

Kings Cross high risk venue manager form

Before you complete this form

What this form is for

Use this form to apply to become an approved manager for a Kings Cross high risk venue.

What you need to know

- ▲ Kings Cross high risk venues are required to be under the supervision and management of an approved manager during specified times if the licensee is absent.
- ▲ The approved manager must be present in the venue while the venue is trading from 9:00pm each day until 7:00am the following day, or until the venue ceases trading, whichever occurs first.
- ▲ Importantly, high risk venue managers will be responsible for the personal supervision and management of the conduct of the licensed venue during the required times. A high risk venue manager can be personally liable for any offences committed by the licensee or staff whilst they have responsibility for the venue.

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 This is a processing fee and is **not refundable** if the application is withdrawn or not granted.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

Pre-lodgement checklist

Before completing this application, check that you are eligible to apply

- Do you have a Responsible Service of Alcohol (RSA) competency card?
- Have you completed an approved privacy training course?
- Do you have supervisory experience?
- Do you have knowledge of Kings Cross special conditions?

If information is missing, processing this application will be delayed and the application may be withdrawn.

- Have you answered all questions in Parts 1 and 2?
- Have you attached the documents listed in Part 4 if applicable.
- Have you read and signed Part 3?
- Have you checked the [Liquor Fee Schedule](#) to ensure your fee is correct?
- Have you completed your credit card details or enclosed payment?

I have attached

- A copy of my National Police Certificate. To apply for this certificate visit [service.nsw.gov.au](#).
- A copy of my competency card, and a copy of my interim privacy certificate (if not endorsed on the competency card).
- A resume (curriculum vitae), if required, to show full details of work experience relating to sections 2A and 2B.

How to lodge this form

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

Please include 'CC0650 Kings Cross high risk venue manager form' 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@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 will be disclosed to NSW Police for this purpose. 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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Period of employment

MM / YYYY to MM / YYYY

Venue 2

Venue name

Period of employment

MM / YYYY to MM / YYYY

Venue 3

Venue name

Period of employment

MM / YYYY to MM / YYYY

Have you ever been employed in any other licensed venue located within the Kings Cross precinct?

No

Yes Please list venue(s)

Venue 1

Venue name

Period of employment

MM / YYYY to MM / YYYY

Venue 2

Venue name

Period of employment

MM / YYYY to MM / YYYY

Venue 3

Venue name

Period of employment

MM / YYYY to MM / YYYY

Venue 1

Venue name

Period of being a manager/supervisor

MM / YYYY to MM / YYYY

Length of time

Name of licensee during that period

Daytime phone for licensee

Email for licensee

Venue 2

Venue name

Period of being a manager/supervisor

MM / YYYY to MM / YYYY

Length of time

Name of licensee during that period

Daytime phone for licensee

Email for licensee

Venue 3

Venue name

Period of being a manager/supervisor

MM / YYYY to MM / YYYY

Length of time

2B Late trading experience

Provide details of management or supervisory experience in a late trading venue.

- ▲ Late trading venue means a licensed premises that trades after midnight at least one day of the week, on a regular basis
- ▲ You must provide evidence of at least 12 months of experience in late trading venues

continue overleaf

Part 3 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 inquiries to obtain the information required to complete the application.
- ▲ I undertake to immediately notify Liquor & Gaming NSW 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 or misleading 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 Liquor & Gaming NSW is collecting information on behalf of the Secretary of the Department of Industry to enable processing of this application. I also understand that the information will be used for its intended purpose only. Liquor & Gaming NSW will store the information securely, and allow the applicant to access and update the information. When processing this application, Liquor & Gaming NSW or the Secretary of the Department of Industry may need to disclose information to other Government agencies in addition to the police.

Name

Position

Signature

Date

Part 4 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