



**Information for Completing this Form**

- A **corporation** must nominate an individual to be the manager of the day-to-day business of the licensee.
- An **individual** may manage the business themselves or nominate another individual to manage the day-to-day business of the licensee.
- One or more individuals may be nominated to manage the day-to-day business of the licensee.
- Where there is more than one manager, a separate Manager's Consent Form must be completed for each manager.
- The nominated manager(s) must give their consent to being nominated as a manager and must authorise NSW Fair Trading to conduct criminal record checks and to make any other inquiries and to receive and disclose any information which is relevant to their nomination as a manager.

**Details of Licensee/ Applicant**

Name of Licensee/Applicant:

Licence No./Application No.

A C N

**Details of Proposed Manager**

Surname:

Given Names:

Former Names (if any):

Date of Birth:

Place of Birth:

Postal Address:

Postcode:

Driver Licence No.:

Telephone No.:

Mobile Telephone No.:

Email Address:

Continued on next page.

**Details of Managers to be removed (if any)**

Provide below the names of any managers to be removed from a licence or pending application.

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**Certain persons not to be employed as manager**

A licence holder must not employ any person as a manager of a place of business if the licence holder is notified by the Secretary, or if the licence holder is aware or ought reasonably to be aware, that:

- (a) within the last 10 years:
  - (i) a licence held by the person has been cancelled, or
  - (ii) the person has been convicted of, or has served any part of a term of imprisonment for, an offence in New South Wales or elsewhere involving fraud or dishonesty, or
  - (iii) the person, or a corporation of which the person was a director or officer, has been refused a licence on a ground or grounds related to the honesty of the person or on the ground of his or her status as a fit and proper person to be a licence holder, or
- (b) the person is subject to a good behaviour bond in relation to an offence in New South Wales or elsewhere involving fraud or dishonesty, or
- (c) proceedings have been commenced against the person in New South Wales or elsewhere in relation to an offence involving fraud or dishonesty, or
- (d) the person is the holder of a suspended licence, or
- (e) the person is disqualified from holding a licence or being concerned in the direction, management or conduct of a business for the carrying on of which a licence is required.

**Consent of Nominated Manager**

I agree to being nominated as a manager in respect of the business to which the licence/application relates and I authorise NSW Fair Trading to conduct criminal record checks and to make any other inquiries and to receive and disclose any information which is relevant to my nomination as a manager.

**Manager’s Signature:**..... **Date:**.....

**Signature of Licensee/Applicant:** ..... **Date:** .....

**How to lodge this document**



Send to:  
**Business Licensing**  
**Locked Bag 5138**  
**PARRAMATTA NSW 2124**

**OR**



**In person at:**  
**Service NSW Service Centre**

For your nearest Service NSW Service Centre, go to:  
[www.service.nsw.gov.au](http://www.service.nsw.gov.au) or telephone 13 77 88