

# Casino Special Employee – notify change in circumstance

## Before you complete this form

### What this form is for

Casino Special Employees (CSE) who must notify us of:

- involvement in a criminal, civil or alternative dispute resolution proceedings
- a judgment against the CSE
- a change in the CSE's financial circumstances including:
  - i. becoming bankrupt
  - ii. applying to take the benefit of any law for the relief of bankrupt or insolvent debtors
  - iii. compounding with creditors or making an assignment of remuneration for their benefit, or
  - iv. entering into a compromise or scheme of arrangement with creditors.
- being suspended or terminated by a casino operator in any jurisdiction in and outside of Australia
- being excluded from another casino in any jurisdiction in and outside of Australia
- any disciplinary action relating to any other liquor, gaming, racing or wagering authorisation, in any jurisdiction in and outside of Australia.

### Note

A CSE must notify the NSW Independent Casino Commission (the NICC), via Liquor & Gaming NSW (L&GNSW), within 14 days of any of the above changes taking place.

### Cost

There is **no fee** for this service.

### Update details

To update your phone number, email, or home address, [use the online form](#).

## How to lodge this form

Email:

[lgnsw.approvals@liquorandgaming.nsw.gov.au](mailto:lgnsw.approvals@liquorandgaming.nsw.gov.au)

**Include 'CA0040 Casino Special Employee – notify changes in circumstance' in the email subject line.**

Provide pages 1 and 2 of this notification and your attachments. There is no need to attach the introduction pages.

## Your privacy

We will handle your personal information in accordance with the *Privacy and Personal Information Protection Act 1998*. Your information is being collected by L&GNSW on behalf of the NICC. It will be used for the purpose of processing your application and may be disclosed to other government agencies for this purpose. 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](http://liquorandgaming.nsw.gov.au).

Explanation of terms

Term	Definition
Applicant	The person qualified to make this application.
Authorised witness	Read the definition at <a href="http://liquorandgaming.nsw.gov.au">liquorandgaming.nsw.gov.au</a> .
Casino Special Employee	For the purpose of this document, means a person who holds a Casino Special Employee Licence.
Person	Includes a reference to a corporation.
The NICC	The NSW Independent Casino Commission (NICC) which is supported by L&GNSW.
Jurisdiction	Includes any state within Australia and any country outside of Australia.

Don't forget

Please fill out all relevant sections and attach the required documents. If information is missing, it can delay processing and the application may be withdrawn.

- ☐ I have completed all relevant sections.
- ☐ I have included all required attachments.
- ☐ I have read Part 8 and signed Part 8A.

# Casino Special Employee – notify change in circumstance

## Part 1 Update a Casino Special Employee's legal name

Previous full name (first, middle and surname)

New legal name (first, middle and surname)

If you are advising of a change of name, please provide evidence for the name change, such as marriage or divorce certificate, or name change certificate.

Date of birth

City or town of birth

Residential address




## Part 2 Involvement in criminal, civil or alternative dispute resolution proceedings

The terms of settlement (unless the terms of settlement are prohibited from being disclosed) or the result of the finalisation of the proceedings (including the making of an order under section 10 of the *Crimes (Sentencing Procedure) Act 1999*) must be provided. Provide documentation showing the court outcome or, if settled out of court, a copy of the settlement agreement (regardless of whether any terms of the agreement are confidential).

Name of the proceedings

Names of other parties to the proceedings



Address of other parties to the proceedings

Date of commencement/settlement/discontinuance or finalisation of the proceedings

## Part 3 Judgment against the Casino Special Employee

A copy of documentation providing the terms of the judgment must be provided.

Nature of event	Court date	Offence	Court outcome
	DD / MM / YYYY		
	DD / MM / YYYY		
	DD / MM / YYYY		

## Part 4 Changes in financial circumstances

A copy of documentation regarding the change in financial circumstances must be provided.

Date	Terms
DD / MM / YYYY	
DD / MM / YYYY	

continue overleaf

## Part 5 Suspension by a casino operator in any jurisdiction

Date	Casino	Reason
DD / MM / YYYY		

## Part 6 Termination by a casino operator in any jurisdiction

Date	Casino	Reason
DD / MM / YYYY		

## Part 7 Exclusion by another casino in any jurisdiction

Date	Casino	Reason
DD / MM / YYYY		

## Part 8 Disciplinary action by other liquor, gaming, racing or wagering authority in any jurisdiction

Date	State/Country	Authorisation Type	Authorisation Number
DD / MM / YYYY			

Reason

Outcome

## Part 9 Declaration

- I declare that I am 18 years or older and I am authorised to lodge this notification.
- I declare that the contents of this notification including the attachments are true, correct and complete and that I have made all reasonable inquiries to obtain the information required to complete the notification.
- I acknowledge that under the *Gaming and Liquor Administration Act 2007* and the *Crimes Act 1900* it is an offence to provide false, misleading or incomplete information in this notification.

### 9A Casino Special Employee declaration

Full name of applicant

CSE licence number

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Date