



Committee Changes for Clubs

CLUB LICENCE, CLUB LICENCE – GAMING SUSPENDED and CLUB LICENCE WITH GAMING

If your Club holds a Club Licence you need to notify CBS of changes to committee members **within 14 days**. This is an online only application. Use steps 1 to 5 below.

CLUB LICENCE

NO FEE

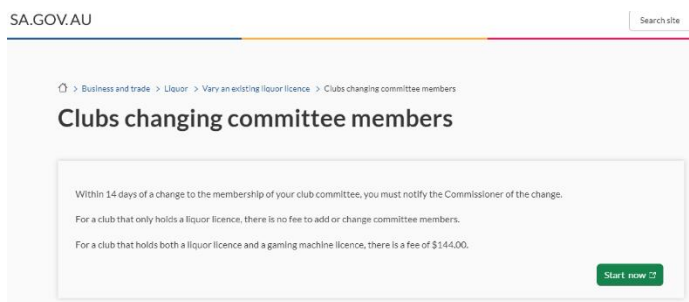
CLUB LICENCE – GAMING SUSPENDED

FEE APPLIES

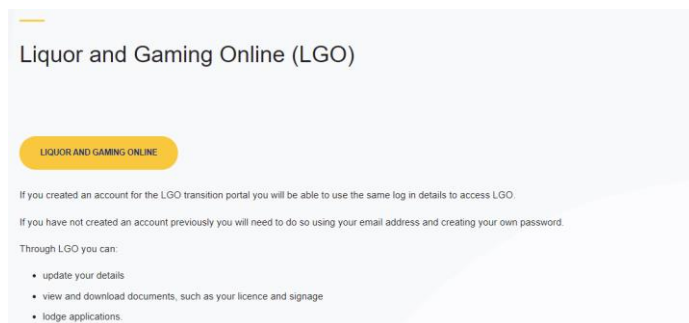
CLUB LICENCE WITH GAMING

FEE APPLIES

1. Clubs Changing Committee Members >>[HERE](#)

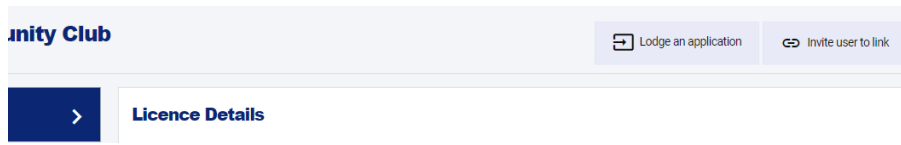


2. Log in to your LGO account



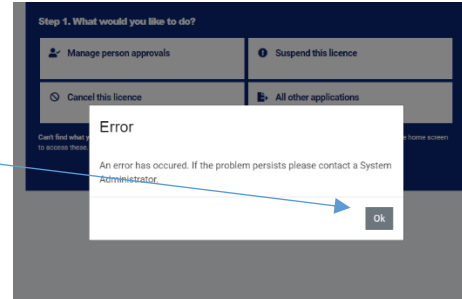
HINT – When you enter your licence number, you need to click on the magnifying glass for the system to search for your club’s details, then click on the club name when it appears. This will auto generate the address.

3. Select Application from right of page

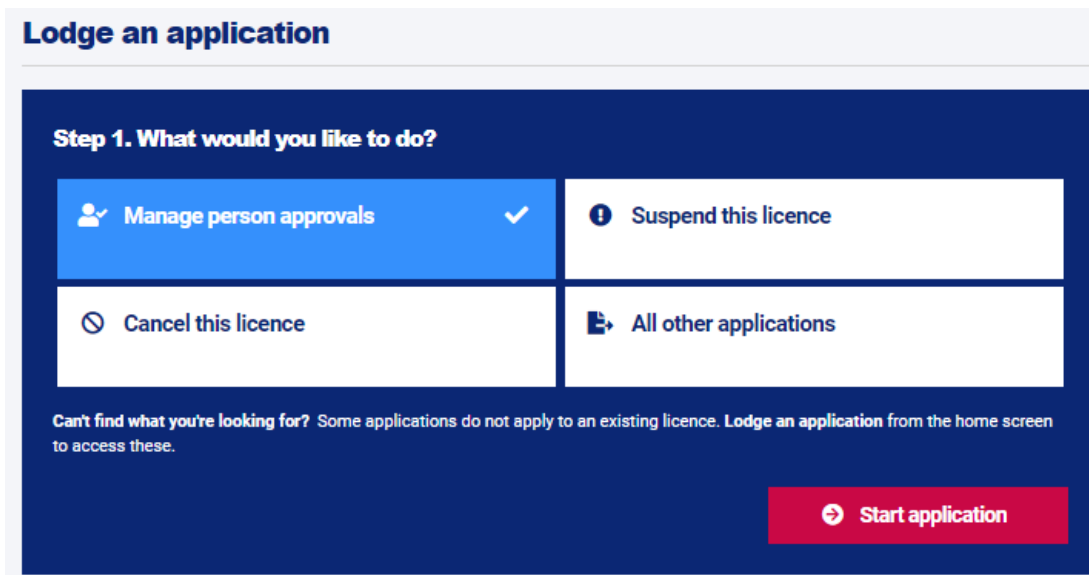


Please be aware that an “Error” message frequently pops up. Click OK and it should work

Also, it can take considerable time for LGO pages to load



4. Select Manage Person Approvals from the Application Dashboard



Then, Start application.

