

Change approved manager application

Before you complete this form

What this form is for

It's for an individual who wants to change the type of licensed premises able to be managed by an approved manager, who is already approved as an approved manager, to a different or additional type of licensed premises.

Note:

Use application form APP900 if you are an individual applying to become an approved manager for the first time.

Cost

- ▲ The fee for this application is set out in the [Liquor Fee Schedule](#). This is a processing fee and is **not refundable** if the application is withdrawn or not granted.

There is a 0.4% surcharge if you pay by credit card. No GST applies. Note that fees may change without notice.

Whose details must be included

- ▲ Applicant (must be an individual) (Part 2 and 6)
- ▲ Legal representative/solicitor (Part 6)

Pre-lodgement checklist

If information is missing, processing this application will be delayed and the application may be withdrawn.

- Have you answered all questions in Parts 1 to 3?
- Have you attached the documents listed in Part 4?
- Have you read and signed Part 4?
- Have you checked the [Liquor Fee Schedule](#) to ensure your fee is correct?
- Have you completed your credit card details or enclosed payment?
- Have you completed the notice?

How to lodge this form

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

Please include 'AM0925' Change approved manager application' 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

Please provide all pages of this application, your payment, and supporting documents. There's no need to attach these introduction pages.

Need more information?

🌐 liquorandgaming.nsw.gov.au

✉ [Contact us online](#)

☎ 1300 024 720

Explanation of terms

Term	Definition
applicant	The person or organisation qualified to make this application. The applicant may nominate a legal or other representative to be their contact person regarding this application.
approved manager	An individual who is approved to manage a licenced premises on behalf of a licensee.

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.

Change approved manager application

OFFICE USE ONLY

AM0925

Lodged by Email Mail OTC

Date lodged

Amount paid \$

Receipt no.

Request no.

Finalised by

Date finalised

Part 1 About the application

Approval manager number

LIQXA or

09

Does this application request approval for:

Please check one or more

- Club licences
- On-premises licences
- Small bar licences
- Hotel licences
- Packaged liquor licences
- Limited licence–special event
- Producer/wholesaler licences

Part 2 About the applicant (must be an individual)

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

Email

Home phone

Mobile

Daytime phone

Driver licence no. State

Residential street address

Suburb/town/city

State Postcode

continue overleaf

Country if not Australia

Postal address (if different from residential 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

Suburb/town/city

State

Postcode

Country if not Australia

Part 3 More information about the applicant

Has the applicant ever been appointed as a manager of a licensed premises in NSW?

Please check one only.

Yes

No

If **Yes**, complete details **below**

Licence name

Licence number

LIQ

Start date

End date

Has the applicant been refused from holding a liquor or gaming licence in Australia?

Please check one only.

Yes

No

If **Yes**, supply details:

If this application requests approval to manage club licences and/or hotel licences, does the applicant have responsible conduct of gambling (RCG) qualifications?

Please check one only.

Yes

No

Using the profile calculator at liquorandgaming.nsw.gov.au tell us the applicant's industry experience and profile below:

Please check one only.

A

B

C

Part 4 Other information we need

Attach

a copy of the applicant's RCG certificate or Photo Competency Card if applying for approval to manage club licenses and/or hotel licenses.

continue overleaf

Part 5 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 the attachments are true, correct and complete and that I have made all reasonable enquiries to obtain the information required to complete this application.
- ▲ I undertake to notify as soon as possible Liquor & Gaming NSW (L&GNSW) of any change to the information in this application if the information changes before the application is determined.
- ▲ I declare that immediately before or within two working days of lodging this application I will provide the required documents to the local police station.
- ▲ I declare that I am not suspended or disqualified from holding a liquor licence.
- ▲ I acknowledge that under s. 36 of the *Gaming and Liquor Administration Act 2007* and s. 307A of the *Crimes Act 1900* it is an offence to provide false, misleading or incomplete information in this application.
- ▲ I acknowledge that failure to provide all required information will result in the application being rejected.
- ▲ 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 L&GNSW is collecting information on behalf of Independent Liquor & Gaming Authority to enable processing of the application.
- ▲ 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 application, L&GNSW may disclose information to other Government agencies.

5A Applicant (must be an individual)

Name

Position

Signature

Date

DD / MM / YYYY

If the application is lodged by a legal or other representative, tell us:

Name of representative

Representative's business name

Daytime phone

Correspondence address

Email

continue overleaf

Part 6 Payment for this application

Use the [Liquor Fee Schedule](#) to calculate the fee for this application. Note this is a processing fee and is not refundable if the application is withdrawn or not granted.

Fees are subject to change without notice and do not incur GST.

Record the fee below:

Payment amount \$

Please pay by:

Credit card Cheque Cash Money order

Credit card payments

A surcharge of 0.4% is added to credit card payments.

Card type MasterCard Visa

Card number

Cardholder's name

Expiry date

Cardholder signature

Date

Cheque and money order payments

- ▲ Make payable to 'Liquor & Gaming NSW'.
- ▲ For cheques, please cross and mark 'Not negotiable'.

Cheque drawer name