

**All non-AMEB venues must re-apply each year.** Both new and reapplying venues must answer all questions.

AMEB (NSW) will only assign an examiner to a non-AMEB venue if there is a minimum of **four hours** (or six hours on a Saturday) of exams per instrumental group.

**VENUE DETAILS**

Venue name: \_\_\_\_\_ Venue code (if known): \_\_\_\_\_

Venue Address: \_\_\_\_\_

Venue owner (and teacher number if applicable): \_\_\_\_\_

Mobile Ph.: \_\_\_\_\_ Email: \_\_\_\_\_

**1. STUDIO DESCRIPTION**

	Yes	No - This is a new application
Was this venue approved for use in 2023 or 2024?		

**Please include a diagram of the studio (drawn below or attached)**

*If your venue was approved in 2023 or 2024 and has not changed you do not need to provide a diagram.*

Diagram (please include dimensions of room as well as location of piano, desk, door/s and window/s)

Piano make and model: \_\_\_\_\_

Studio:	Yes	No
Piano will be tuned/regulated prior to examination date		
Well-lit and ventilated		
Air conditioning in studio		
Free from external noise disturbance		
Clean & accessible toilet facilities		
Tea & coffee facilities available for examiner use		

Studio equipment:	Yes	No
Firm and stable piano stool/chair		
Adjustable piano stool/chair		
Solid, large table for examiner use		
Chair suitable for examiner use		
Music stand (for non-piano exams)		
Power point for recorded accompaniment device		

**2. ACCESS**

	Yes	No
On-site parking for examiner		
Untimed & free street parking within 200 metres		
Easy access for disabled/restricted mobility		

Public transport details: \_\_\_\_\_

Options for purchasing lunch nearby: \_\_\_\_\_

**3. HEALTH & SAFETY MEASURES**

	Yes	No
First aid kit available		
Emergency exits clearly marked		
Studio and exits clear of obstacles and debris		
Do you undertake to enforce public health measures as required by the NSW Government from time to time		
Do you intend to have any conditions of entry? Eg sign-in protocols		

If yes, what are conditions of entry? \_\_\_\_\_

**4. INSURANCE**

	Yes	No
Public liability insurance (min \$10 million) for 2025 (a certificate of currency will be required with this application. If coverage expires during the examination year, a renewal certificate should be emailed to AMEB)		

**5. OTHER RELEVANT INFORMATION**

	Yes	No
Will other teachers' students be permitted to use the venue (Please note that AMEB (NSW) does NOT attempt to find enrollers or candidates to send to your venue and will only allow permitted enrollers to nominate your venue. It is the venue owner's responsibility to ensure all visitors comply with entry conditions.)		
Wi-Fi available for examiner use?		

## 6. PHOTOGRAPHS

	Yes	No
Have photographs been provided previously?		

If no, please provide photographs of your studio and waiting area.

## 7. ADDITIONAL COMMENTS

Please let us know anything else that might be relevant regarding the scheduling of exams at your venue.

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## 8. IMPORTANT INFORMATION & DECLARATION

There is a chance that the AMEB (NSW) will not be able to accommodate all applications for face-to-face exams. The enrolling person and the venue owner will be contacted and advised of alternative options.

I declare that the information I have provided above is true and accurate and all measures outlined above and all relevant [SafeWork Australia guidelines](#) will be adhered to. I understand that this is an annual application and applies for 2025 only.

Name	
Signature	
Date	

Please email the following to: [office@ameb.nsw.edu.au](mailto:office@ameb.nsw.edu.au)

1. Completed form
2. Copy of certificate of currency of Public Liability Insurance policy for minimum \$10 million
3. Photos of the venue (where required)

**When all of the above documents are received, applications will be assessed and if approved, advised via email.**