



Approved manager approval

Information for applicants

Apply online at www.licence.nsw.gov.au for a faster service.

1. This application form is for an individual applying for approval as an approved manager of licensed premises where the individual has never been granted this approval before.
2. If the applicant already has approval for some types of licensed premises, but needs to add new types of licensed premises, please use the Change Approved Manager Approval form (AM0925) instead.
3. **The fee payable for this application is \$100**, as at 1 September 2014. A surcharge is applicable if paying by credit card. Fees are subject to change without notice. More details are available on page 5.
4. Complete all applicable questions. If information is missing, we can ask you to supply the required information and/or documents to support the application. Failure to supply information can delay a decision on the application.
5. For more information, visit www.ilga.nsw.gov.au or www.olgr.nsw.gov.au
6. For assistance form, call (02) 9995 0894 during business hours or email info@olgr.nsw.gov.au
7. Lodge this application form with payment and supporting documents by one of the following methods:

Post

Independent Liquor & Gaming Authority
GPO Box 7060
Sydney NSW 2001

Deliver to

Independent Liquor & Gaming Authority
Level 6, 323 Castlereagh St
Haymarket NSW 2000

Email

liquorapplications@olgr.nsw.gov.au

OFFICEUSE ONLY

APP900

By (circle): mail | OTC | fax | email

Date lodged _____

Amount paid \$ _____

GLS receipt no _____

Application number _____

Finalised by _____

Date finalised _____

Approval number _____

PART 1 About the application

An applicant must have an RSA qualification to manage the following types of premises:

- On-premises licence
- Producer/wholesaler licence
- Packaged liquor licence
- Hotel licence - general bar
- Limited licence - special event
- Small bar licence

An applicant must have an RSA/RCG qualification to manage the following types of premises:

- Hotel licence - full hotel
- Club licence

Has the applicant ever been approved as a manager of licensed premises? Yes No

Details of competency received on or after 22 August 2011

Does the applicant have a competency card? (if **Yes**, complete Part 2) Yes No

If **No**, does the applicant have an interim certificate? Yes No

If **Yes**, interim certificate no. _____

Details of certificate if received before 22 August 2011

Does the applicant have an RSA certificate? Yes No

Does the applicant have an RCG certificate? Yes No

An applicant cannot be authorised without holding the relevant qualification(s) or competency(ies)



PART 2 Applicant's current competency card details (if applicable)

Competency Card No. CCH

Competency type (please tick one only)

RSA

RSA/RCG

First name

Middle name

Surname

PART 3 Applicant's RSA qualification (non competency card holder)

Name of RSA training provider (eg. TAFE NSW)

Institution name (eg. Ryde Institute of TAFE)

RSA Certificate No.

Certificate date

PART 4 Applicant's RCG qualification (non competency card holder)

Name of RCG training provider (eg. TAFE NSW)

Institution name (eg. Ryde Institute of TAFE)

RCG Certificate No.

Certificate date

PART 5 About the applicant (the applicant must be an individual)

Title

Gender

First name

Middle name

Surname

Date of birth (dd mm yyyy)

Place of birth e.g. Camperdown

Phone (home)

Phone (mobile)

Phone (daytime)

Fax

Driver's licence

State

Email address

Residential address (always a 'physical' street address)

Street no.

Street name

Town/city

State

Postcode

Country (if not Australia)



If postal address is the same as above, please tick

Postal address (a PO Box if one exists; otherwise a 'physical' street address.
We will use this mailing address when we contact this person about the licence.)

