

## Responsible Person Approvals Frequently Asked Questions

### Legislative Change

The *Liquor Licensing Act 1997* has been amended so that approval as a Responsible Person now applies industry-wide, rather than the approval being venue specific.

### For Individuals (either currently approved, or seeking approval)

#### If I am currently approved as a Responsible Person do I need to re-apply?

No, if you are currently approved as at 16 January 2014 then your approval is recognised and is now an industry-wide approval.

#### I am not approved as a Responsible Person - how can I apply?

New applications still need to be made by a licensee of a licensed premises, on your behalf, to Consumer and Business Services (CBS). The licensee will need to complete the Application for [Approval of a Person form](#) and you will need to complete a [Personal Information Declaration](#). Both documents are to be lodged together with the [application fee](#) and can be found on our website.

#### I am not sure if I am currently approved as a Responsible Person. How can I check?

If you believe you have been previously approved and have an ID number, you can confirm whether you are currently approved at: <http://www.cbs.sa.gov.au/wcm/liquor-and-gambling-public-register/>

#### Can I still wear my current badge even though I am now a Responsible Person at a different premises to that shown on the badge?

Yes, you can wear your current Responsible Person badge at any licensed premises where you are working in the role of Responsible Person. You can purchase a new badge which will have no premises name but it is not a requirement.

#### Can I get a new badge that does not show a specific licensed premises?

Yes, you can purchase a new badge. The cost of a replacement badge can be found on our website.

#### Do I have to get a new badge that is not venue specific?

No, you don't have to. If you want to, you can purchase a new badge. The cost of a replacement badge can be found on our website.

#### I am currently approved as a Responsible Person but I have lost my badge. Can I request a new one?

Yes, you can purchase a new badge. The cost of a replacement badge can be found on our website.

#### If I request a new badge, will I have to provide a new photo?

Generally, if CBS has a photo on file that is not more than ten years old, you won't be required to provide a new photo, however, you may wish to update your photo at the time of requesting a new badge.

#### Is my gaming approval also recognised industry wide?

No, gaming approvals are still venue specific.

#### If I am also approved as a Gaming Manager/Employee and a Responsible Person at the same venue, am I now required to wear two badges?

No, the badge issued by CBS will show that you are approved for both Gaming and Liquor, these badges will still be venue specific. (Approved Responsible Person only badges will no longer show a specific licensed premises name).

#### If I am approved as a Gaming Manager/Employee and a Responsible Person at Venue A but am only a Responsible Person at Venue B, which badge do I wear?

You should wear the CBS issued badge showing you as approved for both Gaming and Liquor at the first venue but will need to request a second badge, showing only your Responsible Person approval, for the second venue (if you don't already have one).

## For Licensees

### When did these changes come into effect?

From 16 January 2014.

### What do licensees need to do when employing a new Responsible Person?

If the person has never been approved as a Responsible Person the licensee will need to complete the Application for Approval of a Person form and the employee will need to complete a Personal Information Declaration. Both documents are to be lodged together with the application fee and can be found on our website.

If the person claims to be currently approved, the licensee should ask to see their ID Badge as issued by CBS and then check with CBS using the search facility link that the person is in fact still approved.

CBS recommends that licensees also ask to see any relevant training certificates (for example, completion of Responsible Service of Alcohol training).

### How do licensees check if someone is currently approved as a Responsible Person?

You can confirm if someone is currently approved by entering their ID number at:

<http://www.cbs.sa.gov.au/wcm/liquor-and-gambling-public-register/>

### What does a licensee do when an employee approved as a Responsible Person leaves their premises, is there an obligation to notify Consumer and Business Services?

No, there is currently no obligation on licensees to advise CBS of Responsible Persons currently employed, or no longer employed, at their licensed premises.

### Will CBS still maintain reports of people currently approved as a Responsible Person and where they are currently approved?

When an application is first made for a person to be approved as a Responsible Person, the application will be recorded against the licensee making the application for administrative purposes only. The person will be approved industry wide however, once the approval is granted. There is no obligation for licensees to advise CBS when employing or ceasing to employ an approved Responsible Person, therefore the reports previously available will no longer be relevant.

### If someone is employed as both an approved Responsible Person and a Gaming Manager/Employee, will they be required to wear two badges?

No, the badge issued by CBS will show that the person is approved for both Gaming and Liquor. These badges will still be venue specific unlike Approved Responsible Person only badges, which will no longer show a specific licensed premises name.

The approved person can purchase a second badge showing only the Responsible Person approval that is not venue specific.

### Are licensees required to maintain a list of Responsible Persons employed by them?

The Liquor Licensing Act does not require a register of Responsible Persons to be kept, however, CBS recommends licensees maintain a register of all staff involved in the sale or supply of liquor to assist in meeting training requirements as set out in the Commissioner's General Code of Practice.

### For more information

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CBSapplications@sa.gov.au	<a href="http://www.cbs.sa.gov.au">www.cbs.sa.gov.au</a>	Ph: 08 8226 8655	Customer Service Centre 91 Grenfell Street ADELAIDE SA 5000