

## APPROVED MANAGER (LIQUOR) APPLICATION

### Office Use Only

Person No.: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Licence No.: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Initials: \_\_\_\_\_

#### Fees:

To find out the current application fee go to [www.olgr.qld.gov.au](http://www.olgr.qld.gov.au)

#### Instructions

Please complete in **BLOCK** letters. Attach extra pages if needed. If you need help completing this form, visit our website [www.olgr.qld.gov.au](http://www.olgr.qld.gov.au) or contact the Office of Liquor, Gaming and Racing on 13 13 04.

#### Privacy Statement – Please read

The Department is collecting information, including personal information, for the purposes of the *Liquor Act 1992*. In accordance with the legislation, some personal information may be passed to the Queensland Police Service to assist with criminal history searches, and business information is placed on a register that may be inspected by the public. In other instances, information on this form can be disclosed without your consent where authorised or required by law.

Warning: False or misleading statements will attract a maximum penalty of 100 penalty units or 6 months imprisonment and may lead to immediate cancellation of licence.

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## Part 1 – Instructions for completing this Application Form for an Approved Manager

The *Liquor Act 1992* (the Act) provides for the regulation of the sale and supply of liquor and the provision of Adult Entertainment. The Office of Liquor, Gaming and Racing (OLGR) is responsible for the administration of this Act.

Section 142Q of the Act allows for a person, 18 years of age or over, to make application to become an Approved Manager. Such approval is valid for 5 years from the date of issue.

Prior to your application being decided OLGR undertakes various investigations and enquiries into your suitability to be accepted as an Approved Manager under the Act. **This may include your fingerprints being taken and checks with law enforcement agencies.**

Therefore, it is essential that the following information is provided and items in the application form completed:-

1. **THE APPLICATION MUST BE FULLY COMPLETED.** This will allow OLGR to assess the application as quickly as possible.
2. The *Declaration and Authority for Release of Information* on pages 6 and 7 respectively must be completed and signed. As part of our assessment, enquiries may have to be made with external agencies to ascertain any criminal history. The Act places an onus on OLGR to ensure that applicants are fit and proper.  
  
If these items are not completed and signed the application will be returned to you for completion.
3. Please forward a current copy of one of the following photo identification documents:  
Driver's licence or Learner's certificate (front and back), Passport or an 18 Plus card with your application. The lodged identification document must be certified by a Justice of the Peace or Commissioner of Declarations.
4. A copy of current *Responsible Management of Licensed Venues (RMLV)* and *Responsible Service of Alcohol (RSA)* certificates.
5. Two (2) identical coloured passport only photographs must be supplied and;
  - must not be more than six (6) months old;
  - must be against a plain light background and approximately 35mm wide x 45mm high (passport size);
  - display a full view of head and shoulders without any head covering or tinted glasses (if you normally wear glasses, you should do so in the photograph).

Photos that do not meet these criteria will not be accepted and will be returned to you.

6. The Prescribed Fee must accompany this application. Cheques or money orders should be made payable to Queensland Treasury. **Please note that this fee is non-refundable** and your application will not proceed unless accompanied by the fee.

**DO NOT MAIL CASH.**

7. Directions for Completion;

- Type or Print in block letters.

- If there is insufficient space, please supply the information on an attachment page.

Once completed, the application and copies of all the required documents should be forwarded to:

By mail: The Executive Director, Office of Liquor, Gaming and Racing, Locked Bag 180, City East Q 4002

In person: Office of Liquor, Gaming and Racing, Level 4, 33 Charlotte Street, Brisbane Qld 4000

Enquiries can be directed to (07) 3224 7131, Email: liquor-enquiries@treasury.qld.gov.au.

**Facsimile applications will not be accepted.**

**CHANGE OF ADDRESS**

Failure to advise the Office of Liquor, Gaming and Racing in writing of **any change in circumstance, e.g. address, telephone numbers, etc. within 7 days of the change**, which results in this office being unable to contact you, may result in your application being recommended for refusal.

### Application Check List

To ensure that your application can be processed as soon as possible, have you completed each of the following activities *(please tick box)*?

- 1. Completed and signed the *Declaration* on page 6.
- 2. Completed and signed the *Authority for Release of Information* on page 7.
- 3. Answered every question in the application.
- 4. Included your contact address and telephone number.
- 5. Attached a copy of one photo identification document:
  - Current Driver's Licence or Learner's Permit (front and back);
  - Current Passport or Work/Travel Visa;
  - 18+ Card
- 6. Attached two (2) identical passport size photographs of yourself.
- 7. Provided details of any arrests, detentions and litigations on the attachment page (if applicable)
- 8. Enclosed the prescribed fee.

Upon receipt of your application, you may be contacted within approximately three (3) weeks to arrange for the taking of your fingerprints.

All applications are processed as quickly as possible. However, delays do occur when requests for information to interstate and overseas agencies have to be made.

Signature of Applicant .....

