

Before you complete this form

What this form is for

This application form is for an individual applying for approval to be an approved manager of licensed premises for the first time.

What you need to know

The applicant must hold current RSA certification to manage these premises:

- ▲ on-premises licence
- ▲ producer/wholesaler licence
- ▲ packaged liquor licence
- ▲ hotel licence – general bar
- ▲ limited licence – special event
- ▲ small bar licence.

The applicant must have additional RCG certification to manage these premises:

- ▲ hotel licence – full hotel
- ▲ club licence.

If the applicant completed the RSA/RCG course within the past 90 days and has applied for (but not yet received) their competency card, they need to submit three forms of ID.

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 This is a processing fee and is **not refundable** if the application is withdrawn or not granted.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.

Want **streamlined processing** and a **10% discount on the processing fee**? Apply [online](#) at [onegov.nsw.gov.au](#) instead.

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If information is missing, processing this application will be delayed and the application may be withdrawn.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 5 if applicable?
- Have you attached document listed in Part 4?
- Have you read and signed Part 6?
- Have you checked the [Liquor Fee Schedule](#) to ensure your fee is correct?
- Have you completed your credit card details or enclosed payment?

Attachments

- National Police Certificate issued in past 3 months
- Copies of 3 forms of ID if proposed manager has applied for but not yet received their RSA/RCG competency card

How to lodge this form

✉ liquor.applications@liquorandgaming.nsw.gov.au
Include 'APP900 Approved manager of licensed premises 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

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@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 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.

Before you complete this form *continued*

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.
Liquor & Gaming application noticeboard	Details of all lodged liquor licence applications are available on the L&GNSW online noticeboard. Anyone can visit the noticeboard to check the status of liquor and gaming related licence applications in NSW. You can also track the progress of your application. Your personal details will not be displayed.

Approved manager of licensed premises application



OFFICE USE ONLY	APP900
By	<input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> OTC
Date lodged	DD / MM / YYYY
Amount paid	\$
GLS receipt no.	
Application no.	
Finalised by	
Date finalised	DD / MM / YYYY
Approval no.	

Part 1 About the application

Has the proposed manager ever been approved as a manager of licensed premises?

- Yes
- No

The applicant:

- holds a current RSA competency card
▶ Go to Part 2
- holds a current RSA/RCG competency card
▶ Go to Part 2
- completed their RSA or RCG training within the past 90 days and applied for their competency card
▼ Provide interim certificate details below

RSA interim certificate number

Interim certificate date

RCG interim certificate number

Interim certificate date

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

Mobile

Home phone

Daytime phone

Driver licence no.

State

Residential street address

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 3 Applicant experience

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

- Yes
 No

Has the applicant had more than 6 months continuous experience selling/supplying liquor at a licensed venue?

- Yes
 No

Has the applicant had five years or more continuous experience as a licensee at more than one venue?

- Yes
 No

Did these venues trade after 12 midnight?

- Yes
 No

Did these venues conduct live entertainment?

- Yes
 No

Did these venues have a capacity of 200 or more?

- Yes
 No

Has the applicant actively participated in a local liquor accord for more than 12 months as a licensee?

- Yes
 No

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.
- ▲ Copies of 3 forms of ID if applicant completed their RSA/RCG course within the past 90 days and has applied for (but not yet received) their competency card.

Part 5 Authorised agent

Please check below.

- The authorised agent is an individual
▶ Complete 5A and 5C only
- The authorised agent is an organisation (e.g. a company)
▶ Complete 5B and 5C only

5A If an individual applying on behalf of somebody else

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

continue overleaf

Driver licence no. State

Residential street address

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

5B If an organisation applying on behalf of somebody else

Name of organisation

ABN

ACN

Daytime phone

Email

Website

Residential street address

Suburb/town/city

State Postcode

Country if not Australia

Postal address as above

Postal address

GPO/PO box or street address

Suburb/town/city

State Postcode

Country if not Australia

continue overleaf

Contact person

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Gender

Date of birth

City or town of birth

Email

Daytime phone

5C Authorised agent declaration

I declare that the answers I have given for this person are accurate. I have explained to this person that their information may be released to third parties including NSW Police for verification.

Name

Signature

Date

Part 6 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 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 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.

Full name of applicant

Signature

Date

continue overleaf

Part 7 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 \$

Want **streamlined processing** and a **10% discount on the processing fee**? Apply [online](#) at onegov.nsw.gov.au instead.

Please pay by:

Credit card Cheque Cash Money order

Credit card payments

A surcharge of 0.4% will be added to credit card payments.

Card type MasterCard Visa

Card number

Name on credit card

Expiry date

Cardholder signature

Date

Cheque payments

Please cross and mark 'Not negotiable'. Make payable to 'Liquor & Gaming NSW'.

Drawer name