



## Change of secretary – registered club

### Information for applicants

1. This application form is for an individual applying for approval to be the secretary of a registered club on a temporary or permanent basis.
2. If the application is granted, the applicant will become the secretary.
3. The applicant must have a current Responsible Service of Alcohol qualification to lodge this application.
4. The applicant must have a current Responsible Conduct of Gambling qualification if the club operates gaming machines.
5. **No payment is required.**
6. Complete all applicable questions. If information is missing, we can ask you to supply the required information and/or documents to support the application. Failure to supply information can delay a decision on the application.
7. For more information, visit [www.ilga.nsw.gov.au](http://www.ilga.nsw.gov.au) or [www.olgr.nsw.gov.au](http://www.olgr.nsw.gov.au)
8. For assistance, call (02) 9995 0894 or email [info@olgr.nsw.gov.au](mailto:info@olgr.nsw.gov.au)
9. Lodge this application form with supporting documents by one of the following methods:

#### Post

Office of Liquor  
Gaming & Racing  
GPO Box 7060  
Sydney NSW 2001

#### Deliver to

Office of Liquor  
Gaming & Racing  
Level 6, 323 Castlereagh St  
Haymarket NSW 2000

#### Email

[liquorapplications@olgr.nsw.gov.au](mailto:liquorapplications@olgr.nsw.gov.au)

#### OFFICEUSE ONLY

AM0950

By (circle): mail | OTC | fax | email

Date lodged \_\_\_\_\_

Request number \_\_\_\_\_

Finalised by \_\_\_\_\_

Date finalised \_\_\_\_\_

THIS FORM CONTAINS FILLABLE FIELDS

### PART 1 About the liquor licence

Tell us the:

Liquor licence number LIQC3 \_\_\_\_\_

Licence name \_\_\_\_\_

### PART 2 About the applicant (the applicant must be an individual)

Title \_\_\_\_\_ Gender \_\_\_\_\_

First name \_\_\_\_\_ Middle name \_\_\_\_\_

Surname \_\_\_\_\_ Date of birth (dd mm yyyy) \_\_\_\_\_

Place of birth e.g. Camperdown \_\_\_\_\_ Phone (home) \_\_\_\_\_

Phone (mobile) \_\_\_\_\_ Phone (daytime) \_\_\_\_\_

Fax \_\_\_\_\_ Driver's licence \_\_\_\_\_ State \_\_\_\_\_

Email address \_\_\_\_\_



Residential address (always a 'physical' street address)

Street no. Street name
Town/city State Postcode
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.

PO Box or street no. Street name
Town/city State Postcode
Country (if not Australia)

PART 3 More information about the applicant

Has the applicant ever been approved as a secretary of a registered club or as a liquor licensee or approved manager of a liquor licence in NSW? Yes No

If Yes, supply licence name, licence number and start/end dates:

Multiple horizontal lines for providing licence details.

If Yes, and the appointment was as an employee, tell us:

Employer's name Position with the employer
Start date with employer (dd mm yyyy) End date with employer (dd mm yyyy)
Employer's liquor licence number

Has the applicant been refused or disqualified from holding a liquor or gaming licence in Australia? Yes No

If Yes, supply details:

Multiple horizontal lines for providing details of refusal or disqualification.

**Please provide details of the applicant's Responsible Service of Alcohol (RSA) qualifications:**

RSA certificate or competency card issue date \_\_\_\_\_ RSA training provider (e.g. TAFE NSW) \_\_\_\_\_

Provider's institution name (e.g. Ryde Institute of TAFE) \_\_\_\_\_

RSA certificate or competency card number \_\_\_\_\_

If **No**, when will the applicant complete the RSA course? (applicant must complete RSA course before this application can be approved) \_\_\_\_\_

Using the profile calculator at [www.olgr.nsw.gov.au](http://www.olgr.nsw.gov.au), what is the applicant's industry experience and profile \_\_\_\_\_ Print A, B or C here \_\_\_\_\_

**If the registered club operates gaming machines, please provide details of the applicant's Responsible Conduct of Gaming (RCG) qualifications:**

RCG certificate or competency card issue date \_\_\_\_\_ RCG training provider (e.g. TAFE NSW) \_\_\_\_\_

Provider's institution name (e.g. Ryde Institute of TAFE) \_\_\_\_\_

RCG certificate or competency card number \_\_\_\_\_

**PART 4 Other information we need**

**Attach:**

- a National Police Certificate for the applicant, issued within the last 3 months  
To obtain a National Police Certificate in NSW, visit your local police station and complete 'National Criminal History Record Check application form P799, present 3 of the acceptable identity documents, and pay the fee. For more information, go to [www.police.nsw.gov.au](http://www.police.nsw.gov.au) and select the Criminal Records link. Similar arrangements apply in other States/Territories.
- a copy of the 3 identity documents presented when applying for the National Police Certificate
- a copy of the applicant's RSA certificate (if applicable - holders of an RSA competency card do not need to provide a copy)
- a copy of the applicant's RCG certificate (if applicable - holders of an RCG competency card do not need to provide a copy).

**PART 5 Payment**

**No payment is required for this application.**

## 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 inquiries to obtain the information required to complete the application.
- I undertake to immediately notify the Authority 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 Independent Liquor & Gaming Authority is collecting information to enable processing of the application. I also understand that the Authority 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, the Authority may need to disclose information to other Government agencies.

## PART 6A Applicant (must be an individual)

| Name      | Position |
|-----------|----------|
| Signature | Date     |

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

Name of representative \_\_\_\_\_

Representative's business name \_\_\_\_\_

Phone (daytime) \_\_\_\_\_ Fax \_\_\_\_\_

Address for correspondence \_\_\_\_\_

Email address \_\_\_\_\_

### Reminder

Before sending your application to us, check:

1. You have answered all questions in Parts 1 to 3
2. You have attached the documents listed in Part 4
3. You have read and signed Part 6
4. You have completed the notice
5. All pages of this application (including attachments) must be lodged
6. A copy of this application (including attachments) must be lodged at the Police Station nearest to the premises.



LIQUOR LICENCE-RELATED APPLICATION – NOTICE TO POLICE

When lodging this application with the Independent Liquor & Gaming Authority, the applicant must immediately before or within two working days lodge a copy of this application with the police station nearest to the premises.

Complete all details below – then copy all pages of this application and attachments and lodge the copy with the police station nearest to the premises.

NOTE – This original notice must be lodged with the application.

Applicant's name

has applied to the Independent Liquor & Gaming Authority for approval to be the secretary of a registered club on a temporary or permanent basis

Registered club name

Liquor licence number LIQC3

Submissions about this application can be made to the Independent Liquor & Gaming Authority within 14 days.

Signature

Date

POLICE USE ONLY

I, (insert name, position and organisation)

Certify that this notice was received on:

Send this notice to GPO Box 7060, Sydney, NSW, 2001. Email liquorapplications@olgr.nsw.gov.au

AUTHORITY USE ONLY

Application number Lodged date

Submissions close