

Application for a new liquor licence with special event authority

Approved under section 52 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.
- If you need help with your application, call Licensing NT on 08 8999 1800 or email ditt.lrascompliance@nt.gov.au.

Before you apply

You must also attach supporting documents – see Section 10 of this application. For more information, go to nt.gov.au/liquor-licence.

Fields marked with asterisk (*) are mandatory.			
Section 1 – Applicant details			
Given name*			
Family name*			
Date of birth*			
Residential address*			
Postal address If different from residential address			
Phone*			
Email address*			
Are you an Australian citizen?*	Yes / No	If no, how long have you been in Australia?	
Have you ever been arrested, charged, convicted or summoned for an offence (excluding spent convictions)?*			Yes / No
Have you ever been a defendant in a civil lawsuit for breach of duty of care?*			Yes / No
Have you ever been the subject of any action pursuant to the provisions of bankruptcy legislation?*			Yes / No
Are you associated with any other liquor licences?* For example, as a silent partner or event manager			Yes / No
If yes, provide these licence numbers			

Section 2 - Organisation's details (if you are applying on behalf of an organisation)

What is the full name of the organisation?	
What type of organisation is it? (e.g. business, company, incorporated association, body corporate or firm)	
ABN or ACN	
If incorporated, provide incorporation number	
Business name (if applicable)	
Head office address	
Phone	
Email address	

Section 3 - Nominee's details

Complete if the nominee is going to be someone other than applicant.
If you have more than one, attach their information on an additional document.

Given name			
Family name			
Date of birth			
Residential address			
Postal address If different from residential address			
Phone			
Email address			
Are you an Australian citizen?*	Yes / No	If no, how long have you been in Australia?	
Have you ever been arrested, charged, convicted or summoned for an offence (excluding spent convictions)?			Yes / No
Have you ever been a defendant in a civil lawsuit for breach of duty of care?			Yes / No

Have you ever been the subject of any action pursuant to the provisions of bankruptcy legislation?		Yes / No	
Are you associated with any other liquor licences? For example, as a silent partner or event manager		Yes / No	
If yes, provide these licence numbers			
Section 4 – Executive officer details			
If your business is a firm or company, anyone with more than a 15% share/voting power in the entity who is not the applicant or nominee/s. If you have more than one, attach their information on an additional document.			
Given name			
Family name		Date of birth	
Job title			
Residential address			
Phone			
Email address			
Are you an Australian citizen?			Yes / No
If no, how long have you been in Australia?			
Have you ever been arrested, charged, convicted or summoned for an offence (excluding spent convictions)?			Yes / No
Have you ever been a defendant in a civil lawsuit for breach of duty of care?			Yes / No
Have you ever been the subject of any action pursuant to the provisions of bankruptcy legislation?			Yes / No
Are you associated with any other liquor licences? For example, as a silent partner or event manager			Yes / No
If yes, provide these licence numbers			

Section 5 – Liquor authority being applied for			
<p>Special event authority: Authorises the licensee to sell liquor for consumption on or in licensed premises to patrons attending a single event that is reasonably expected to have less than 1500 patrons.</p> <p>Go to nt.gov.au for more information about authorities¹.</p>			
Section 6 – Event details			
Name of event*			
Event start and end date*			
Start and finish time for each day event is held*			
Description of the event including its purpose*			
<p>Proposed address or location of event*</p> <ul style="list-style-type: none"> • Be specific – we will not accept vague addresses like ‘Mindil Beach’ or ‘The Esplanade’. • Attach a plan of and/or provide the lot number for the venue if it does not have a specific street address. 			
<p>Is your event connected to an existing liquor licence?* This could include a licence you want to extend for an event taking place at a time or location you aren't currently licensed for.</p>			Yes / No
If yes, provide the licence number			
Will people under 18 years be attending?*	Yes / No	Will members of the general public be attending?*	Yes / No
Describe your target audience?*	For example, is it a corporate event?		
Will this be a ticketed event?*	Yes / No	Will there be VIP tickets?*	Yes / No
What is the maximum number of people you expect to attend at any one time?*			

¹ <https://nt.gov.au/industry/hospitality/liquor-licences-and-wholesaler-registration/apply-for-a-liquor-licence>

