

All Venues must re-apply each year. Both new and reapplying venues must answer all questions.
 AMEB (NSW) will only assign an examiner to an external venue if there is a minimum of **four hours** (or six hours on a Saturday) of exams per instrumental group.
 All AMEB (NSW) Examiners are required to be vaccinated (minimum 2 doses) to examine face-to-face exams.

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 2021?		

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

If your venue was approved in 2021 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 & COVID-19 MEASURES

	Yes	No
First aid kit available?		
Emergency exits clearly marked?		
Studio and exits clear of obstacles and debris?		
Do you undertake to enforce COVID measures as required by the NSW Government from time to time?		
Do you intend to have any other conditions of entry? Eg Although the public health orders now permit entry to businesses for people who are not fully vaccinated, some businesses may make full vaccination a condition of entry.		

If yes, what are conditions of entry? _____

4. INSURANCE

	Yes	No
Public liability insurance (min \$20 million) for 2022? (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

Please provide photographs of your studio and waiting area, if not provided previously.

7. ADDITIONAL COMMENTS

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

Please be aware that we will endeavour to provide exams as best we can.

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. Due to the COVID-19 pandemic, the AMEB (NSW) may have to cancel exams at short notice, and candidates would be offered a free transfer to a Video Repertoire exam or a refund.

I declare that the information I have provided above is true and accurate and all measures outlined above and all relevant [COVID-19 Public Health Orders](#) and [SafeWork Australia guidelines](#) will be adhered to. I understand that this is an annual application and **applies for 2022 only**.

Name	
Signature	
Date	

Please email the following to: office@ameb.nsw.edu.au

1. Completed form
2. Copy of certificate of currency of Public Liability Insurance policy for minimum \$20 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.