

Liquor Licensing Act 1997

Responsible person approvals

Information guide

Licensed premises must be personally supervised and managed by a responsible person at all times when open to the public.

A responsible person has a number of responsibilities and obligations under the *Liquor Licensing Act 1997* and the Commissioner's Codes of Practice.

How to apply

An individual seeking to be approved as a responsible person must complete the [Application for approval of a person](#) form together with a [Personal Information Declaration \(PID\)](#). Both documents must be lodged with the application fee. Details of the current application fee is at cbs.sa.gov.au. The PID will be forwarded by CBS to the Commissioner of Police to conduct checks on whether the applicant is a fit and proper person.

How long does it take to be approved as a responsible person?

Generally an application can take approximately three weeks to be granted an interim approval, however this can vary depending on a number of factors, such as the person's criminal history or creditworthiness or any other relevant concerns about their fitness and propriety.

What is an interim approval?

A person may be approved as a responsible person on an interim basis for up to six months, while the fit and proper assessment is conducted. This allows a person to commence working in a licensed premises earlier without needing to wait for the assessment to be completed.

How long does the interim approval last?

The interim approval will be in place for up to six months and then made ongoing (permanent) if the Commissioner of Police is satisfied that the person is fit and proper. – South Australia Police could lodge an intervention against the person on the basis of their history. – The Liquor and Gambling Commissioner could have other concerns about the person's honesty, reputation or integrity (including creditworthiness), or the person's ability to encourage the responsible service of alcohol. These concerns could prevent an interim approval from being made ongoing.

Do I need to advise CBS of any change of my personal details?

Yes, all persons approved as a responsible person are required to advise CBS of any change in their contact details.

Can I check if I'm currently approved as a responsible person?

If you believe you have been previously approved and have an ID number, you can confirm whether you are currently approved at: cbs.sa.gov.au. If you are currently approved as a responsible person and have lost your badge you can purchase a replacement badge from CBS.

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.

For licensees

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 can advise the person to complete the [Application for approval of a person form](#) and to complete a [Personal Information Declaration \(PID\)](#). Both documents are to be lodged together with the application fee and can be found on the CBS website.

The licensee can lodge an application for responsible person on behalf of the employee and the employee will need to complete the PID, to be lodged together with the application fee. If the person claims to be currently approved, the licensee should ask to see their ID Badge as issued by CBS and then check whether the person is currently approved at: cbs.sa.gov.au using the ID number. This search will show whether a person has a current, interim or suspended approval.

Licensees must ensure that all staff involved in the service or supply of liquor have completed nationally accredited responsible service of alcohol training.

Do licensees need to keep a list of responsible persons employed by them?

It is recommended that licensees keep records of the responsible person on duty at all times.

For more information

Email	Website	Phone	Customer Service Centre
liquorandgaming@sa.gov.au	cbs.sa.gov.au	(08) 8226 8655	91 Grenfell Street ADELAIDE SA 5000

