

Appointment of an acting / temporary liquor licensee

Approved under section 76 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.
- There is no application fee.
- If you need help with your application, call Licensing NT on 08 8999 1800 or email LiquorLicensing.DITT@nt.gov.au.

Before you apply

An acting / temporary liquor licensee is only required if the licensee will be absent for longer than 7 consecutive days. Notification must be provided to Licensing NT within 3 days after the date of appointment. It is the licensee's obligation to be compliant with these requirements as outlined within section 76 of the Act.

An acting / temporary liquor licensee can be appointed for a period of up to 90 days during any 12-month period. A period longer than 90 days may be considered at the Director's discretion. Note, additional identity documents may be requested at the Director's discretion.

Attach required supporting documents in section 4.

Fields marked with an asterisk (*) are required.

Section 1 - Licensee details

Full name*			
Phone*		Fax	
Email*			

Section 2 – licensed premises details

Full name*		Licence no.	
Address*			

Section 3 – Acting licensee details

Full name*			
Address*			
Date of birth*		Occupation*	
Appointment start date*		Appointment end date*	

Appointment start date*		Appointment end date*	
Appointment start date*		Appointment end date*	
Appointment start date*		Appointment end date*	
Are you seeking approval for the acting licensee to be appointed for more than 90 days in a 12 month period?*			Yes / No
Why are you appointing an acting licensee?			
Section 4 – supporting documents			
Clear colour copy of the nominee's photo ID (driver's licence, passport) *			Yes / No
Copy of acting licensee's RSA certificate*			Yes / No
Statutory declaration – criminal history			Yes / No
If not, the appointment will not be approved			
Section 5 – signatures			
Signature of the current licensee or their delegate*		Date*	
Signature of acting licensee*		Date*	
Office use only^			
Is the licensee seeking approval for the acting licensee to be appointed for more than 90 days in a 12-month period?^			Yes / No
If yes, is the appointment approved? (If notification only, cross out both)			Yes / No
Has the appointment been appropriately recorded/processed?^			Yes / No
Delegate approval name^			

Position title^			
Signature^		Date^	

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*¹. 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 website². To specifically discuss how your information is used and shared by Licensing NT, you can contact us on 08 8999 1800 or LiquorLicensing.DITT@nt.gov.au.

How to submit

You must email this form and copy of the acting licensee's responsible service of alcohol (RSA) certificate to LiquorLicensing.DITT@nt.gov.au within 3 days after the date of appointment.

¹ <https://legislation.nt.gov.au/en/Legislation/LIQUOR-ACT-2019>

² <https://industry.nt.gov.au/publications/corporate/privacy-policy>