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Will light beer be available?*	Yes / No	Will mid-strength beer be available?*	Yes / No
Will heavy beer be available?*	Yes / No	Will spirits be available?*	Yes / No
If yes, what type of spirits will be available? For example, mixed cocktails or premium shots (more than 40% ABV) served with mixer.			
Will wine (by glass) be available?*	Yes / No	Will wine (by bottle) be available?*	Yes / No
Will ready to drink (RTD) beverages be available?*	Yes / No	Will there be entertainment, e.g. amplified music, a live band or strip show?*	Yes / No
If yes, provide details of the entertainment including a running sheet. Attach this separately if needed.			
Has the neighbourhood been notified of the event?*		Yes / No	
If yes, how and when were they notified?			
You may have a standard licence condition imposed of four standard drinks limited per person at any one time per sale. This may then be reduced at time intervals depending on the duration of the event.			
Do you agree with this standard licence condition?*			Yes / No
If no, explain why.			
Do you need extra conditions that are not in the authority you have requested? * (e.g: liquor not to be sold in glass containers)	Yes / No		
If you need extra conditions that are not in the authority you have requested, list them here. Attach extra documents if required.			
A liquor licence will only be issued to applicants who understand responsible service of alcohol practices. Briefly describe at least three strategies you will implement to ensure that alcohol/liquor will be served responsibly.*			

Section 7 – Details of the event location’s owner or controller			
Full name of owner or controller*			
Job title*			
Contact phone or email address*			
Company/organisation name*			
Signature of owner or controller approving the holding of the event*		Date*	
Section 8 – Community impact			
Consider the 5 kilometre radius around your event. Will it impact any of the following? Impacts include excessive noise.			
People who live and work in the area?*	Yes / No		
Local businesses?*	Yes / No		
Hospitals?*	Yes / No		
Schools?*	Yes / No		
Places of worship?*	Yes / No		
Low or no impact to the local community*	Yes / No		
Describe any impact your proposed licence will have on the local community. If it won't have an impact, explain why*			
Have you consulted with the local council?	Yes / No		
If yes, describe the consultation you have done.			
Section 9 – Other licences			
Do you want to sell cigarettes and tobacco products?*	Yes / No		
If yes , you must also apply for a tobacco licence which is a separate process. More information and an application form is available from nt.gov.au ²			

² <https://nt.gov.au/industry/hospitality/other-licences/tobacco-licences>

Will the licensed premises have a designated smoking area?*)	Yes / No
If yes, you must attach a smoking management plan.	
Will you be preparing or selling food?	Yes / No
If yes, you may need to register as a food business. Read more on nt.gov.au. ³	
Section 10 – 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 Liquor Act 2019⁴ ("the Act")*	Yes / No
Declaration of associates required under section 55 of the Act*	Yes / No
Your certificate of registration as a food business*	Yes / No
Detailed site and floor plans of the proposed licensed premises, including boundaries and any outdoor areas (decking or alfresco entertainment areas)* These should be drawn to scale, reflecting the size of the premises, identify street names and road access, entry and exit doors, smoking buffer zones if any, eating and drinking areas. These site and 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.	Yes / No
If you're going to have a smoking area/s: <ul style="list-style-type: none"> • 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 • a smoking management plan* 	Yes / No
A receipt for the application fee*	Yes / No

³ <https://nt.gov.au/industry/hospitality/accommodation-and-food-businesses/register-or-renew-a-food-business>

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

Have you held a liquor licence in the previous 12 months?*		Yes / No	
<p>a) If no, then you will need to provide the following for any nominees:</p> <ul style="list-style-type: none"> • statutory declaration disclosing that they have not had any criminal or court convictions - it must be signed, dated and include current contact details* • a clear, colour copy of photo ID (driver's licence, passport, NT working with children card, Australia Post keypass card or evidence of age card) * • resume* • responsible service of alcohol certificates* • signed and dated professional and personal referee statements (one each) that include the referees' contact details and state to the general reputation and character of the applicant* 	Documents attached / provided?	Yes / No	
<p>b) If yes, then you may only be required to provide the following for any nominees (contact Licensing NT):</p> <ul style="list-style-type: none"> • statutory declaration disclosing that within the last 12 months they have not had any criminal or court convictions - these must be signed, dated and include current contact details.* • a clear, colour copy of photo ID (driver's licence, passport, NT working with children card, Australia Post keypass card or evidence of age card).* 	Documents attached / provided?	Yes / No	
If applying on behalf of a club, supply a current certificate of incorporated association*			Yes / No
Privacy declaration			
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*	

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, visit nt.gov.au.

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 ditt.lrascompliedwn@nt.gov.au.

Pay application fee and submit application

You can pay the [application fee](#)⁵ at your nearest [Territory Business Centre](#)⁶ (TBC) using credit or debit card, cash or cheque. You can submit your application by mail, email or in person:

By mail or email

Licensing NT
Department of Industry, Tourism and Trade
GPO Box 1154, Darwin NT 0801
ditt.lrascompliedwn@nt.gov.au

In person

At your nearest TBC:

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

Shop 1, Randazzo Building
18 Katherine Terrace
Katherine NT 0851

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

For more information, call 1800 193 111 or email territorybusinesscentre@nt.gov.au.

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

⁶ <http://www.nt.gov.au/industry/licences/find-a-territory-business-centre>