

# Application to transfer a liquor licence

## Approved form under section 72 of the *Liquor Act 2019*

- Type your answers or use clear, printed writing.
- Attach extra documents if your answer/s don't fit into the space provided.
- If you need help with your application, call Licensing NT on 08 8999 1800 or email [LiquorLicensing.DITT@nt.gov.au](mailto:LiquorLicensing.DITT@nt.gov.au)

### Before you apply

You must also attach supporting documents – see section 6 of this application.

|   |  |       |  |
|---|--|-------|--|
| Fields marked with an asterisk (*) are mandatory.           |  |       |  |
| <b>Section 1 – Licence details</b>                          |  |       |  |
| Licence number*   |  |       |  |
| Full name of current licensee*                              |  |       |  |
| Trading name of premises*                                   |  |       |  |
| Address/location of premises*                               |  |       |  |
| Email*  |  |       |  |
| Phone*  |  | Fax   |  |
| Website   |  |       |  |
| Signature of existing licensee transferring liquor licence* |  | Date* |  |
| <b>Section 2 – Proposed licensee details</b>                |  |       |  |
| Full name of proposed licensee/organisation*                |  |       |  |
| Trading name of premises*                                   |  |       |  |
| Address/location of premises*                               |  |       |  |
| Email*  |  |       |  |
| Phone*  |  | Fax   |  |

|  |  |                |
|--|--|----------------|
| Does the proposed licensee have a responsible service of alcohol certificate? *  |  | Yes / No       |
| <b>Section 3 – Proposed nominee details (if the proposed licensee is a body corporate or association).</b><br>Attach additional pages if you wish to appoint more than one nominee |  |                |
| Surname*   |  | Given name(s)* |
| Other name(s)*   |  | Date of birth* |
| Home address*  |  |                |
| Postal address<br>(if different)   |  |                |
| Occupation*  |  |                |
| <b>Section 4 – Nature of business and liquor authorities transferring</b>  |  |                |
| Principal place<br>of business*  |  |                |
| Do you intend to use a business or trading name?*  |  | Yes / No       |
| If yes, provide business<br>name, business number<br>registration certificate (if<br>applicable)   |  |                |
| What is the nature of the<br>business?*  |  |                |
| <b>Section 5 – Apply for or transfer any other licences to run business</b>  |  |                |
| Do you want to sell cigarettes/tobacco products?*  |  | Yes / No       |
| If yes, you must also apply for a tobacco licence – read more on the NT Government <sup>1</sup>  |  |                |
| Are there gaming machines on the premises?*  |  | Yes / No       |
| If yes, you must also apply for a transfer of the gaming machine licence. This is a separate process and further information is on the NT Government website <sup>2</sup>          |  |                |
| Will the licensed premises have a designated smoking area?*  |  | Yes / No       |
| If yes, you must attach a smoking management plan – read more on the NT Government website <sup>3</sup>  |  |                |

<sup>1</sup> <https://nt.gov.au/industry/licences/tobacco-licences>

<sup>2</sup> <https://nt.gov.au/industry/gambling/licences/gaming-machines-in-clubs-pubs/apply-for-a-gaming-machine-licence>

<sup>3</sup> <https://nt.gov.au/industry/hospitality/law-and-management/smoking-laws-and-businesses>

| Section 6 – Supporting documents   |          |
|--|----------|
| If you don't supply the supporting documentation, Licensing NT will not accept your application  |          |
| An affidavit made in line with section 54 of the <i>Liquor Act 2019</i> <sup>4</sup> ("the Act")*  | Yes / No |
| A receipt for the application fee (contact Licensing NT for help calculating the fee, or go to the NT Government website <sup>5</sup> ) *  | Yes / No |
| Proof of title, or fully executed lease/contract or other evidence of your right to occupy the premises*   | Yes / No |
| A clear, colour copy of your photo ID (driver's licence, passport, NT working with children card, Australia Post keypass card or evidence of age card)*  | Yes / No |
| National Police Name Check for the applicant and any nominees, executive officers and anyone with more than a 15% share/voting power in the entity* (Safe NT - <a href="#">National Police Check</a> <sup>6</sup> )  | Yes / No |
| Evidence of your financial stability, eg. a letter from the relevant bank or accountant (if an individual), assets/liabilities statement, etc.*  | Yes / No |
| A business plan that outlines the concept of the services you will provide to customers (ie: food, beverages, staff employment opportunities)  | Yes / No |
| A business name certificate of registration from the Australian Investment Securities Commission (ASIC)*   | Yes / No |
| If you are applying on behalf of a company, a full company extract verifying the business registered details about the company including the list of Directors / Shareholders / Members. If there are any other businesses linked to the proposed licensed premises, you must attach ASIC full company extracts for those as well* | Yes / No |
| Your certificate of registration as a food business*   | Yes / No |
| One signed and dated referee statement (including the referee's contact details) stating to the general reputation and character of the applicant*   | Yes / No |
| One signed and dated referee statement (including the referee's contact details) stating to the general reputation and character of the nominee/s*   | Yes / No |
| A copy of the nominee's resume outlining their experience, skills and/or qualifications to effectively manage the licence and associated business*   | Yes / No |