Step 1 of 4

Complete the 3 sections Licence details – Future correspondence – Contact details

Application details

Next: Fit and Proper Assessment

Licence details

Licensed premises:

572C Bowling Club

Premises address:

I SA

Licensee name:

J Club Inc

Liquor licence status

● Active

Details for future correspondence

Contact Email *

Contact details for this application

Name *

Christine Carter

Email *

ccarter@clubssa.com.au

Save - Next

Step 2 of 4

You will be presented with a list of your current committee members. Remove a person via the **RED** button.

Add a new committee member, via the **BLUE Add person** button

As part of your application you are required to provide details of each member of the committee of management of the club.

If you are applying for gaming as part of this application, each member of the committee of management will also need to complete a personal information declaration which will be emailed directly to each committee member.

i No people have been added. To add a person, select **Add person** below.

Add person

People currently approved under the licence

name	id number	status	category	
	107518	● Active	• Committee Person	Remove
	141770	● Active	• Committee Person	Remove

John Smith

654321

Add person

i Each person added will be sent an email with a link to a Personal Information Declaration (PID) form to complete. You can keep track of who has completed their PID and resend links in the **Applications** section of LGO.

*denotes required field

I am lodging this application on behalf of: *

Myself Someone else

Surname * Date of birth * Current approval number/ID (if known)

 — '02/1946 *

Given name * Middle name(s)

Peter

Does this person reside in Australia? *

Yes No

Address *

ster Road

Suburb * State * Postcode *

vn SA 5491

Complete all required fields to add a new committee member. You will need:

NAME - HOME ADDRESS - DATE OF BIRTH - EMAIL ADDRESS (can you club's if no personal email address)

For date of birth, to go back year by year, click on << multiple times to reach correct year and < or > to reach correct month, then click on the day.

Save - Next

Step 3 of 4

Lodgement

Next: Receipt

Application fee summary

Fee Type	Amount
Sch 1, Item 5 - Approval of a person to assume a position of authority	N/A
Sch 1, Item 5 - Approval of a person to assume a position of authority	N/A
Sch 1, Item 5 - Approval of a person to assume a position of authority	N/A
Sch 1, Item 5 - Approval of a person to assume a position of authority	N/A
TOTAL	N/A

Ref. L03201

Step 3 of 4

Declaration

A summary of the application for new committee members appears with a declaration.

Tick Declaration and **Lodge application** and this page appears listing the person removed and added:

Manage person approvals

Club - 57

Overview

Status ● Lodged	Premises/Event name Bowling Club
Determination date To be advised	Contact person Christine Carter
Created date 13/08/2020	Application type Manage person approvals

People

Name 	ID number 106790
Status ● Remove from licence	Category • Committee Person
Name 	ID number -
Status ● PID not required	Category • Committee member

Ref No. L03201

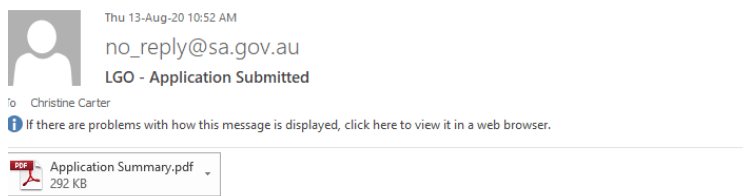
Application summary

Download outcome

View application

Save - Next

You will shortly receive an email:



Dear Christine,

LGO - Application Submitted

Consumer and Business Services (CBS) is pleased to advise that your application:
Manage person approvals, reference number **L03201** has been successfully submit

Please login to LGO to view the progress of your application.

[Login to LGO](#)

With an Application Summary attached:

Application Summary

Liquor Licensing Act 1997

Printed on 13/08/2020 10:51 A

Manage person approvals

Application details		Ref No. L03201	
Receipt no.	N/A	Date Submitted	13/08/2020 10:51AM
Fee Type		Amount	
Sch 1, Item 5 - Approval of a person to assume a position of authority		\$0.00	
Sch 1, Item 5 - Approval of a person to assume a position of authority		\$0.00	
Sch 1, Item 5 - Approval of a person to assume a position of authority		\$0.00	
Sch 1, Item 5 - Approval of a person to assume a position of authority		\$0.00	
Total		\$0.00	

Licence details	
Premises name	Bowling Club
Licence class	Club
Licence number	57;
Licensee	Bowling Club Inc
Premises address	I SA

Clubs with Gaming:

Where your Club holds a gaming licence too, take note of this box explaining about PID forms which will be emailed directly to each relevant committee member:

Fit and Proper Assessment

Next: Lodgement

Ref. L50712

Step 2 of 4

An applicant for a licence must satisfy the licensing authority:

- that the applicant is a fit and proper person to hold the licence; or,
- if the applicant is a trust or corporate entity, that each person who occupies a position of authority in the entity is a fit and proper person to occupy such a position in an entity holding a liquor licence. More information about persons in a position of authority can be found [here](#).

If a person is applying to be a responsible person, they are also required to satisfy the licensing authority that they are a fit and proper person.

As part of your application you are required to provide details of each member of the committee of management of the club.

If you are applying for gaming as part of this application, each member of the committee of management will also need to complete a personal information declaration which will be emailed directly to each committee member.

Your committee members will have categories assigned as per their roles:

name	id number	status ● Active	category • Committee Member - Liquor • Committee Member Gaming	<input type="checkbox"/> Remove
name	id number	status ● Active	category • Committee Member - Liquor • Committee member Gaming (Non Op)	<input type="checkbox"/> Remove
name	id number	status ● Active	category • Committee Member - Liquor • Committee Member Gaming	<input type="checkbox"/> Remove
name	id number	status ● Active	category • Committee Member - Liquor • Committee member Gaming (Non Op)	<input type="checkbox"/> Remove