## Part 2 – Personal Information

<b>Section 1</b> Name of Applicant	Mr / Mrs / Miss / Ms / Dr <i>(Please circle)</i> Surname ..... First Name ..... Middle Name(s) .....
<b>Section 2</b>	Have you ever been known by another name such as maiden name, alias(es), name changes (legal or otherwise)? <input type="checkbox"/> No <input type="checkbox"/> Yes - please provide full details including reason for change: ..... .....
<b>Section 3</b> Current Residential Address	No. .... Street..... Suburb ..... Town..... City ..... State <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Section 4</b> Postal Address <small>(write 'as above' if same as residential address)</small>	No. .... Street..... Suburb ..... Town..... City ..... State <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Section 5</b> Telephone Numbers <small>(a contact number or email address must be provided)</small>	Home ( ) ..... Business ( ) ..... Mobile ..... Email.....
<b>Section 6</b> Birth Details	Date of Birth <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Place of Birth Town ..... State..... Country .....
<b>Section 7</b> Driver's Licence Details	Are you the holder of a current Driver's Licence? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, Licence Number: ..... State of issue: .....
<b>Section 8</b> Gambling Licence Details	Have you ever previously held a gambling licence in Queensland? <small>(i.e. Casino Employee, Casino Key Employee, Gaming Employee, Gaming Nominee, Gaming Repairer, Keno Employee, Key Employee- Wagering, Key Lottery Employee, Key Monitoring Employee or Machine Manager).</small> <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, Licence Number: ..... in the name of: .....

**Section 9  
Arrests and  
Detentions**

Have you ever been arrested or summonsed for an offence (including drink driving offences), or been issued with a notice to appear in court regardless of the disposition, in Queensland, interstate or overseas?

- No
- Yes – you must supply the details in the space provided below. List all cases without exception.

**IT IS IMPORTANT THAT IN THIS SECTION YOU INCLUDE ANY OF THE FOLLOWING:**

- Offences for which you were arrested, summonsed, or required to appear or to submit correspondence to a Court in Queensland, Interstate or Overseas.
- **You must include all offences** whether you personally appeared in Court or the matter was dealt with in your absence.
- **You must include the result of each matter whether you were convicted or not or the court decided not to record a conviction.** The result could include a fine, probation order, Costs of Court, an order for restitution, community service order etc.

Please note that while previous criminal convictions, offences or charges do not necessarily prevent a person from obtaining acceptance as a Liquor Approved Manager, you are required to disclose all these matters in this application form. **Failure to disclose these matters may affect your application.**

Nature of Offence (at time of offence)	Age	State	City, Town or Country	Date of Offence	Result or Hearing or Other Disposition

**IF YOU HAVE INDICATED AN OFFENCE PLEASE SUPPLY THE EVENT(S) THAT LED UP TO THE OFFENCE ON THE ATTACHMENT PAGE AT THE BACK OF THIS APPLICATION.**

PLEASE NOTE:

You may be required to obtain character references from three (3) persons who are not related to you and who have known you for a period of not less than two (2) years in the last five (5) years. Referees may be asked to appraise your character and reputation.

**Section 10  
Mandatory  
Training**

Have you completed the two day *Responsible Management of Licensed Venues (RMLV)* course and the *Responsible Service of Alcohol (RSA)* course?

- No – This application cannot be considered until the RMLV and RSA courses are completed. Please advise when, where and with whom the training will be completed? Please provide a copy of the certificates once the training has been completed.  
.....  
.....
- Yes – Please provide copies of the Certificate of Completion for both courses.



## Part 4 – Declaration

I, .....  
Full name of applicant

hereby declare:

- (a) I am the person identified in Section 1 on page 3 of this application form;
- (b) I wish to apply for acceptance as an Approved Manager under the *Liquor Act 1992*;
- (c) I certify that the statements and particulars contained herein and all information accompanying this form is true and correct in every detail.

Signed at ..... this ..... day of ..... 20 .....  
Suburb/Town

Signature: .....

In the presence of .....  
Signature of Witness over 18 years of age

### Name and address of Witness

Name .....

Address ..... Postcode.....

*Please paste one  
photo in this box*

*Please sign where indicated  
(ensure entire signature  
remains within lines)*

*Please paste one  
photo in this box*

*Please sign where indicated  
(ensure entire signature  
remains within lines)*

Two (2) identical coloured passport only photographs must be supplied and;

- must not be more than six (6) months old;
- must be against a plain light background and approximately 35mm wide x 45mm high (passport size);
- display a full view of head and shoulders without any head covering or tinted glasses (if you normally wear glasses, you should do so in the photograph).

Photos that do not meet these criteria will not be accepted and will be returned to you.

## Part 5 – Authority for Release of Information for an Individual

I, ..... of  
Insert full name in BLOCK letters

.....  
Residential address

hereby authorise:

1. the chief executive under the *Liquor Act 1992*, or delegated officer of the Office of Liquor, Gaming and Racing, to undertake any necessary investigations or enquiries with State, Federal or Overseas Police authorities or any other relevant agency and
2. for such information to be provided to, and held by, the Office of Liquor, Gaming and Racing.

Signature .....

Date   /   /      
D D / M M / Y Y Y Y

## Payment Authority Form

This form can be used for the payment of all OLGR fees.

Current fees are located on the OLGR website under the Licensing -> Liquor Licensing headings: [www.liquor.qld.gov.au/Forms/Manager.html](http://www.liquor.qld.gov.au/Forms/Manager.html)

The amount of \$ .....00 (GST not applicable)

In payment of (fee type) .....

Cheque / Money Order attached (payable to Queensland Treasury)

OR

Charge:

Mastercard  VISA

Credit Card No.

Expiry Date:  /

Cardholder's Name: .....

Cardholder's Signature: .....

Date:  /  /   
D D / M M / Y Y Y Y

Attach this form to the relevant documentation / application and forward to:

**Office of Liquor, Gaming and Racing  
Locked Bag 180  
CITY EAST QLD 4002**