<sup>4</sup> <https://legislation.nt.gov.au/en/Legislation/LIQUOR-ACT-2019>

<sup>5</sup> <https://nt.gov.au/industry/hospitality/liquor-licences-and-wholesaler-registration/liquor-licence-fees>

<sup>6</sup> [SAFE NT Online Applications - National Police Check](#)

|  |          |       |  |
|--|----------|-------|--|
| A copy of a Nationally Accredited Responsible Service of Alcohol (RSA) certificate. If more than three years old it must be accompanied with a refresher certificate, see NTrefreshRSA – find out more on the Hospitality NT website <sup>7*</sup>   | Yes / No |       |  |
| If applying on behalf of a club, a current certificate of incorporation and that they are compliant with the club's constitution*  | Yes / No |       |  |
| If you will have accommodation such as holiday apartments, hotel/motel accommodation, bed and breakfast or caravan park accommodation, you must attach a boarding house certificate*   | Yes / No |       |  |
| <p>Detailed site/floor plans of the proposed licensed premises, including boundaries and any outdoor areas (decking/alfresco entertainment areas).</p> <p>These should be drawn to scale reflecting the size of the premises, identify street names/road access, entry and exit doors, smoking buffer zones if any, eating and drinking areas.</p> <p>These site/floor plans should be drawn up by an appropriately qualified person because they will be used as the liquor licensed site plan and may be made available to the public by Licensing NT*</p> | Yes / No |       |  |
| If you are going to have a smoking area/s, details of any screens to be used as a buffer between areas, including the size, type and materials used, and evidence (eg. photos) showing that it is resistant to smoke*  | Yes / No |       |  |
| A smoking management plan – read more on the NT Government website <sup>8*</sup>   | Yes / No |       |  |
| <b>Privacy declaration</b>   |          |       |  |
| I have read the privacy statement at the end of this form and declare that I have made reasonable efforts to make all third parties aware of the information in the privacy statement.   |          |       |  |
| Signature of applicant*  |          | Date* |  |

<sup>7</sup> <https://hospitalitynt.com.au/>

<sup>8</sup> <https://nt.gov.au/industry/hospitality/law-and-management/smoking-laws-and-businesses>

## Privacy statement

### For the applicant

You have been asked to provide personal information as part of this application. You do not have to provide us with your personal information but if you choose not to, we might not be able to accept or process your application, or your application may be refused. As part of this application, you are also providing personal information about other persons ('third parties'). Please ensure that you let all third parties know that you are providing their information as part of your application, and ensure they are aware of the information set out below.

### For the applicant and third parties

We collect and use your personal information to process and manage this application (and, if approved, any subsequent licence/registration) under the *Liquor Act 2019*<sup>9</sup>. Third party information is required by law to enable consideration of the applicant's suitability to hold a licence/registration. If the applicant does not provide this information, it may affect their ability to obtain and maintain a licence/registration.

We may share your information with the Liquor Commission, NT Police, Fire and Emergency Services, local council, the Department of Health and/or other authorities or people, but only if we are required or authorised by law to do so. We will also not use your personal information unless that use is required or authorised by law.

You have a right to access the information we hold about you. To learn more about this, or if you would like to access or correct the information we hold about you or make a privacy complaint about us, go to the Department of Industry, Tourism and Trade website<sup>10</sup>. To specifically discuss how your information is used and shared by Licensing NT, you can call us on 08 8999 1800 or email us at

[LiquorLicensing.DITT@nt.gov.au](mailto:LiquorLicensing.DITT@nt.gov.au).

### Pay application fee and submit application

You can pay the application fee at your nearest Territory Business Centre (TBC) using credit or debit card, cash or cheque. You can submit your application by mail, email or in person. For more information, call 1800 193 111 or email [territorybusinesscentre@nt.gov.au](mailto:territorybusinesscentre@nt.gov.au).

### By mail or email

Licensing NT, Department of Industry, Tourism and Trade

GPO Box 1154, Darwin NT 0801

[LiquorLicensing.DITT@nt.gov.au](mailto:LiquorLicensing.DITT@nt.gov.au)

### In person at your nearest TBC

Building 3, Darwin Corporate Park  
631 Stuart Highway  
Berrimah NT 0828

Big Rivers Government Centre  
5 First Street  
Katherine NT 0850

Shop 2, Barkly House  
Corner of Davidson and Paterson Streets  
Tennant Creek NT 0860

Ground Floor, The Green Well Building  
50 Bath Street  
Alice Springs NT 0870

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<sup>9</sup> <https://legislation.nt.gov.au/en/Legislation/LIQUOR-ACT-2019>

<sup>10</sup> <https://industry.nt.gov.au/publications/corporate/privacy-policy>