PO Box or street no. Street name
Town/city State Postcode
Country (if not Australia)

PART 6 Applicant's experience

Has the applicant been refused, suspended or disqualified from holding a liquor or gaming licence in Australia? ___ Yes ___ No
Has the applicant had more than 6 month's continuous experience selling/supplying liquor at a licensed venue? ___ Yes ___ No
Has the applicant had five years or more continuous experience as a licensee at more than one venue? ___ Yes ___ No
Did these venues trade after midnight? ___ Yes ___ No
Did these venues conduct live entertainment? ___ Yes ___ No
Did these venues have a capacity of 200 or more? ___ Yes ___ No
Has the applicant actively participated in a local liquor accord for more than 12 months as a licensee? ___ Yes ___ No

PART 7 Additional information required (please attach)

Attach:

- a National Police Certificate for the applicant, issued within the last 3 months.
To obtain a National Police Certificate in NSW, visit your local police station and complete 'National Criminal History Record Check application form P799, present 3 of the acceptable identity documents, and pay the fee. For more information, go to www.police.nsw.gov.au and select the Criminal Records link. Similar arrangements apply in other States/Territories.
- a copy of the 3 identity documents presented when applying for the National Police Certificate
This is not required if you hold a competency card
- a copy of the applicant's RSA certificate (if applicable - holders of an RSA competency card do not need to provide a copy)
- a copy of the applicant's RCG certificate (if applicable - holders of an RCG competency card do not need to provide a copy)

PART 8 Authorised agent

If the authorised agent is an individual (ie. a person), answer all questions in Part 8A and 8C only.
If the authorised agent is an organisation (e.g. a company), answer all questions in Part 8B and 8C only.

PART 8A Authorised agent (to be completed by an individual applying on behalf of somebody else)

Title Gender
First name Middle name
Surname Date of birth (dd mm yyyy)
Place of birth e.g. Camperdown Phone (home)
Phone (mobile) Phone (daytime)
Fax Driver's licence State
Email address



Residential address (always a 'physical' street address)

Street no. Street name

Town/city State Postcode

Country (if not Australia)

If postal address is the same as above, please tick

Postal address (a PO Box if one exists; otherwise a 'physical' street address.
We will use this mailing address when we contact this person about the licence.)

PO Box or street no. Street name

Town/city State Postcode

Country (if not Australia)

PART 8B Authorised agent (to be completed by an organisation applying on behalf of somebody else)

Name of organisation

ABN ACN

Phone (daytime) Fax

Email address

Web address

Contact person details

Title Gender

First name Middle name

Surname Date of birth (dd mm yyyy)

Place of birth e.g. Camperdown Phone (daytime)

Email address

Business address (always a 'physical' street address)

Street no. Street name

Town/city State Postcode

Country (if not Australia)

If postal address is the same as above, please tick

Postal address (a PO Box if one exists; otherwise a 'physical' street address.
We will use this mailing address when we contact this person about the licence.)

PO Box or street no. Street name

Town/city State Postcode

Country (if not Australia)



PART 8C Authorised agent declaration

I declare that the answers I have given for this person are accurate. I have explained to this person that their information may be released to 3rd parties including NSW Police for verification

Name

Signature

PART 9 Payment for this application

The fee for this application is \$100. This is a processing fee, and is non-refundable in the event that the application is withdrawn or not granted.

This fee is correct as at 1 September 2014, and is subject to change without notice.

The fee does not incur GST.

Pay a \$100 fee[†] by:

Cheque (payable to 'Office of Liquor, Gaming & Racing')

Cash

Money order

Credit card[†]

Cheque drawer's name

MasterCard[†]

VISA[†]

Card no

Expiry date

CVV*

*These are the last 3 digits printed on the signature panel on the back of your credit card

Cardholder's name

Cardholder's signature

[†] Under NSW Government policy, a surcharge of 0.4% is added to the payment amount if paid by credit card.

Please visit www.olgr.nsw.gov.au/surcharge.asp for more information.

PART 10 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 Authority of any change to the information in this application, if the information changes before the application is determined.
- 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 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 Independent Liquor & Gaming Authority is collecting information to enable processing of the application. I also understand that the Authority will use the information for its intended purpose only, store the information securely, and allow the applicant or licensee to access and update the information. When processing this application, the Authority may need to disclose information to other Government agencies.

Name of applicant

Signature

Date

Reminder

Before sending your application to us, check:

1. You have answered all applicable questions in Parts 1 to 6, and Part 8
2. You have attached the documents listed in Part 7
3. Payment is enclosed, or the credit card details are completed, in Part 9
4. You have read and signed Part 10
5. All pages of this application (including attachments) must be lodged.