

Before you complete this form

What this form is for

This notification form is to be used by a suitably responsible person on behalf of a licensed premises within a casino environment to notify the NSW Independent Casino Commission about the appointment of an approved liquor manager.

What you need to know

- A person being appointed must already be approved as a liquor manager under the *Casino Control Act 1992* and regulations.
- A person cannot be appointed as the manager of licensed premises if that person already holds an appointment as the manager of other licensed premises.
- If the proposed liquor manager will work within the casino's liquor licence boundary, they must be in possession of a casino special employee licence.

Approval will only be granted in cases where the applicant is:

- a fit and proper person to manage the licensed premises and understands the responsibilities to implement practices in place to ensure the responsible sale, supply, and service of alcohol, and
- has completed the training or instruction as required in the Liquor Manager application.

Cost

Lodging this notice is free of charge.

Pre-lodgement checklist

If information is missing, processing this notification will be delayed and the notification may be withdrawn.

- Have you answered all questions in Parts 1 and 2?
- Have you attached documents listed in Part 3?
- Has the proposed manager completed and signed Part 4?
- Have two responsible persons completed and signed Part 5?

Attachments

- Liquor manager approval of the proposed manager being appointed
- Casino special employee licence (if responsible for service of alcohol within the casino's liquor licence boundary)

How to lodge this form

Scan and send all pages to

✉ lgsw.approvals@liquorandgaming.nsw.gov.au

Include 'CLM001 Appointment and Name of Licensee' in the subject line. You will receive a confirmation email acknowledgment upon receipt.

Provide all pages of this notice and attachments if applicable. There's no need to attach this introduction page.

Need more information?

🌐 liquorandgaming.nsw.gov.au

✉ [Contact us online](#)

☎ **1300 024 720**

Your privacy

We will handle your personal information in accordance with the *Privacy and Personal Information Protection Act 1998*. It is being collected by Liquor & Gaming NSW and will be used for the purpose of processing your application and may be disclosed to other Government agencies for this purpose. General information about your application may be published on an electronic noticeboard and information about the application, if granted, on a public register. Providing this information is voluntary, but where relevant information is not provided this may lead to your application being refused, delayed or not further considered. You have the right to request access to, and correct details of, your personal information held by us. You can access further information on privacy at liquorandgaming.nsw.gov.au.

Part 1 About the casino licensed premises

Liquor licence number

Licence name

Name of licensee

ABN

ACN

Address GPO/PO box or street address

Suburb/town/city

State Postcode

Contact person

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Email

Mobile phone

Daytime phone

Part 2 About the appointed manager

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Email

Mobile phone

Daytime phone

Driver licence no.

State

Address GPO/PO box or street address

Suburb/town/city

State Postcode

continue overleaf

Part 3 Attachments

You must attach:

- Liquor Manager approval of the proposed manager being appointed
- Casino special employee licence (if responsible for service of alcohol within the casino's liquor licence boundary)

Part 4 Acceptance of incoming appointed manager

- I certify that I am an approved liquor manager under the *Casino Control Act 1992* and regulations.
- I accept this appointment as a liquor manager of the licensee in Part 1 of this notice.
- I certify that I am not currently appointed as a liquor manager of other licensed premises.
- I certify that I am not suspended or disqualified from appointment as a liquor manager.

Name

Signature

Date

Part 5 Declaration

- I declare that I am a suitable and responsible person to lodge this notice on behalf of the licensed premises in Part 1 of this notice.
- I declare that the contents of this notice including attachments are true, correct and complete and that I have made all reasonable enquiries to obtain the information required to complete the notice.
- I undertake to notify as soon as practicable Liquor & Gaming NSW (L&GNSW) of any change to the information in this notice.
- I declare that the appointed manager does not currently hold another appointment as manager.
- I acknowledge that the appointed manager has the ability and capacity to implement practices in place at the premises to ensure the responsible sale, supply and service of alcohol, and the prevention of intoxication, on the premises.

Two signatures are required under section 127 of the *Corporations Act 2001*.

Signatory 1

Full name

Title e.g. director

Signature

Date

DD / MM / YYYY

Signatory 2

Full name

Title e.g. director

Signature

Date