

Change of secretary for a registered club

Before you complete this form

What this form is for

This application form is for an individual applying for approval to be the secretary of a registered club on a temporary or permanent basis. If the application is granted, the applicant will become the secretary.

Note:

The applicant must have a current responsible service of alcohol (RSA) qualification. They must also have a current responsible conduct of gambling (RCG) qualification if the club operates gaming machines.

Cost

Lodging this application is free of charge.

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 If information is missing, processing this application will be delayed and the application may be withdrawn.

Pre-lodgement checklist


If information is missing, processing this application will be delayed and the application may be withdrawn.


- I have answered all questions in Parts 1 to 3.
- I have attached documents requested in Part 4.
- I have read and signed the declaration in Part 5.
- I have completed the 'Notice to police'.
- I have current RSA certification, with RCG certification if the club operates gaming machines.
- A copy of this application including attachments has been lodged at the police station closest to the premises.

Attachments

- National Police Certificate issued within the last 3 months
- A copy of the three identity documents presented when applying for the National Police Certificate

How to lodge this form

 liquor.applications@liquorandgaming.nsw.gov.au
Include 'AM0950 Change of secretary of registered club' 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 application and attachments. 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.

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Change of secretary for a registered club

OFFICE USE ONLY

AM0950

By Email Mail OTCDate lodged Request no. Finalised by Date finalised

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

Part 1 This liquor licence

Liquor licence number

LIQ

Licence name

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

continue overleaf

3C RSA/RCG certification

Does the applicant have NSW responsible service of alcohol (RSA) certification?

- Yes
 No

If **Yes**, please supply details:

RSA competency card or interim certificate issue date

DD / MM / YYYY

RSA competency card or interim certificate no.

If **No**, RSA course must be completed prior to this application being lodged

If the registered club operates gaming machines, does the applicant have NSW responsible conduct of gambling (RCG) certification?

- Yes
 No

If **Yes**, please supply details:

RCG competency card or interim certificate issue date

DD / MM / YYYY

RCG competency card or interim certificate no.

If **No**, RCG course to be completed prior to this application being lodged.

Part 4 Please attach

- ▲ National Police Certificate (NPC) for the applicant issued within the last 3 months
- ▲ For further information on NPCs, go to Our services > National police checks > Information for individuals at acic.gov.au.
- ▲ A copy of the three identity documents presented when applying for the National Police Certificate.

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 attachments are true, correct and complete and that I have made all reasonable enquiries to obtain the information required to complete the application.
- ▲ I undertake to immediately notify 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 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 acknowledge that failure to provide all required information may result in delay or refusal of the 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 L&GNSW is collecting information to enable processing of the application. I also understand that the L&GNSW will use the information for its intended purpose only, store the information securely, and allow the applicant to access and update the information. When processing this application, L&GNSW may need to disclose information to other Government agencies.

5A Applicant details

Full name

Title e.g. director

Signature

Date

DD / MM / YYYY

continue overleaf

5B If application lodged by a legal or other representative

Name of representative

Mr Ms Mrs Miss Other

Given name

Family name

Representative's business name

Contact phone

Email

Postal address

GPO/PO box or street address

Suburb/town/city

State

Postcode

Country if not Australia

Police notice

Application for a change of secretary for a registered club



Application type

Change of secretary for a registered club

When lodging this application with Liquor & Gaming NSW, the applicant must immediately before or within two working days lodge a copy of this application with the local police station.

Note: This original notice must be lodged with the application. It will be posted on an electronic noticeboard available at liquorandgaming.nsw.gov.au while the application is pending.

- ▲ The general public and other stakeholders are invited to make submissions to L&GNSW about this application within 30 days of posting.
- ▲ Submissions can be lodged via the [Liquor & Gaming electronic noticeboard](#).

Complete **all** details below – then copy **all** pages of this application and lodge the copy with the local police station.

Application details

Applicant's name

has applied for approval to be the secretary of a registered club on a temporary or permanent basis.

Liquor licence number LIQ

Name of licensed premises

Address of licensed premises

Signature of applicant

Date

POLICE USE ONLY

AM0950

I, (insert name, position and organisation)

Certify that this notice was received on

DD / MM / YYYY

Liquor licence no.

LIQ

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Please submit this notice through the Liquor & Gaming NSW Application Noticeboard at liquorandgaming.nsw.gov.au. Please include the applicants liquor licence number in the subject line.

To submit this notice manually email liquor.applications@liquorandgaming.nsw.gov.au. Please include the applicants liquor licence number in the subject line, or post to Liquor & Gaming NSW GPO Box 7060, Sydney NSW 2001.

LIQUOR & GAMING NSW USE ONLY

Application number

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Lodged date

DD / MM / YYYY

Submissions close

DD / MM / YYYY

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