



## Approved Committee Member Badge

From 4 October 2023, approved committee members can perform the duties of a Responsible Person (RP). They can do this without the usual RP application and associated fee.

Anyone performing the duties of a responsible person must wear an identification badge (RP badge) issued by the commissioner.

You need to print the badge yourself from the template that CBS will provide.

The application is called “**Print your own replacement badge**” although in this case it is not an actual replacement.

You will need your Club’s licence number.

You will need to take a photo of yourself for your replacement badge.

You will need either a webcam or if you are using a mobile device/tablet you can use your device's camera (recommended).

Follow the steps below:

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1. Go to CBS [HERE>>](#) then **Liquor, Gambling & Lotteries page** then **Print your own replacement badge** from menu on right. Scroll down to **ID badges** - then **Request a new responsible person badge - Start now**, then **Get started**

## Request a new badge

If you've lost or misplaced your responsible person badge, you can request a new one.

Gaming managers or employees can print a badge for both gaming and liquor from the [Barring and online employee notification system \(BOEN\)](#).

Email [liquorandgaming@sa.gov.au](mailto:liquorandgaming@sa.gov.au) if you can't use the online request form or have any technical issues.

There's no fee to request a replacement badge.

[Start now](#)

2.

### Application details

#### Type of badge

This form will allow you to create two different types of badges.

If you select 'Licensed venue' below, the badge will relate to a particular venue and any relevant approvals you have relating to that licence. Select this option if you under any of the following categories:

- Director of Liquor Licensee Company
- Equity interest
- Liquor Licensee
- Committee Member
- Position of authority

If you are also approved as a Responsible Person, this will automatically be included on the badge.

If you select 'Responsible Person' below, the badge will not relate to any particular licensed venue and the only category that will show on your badge will be 'Responsible Person'.

Select this option if you require a badge that you can use across multiple licensed venues.

\* Does your badge relate to a specific licensed venue or do you want a universal Responsible Person badge?

- Licensed venue
- Responsible person

[Next](#)

Select **Licensed venue** and type your **Club licence** number into the box that appears, then the **magnifying glass**. The Club name will appear – check it is correct before proceeding.

3.

### Application details

**Your details**

**i** : Please enter your given name, surname and date of birth then press 'Next' to search for your approval(s) for licence number 57204 Bowling Club.

\* Given name (First name)

\* Family name (Last name / Surname)

\* Date of birth (dd/mm/yyyy)

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Enter First and Surname and date of birth.

4. Complete information as required for category (committee member), email address

### Request a replacement badge

**Application details** Status: In progress

Approval categories

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and follow instructions for taking and uploading your photo.

5. Tick **Declaration** box and **Submit**.

6. CBS will send a template of the badge for printing.