPECTION OF THE PREMISES AND FEES

There is no charge to register your premises with Council

Council Officers may carry out an inspection of the premises from time-to-time, to check compliance with relevant building, fire safety and development consent requirements. After carrying out an inspection, an invoice will be forwarded for payment, in accordance with Council's Pricing Policy.

## HOW TO LODGE THIS APPLICATION

EMAIL: [council@randwick.nsw.gov.au](mailto:council@randwick.nsw.gov.au) OR

BY MAIL OR

OVER THE COUNTER at Council.

Address the Application to:      Randwick City Council

Post:    30 Frances Street  
          Randwick NSW 2031

Courier or Personal Delivery to our Customer Service Centre:

*Randwick City Council*

30 Frances Street

Open 8:30am – 5:00pm, Monday – Friday

## PRIVACY NOTIFICATION

The personal details requested on this form are required under the *Environmental Planning and Assessment Act 1979* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Randwick City Council officers. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

## OFFICE USE ONLY

Application/Request received by: .....

Date: .....

Referred to: .....

Date: .....