

FAST-TRACK UPGRADE 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

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 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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Purpose of Fast-Track Upgrade application

The Office of Liquor, Gaming and Racing is collecting the information on this form to assess the suitability of the applicant in order to consider a Fast-Track Upgrade to be accepted as an Approved Manager under the *Liquor Act 1992*.

This form may only be completed by applicants who hold current certificates of completion for RSA and RMLV training.

Persons who currently hold one of the following licences and current RSA and RMLV training certificates may use this form to fast track their application: Liquor Licence Nominees, Casino employee, Casino Key Employee, Gaming Employee, Gaming Nominee, Gaming Repairer, Keno Employee wagering, Key Lottery Employee or Key Monitoring Employee.

Any of the above without current certificates of completion for RSA and RMLV training must complete Form 4.

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 3.
- 2. Answered every question in the application.
- 3. Included your contact address and telephone numbers.
- 4. Attached two (2) identical passport size photographs of yourself.
- 5. Enclosed the prescribed fee (refer to Current Fees and Charges Schedule). Cheques or money orders should be made payable to *Queensland Treasury*.
(*Please note this fee is non-refundable and applications will not proceed unless accompanied by the fee.*)
- 6. The required certificates (RMLV and RSA) are attached.

Signature of Applicant

Once completed, the application and fee 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.

PLEASE NOTE

You are required to notify the Office of Liquor, Gaming and Racing (in writing) of any change of address within seven (7) days.

Part 1 – Personal Information

Section 1 Name of Applicant

Mr / Mrs / Miss / Ms / Dr (*Please circle*)

Surname First Name
Middle Name(s)

Section 2 Current Residential Address

No. Street.....
Suburb Town.....
City State Postcode

Section 3 Postal Address

(write 'as above' if same
as residential address)

No. Street.....
Suburb Town.....
City State Postcode

Section 4 Telephone Numbers

(a contact number or
email address must be
provided)

Home () Business ()
Mobile.....
Email.....

Section 5 Birth Details

Date of Birth / /
D D M M Y Y Y Y Male Female

Place of Birth

Town State.....
Country

Section 6 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 2 – Declaration

I,
Full name of applicant

hereby declare:

- (a) I am the person identified in Section 1 on page 2 of this application form;
- (b) I wish to apply for acceptance as an Approved Manager under the *Liquor Act 1992*;
- (c) My current Gaming Licence No. is
- The expiry date of my Gaming Licence is
- (d) I certify that the statements and particulars contained herein and all information accompanying this form is true and correct.

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 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.

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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

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**