

Appointment of manager notice

Before you complete this form

What this form is for

After an individual has been approved and the licensee has appointed them as a manager of licensed premises for the first time, Liquor & Gaming NSW (L&GNSW) must be notified using this form. When this 'Appointment of manager notice' takes effect, the appointment of the previous manager will cease.

Note:

- ▲ Registered clubs with **single premises** do not need to lodge this notice as the secretary of the club has the role of manager. However, registered clubs with **multiple premises** must appoint a manager and lodge this notice for all premises other than the main premises.
- ▲ A manager cannot be appointed at more than one licensed premises (under s.67(1)(c)) of the *Liquor Act 2007*

Cost

Lodging this notice is free of charge.

Want **streamlined processing**? Apply [online](https://www.liquorandgaming.nsw.gov.au) at [onegov.nsw.gov.au](https://www.liquorandgaming.nsw.gov.au) instead.

How this request will be processed

Please allow at least 10 working days to receive an email response to your request.

Please complete all questions that apply to you. If information is missing, processing this notification will be delayed and the notification may be withdrawn.

How to lodge this form

✉ liquor.applications@liquorandgaming.nsw.gov.au

Include 'AM0200 Appointment of manager notice' in the subject line.

✉ Liquor & Gaming NSW
GPO Box 7060
Sydney NSW 2001

👤 Liquor & Gaming NSW
Level 6, 323 Castlereagh Street
Haymarket NSW 2000
Monday–Friday, 9am–5pm

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](https://www.liquorandgaming.nsw.gov.au)

✉ [Contact us online](https://www.liquorandgaming.nsw.gov.au)

☎ 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 notification and may be disclosed to other Government agencies for this purpose. General information about your notification may be published on an electronic noticeboard and information about the notification, if granted, on a public register. Providing this information is voluntary, but where relevant information is not provided this may lead to your notification 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](https://www.liquorandgaming.nsw.gov.au).

**This page is
intentionally blank**

Appointment of manager notice

OFFICE USE ONLY	AM0200
By	<input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> OTC
Date lodged	DD / MM / YYYY
Request no.	
Finalised by	
Date finalised	DD / MM / YYYY

Pre-lodgement checklist

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

	Office use only
All questions in Parts 1 to 3 have been answered.	<input type="checkbox"/>
The incoming manager has read and signed the declaration in Part 4.	<input type="checkbox"/>
The applicant has read and signed the declaration in Part 5.	<input type="checkbox"/>
Attachments Form APP900 'Approved manager approval' form (if appointed manager does not have an LIQXA number)	<input type="checkbox"/>

Part 1 This liquor licence

Liquor licence number
LIQ

Licence name

Name of licensee

ABN

ACN

Contact phone

Email

Part 2 About the appointed manager

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth
DD / MM / YYYY

City or town of birth

Email

Mobile

Home phone

Daytime phone

Driver licence no. State

Residential street address (compulsory)

continue overleaf

Suburb/town/city

State

Postcode

Country if not Australia

Postal address as above

We will use this mailing address when we contact this person about the licence.

Postal address

GPO/PO box or street address

Suburb/town/city

State

Postcode

Country if not Australia

Do you want the proposed manager to also be recorded as the licensee's contact person?

Yes  Go to Part 3

No 

Please nominate who is to be recorded

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

Email

Mobile

Home phone

Daytime phone

Driver licence no.

State

Residential street address (compulsory)

Suburb/town/city

State

Postcode

Country if not Australia

Postal address as above

We will use this mailing address when we contact this person about the licence.

Postal address

GPO/PO box or street address

Suburb/town/city

State

Postcode

Country if not Australia

continue overleaf

Part 3 About the appointment

Has the proposed manager been issued with a managerial licence (LIQXA) by L&GNSW?

Yes

LIQ or

LIQ

No

Complete the APP900 'Approved manager approval form' at liquorandgaming.nsw.gov.au and attach it to this notification.

Date appointment will take effect Must not be backdated

3A Refusal or disqualification

Has the incoming appointed manager been refused or disqualified from holding a liquor or gaming licence in Australia?

No Go to 3B

Yes

Please supply details:

3B Disciplinary action

Has the incoming appointed manager been subject to disciplinary action under liquor and gaming legislation in Australia?

No Go to Part 4

Yes

Please supply details:

continue overleaf

Part 4 Declaration – incoming appointed manager

- ▲ I consent to appointment as manager of the liquor licence in Part 1 of this notice.
- ▲ I certify that I am not appointed as the manager of other licensed premises at this time.
- ▲ I declare that I am not suspended or disqualified from appointment as a manager.
- ▲ I certify that I will implement practices at the licensed premises to ensure the responsible sale, supply and service of alcohol and the prevention of intoxication.
- ▲ I declare that I have disclosed all relevant information in this notification as to whether I have been refused, suspended or disqualified from holding a liquor or gaming licence in Australia, and whether I have been subject to any disciplinary action under liquor and gaming legislation in Australia
- ▲ 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 notice.

Name of incoming appointed manager

Signature

Date

Part 5 Declaration – applicant (must be an organisation)

- ▲ I declare that I am 18 years or older and I am authorised to lodge 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 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 notice.
- ▲ I acknowledge that failure to provide all required information may delay the effect of this notice.
- ▲ I understand that specific details I have supplied in this notice 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 L&GNSW is collecting information on behalf of the Independent Liquor & Gaming Authority Board (the Authority) to enable processing of the notification.
- ▲ I also understand that L&GNSW will use this 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 notice, L&GNSW may disclose information to other Government agencies.

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

Authorised signatory 1

Full name

Title e.g. director

Signature

Date

continue overleaf

Authorised signatory 2

Full name

Title e.g. director, company secretary

Signature

Date

If notification lodged by a legal or other representative

Name of representative

Mr Ms Mrs Miss Other

Given name

Family name

Representative's business name

Home phone

Email

Postal address

GPO/PO box or street address

Suburb/town/city

State

Postcode

Country if not Australia