

# Appointment of an acting / temporary liquor licensee

## Approved under Section 76 of the Liquor Act 2019 (NT)

- 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 [ditt.lrascompliance@nt.gov.au](mailto:ditt.lrascompliance@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 42 days during any 12-month period. A period longer than 42 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 asterisk (*) are mandatory.  |  |            |  |
| <b>Section 1 - Licensee details</b>             |  |            |  |
| <b>Full name*</b>                               |  |            |  |
| <b>Phone*</b>                                   |  | <b>Fax</b> |  |
| <b>Email*</b>                                   |  |            |  |
| <b>Section 2 - Details of licensed premises</b> |  |            |  |
| <b>Full name of licensed premises*</b>          |  |            |  |
| <b>Address of licensed premises*</b>            |  |            |  |

| Section 3 - Acting licensee details   |  |                       |          |
|---|--|-----------------------|----------|
| Full name*  |  |                       |          |
| Address*  |  |                       |          |
| 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 42 days in a 12 month period?* |  |                       |          |
| Why are you appointing an acting licensee?  |  |                       |          |
| Section 4 - Supporting documents  |  |                       |          |
| A clear, colour copy of the nominee's photo ID (driver's licence, passport) *                                 |  |                       | Yes / No |
| If not attached, the appointment will not be approved   |  |                       |          |
| Have you attached a copy of the acting licensee's RSA certificate?*   |  |                       | 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*                 |          |

| Section 6 - Office use only  |  |       |          |
|--|--|-------|----------|
| Is the licensee seeking approval for the acting licensee to be appointed for more than 42 days in a 12 month period? * |  |       | Yes / No |
| If yes, is the appointment approved?   |  |       | 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*. 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, view the Department of Industry, Tourism and Trade [privacy policy](#)<sup>1</sup>. To specifically discuss how your information is used and shared by Licensing NT, you can contact us on 08 8999 1800 or [ditt.lrascompliedwn@nt.gov.au](mailto:ditt.lrascompliedwn@nt.gov.au)

### Further information

You must email this form and copy of the acting licensee's responsible service of alcohol (RSA) certificate to [ditt.lrascompliedwn@nt.gov.au](mailto:ditt.lrascompliedwn@nt.gov.au) within three days after the date of appointment.

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<sup>1</sup> <https://industry.nt.gov.au/publications/policies/privacy-policy>