

Incident Form

Before you submit

- Type your answers or use clear, clear writing.
- Attach extra documents if your answers don't fit into the space provided.
- If you need assistance completing the form, call Licensing NT on 08 8999 1800 or email liquorcompliance@nt.gov.au.

How to submit

Email the form to liquorcompliance@nt.gov.au.

Section 1. Your personal information			
I do not want to provide my personal details and choose to remain anonymous. If no, provide personal information below.			Yes/No
Full name			
Phone		Email	
Section 2. Premises details			
Name of premises or event			
Address of premises or event			
Section 3. Description of incident			
Time and date of incident			
Please tell us what happened. Attach an extra page if you need to			

Signature		Date	

Privacy statement

For the complainant

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 properly investigate your complaint.

We collect and use your personal information to process and manage this complaint under the [Liquor Act 2019](#)¹. We may share your information with the Liquor Commission, NT Police Force, NT Fire and Emergency Services 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.

The information provided to us in the form of complaints is relevant to preventing, detecting, and investigating breaches of the *Liquor Act 2019*, which we do as a law enforcement agency. As a law enforcement agency, we decide whether it is necessary to notify licensees of complaints made against them on a case by case basis. Please be aware that if we choose to accept and therefore investigate the complaint, we will usually notify the licensee in writing and give them a chance to respond, and they will become aware that you are the complainant.

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 Tourism and Hospitality².

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

Further information

Email your completed form to liquorcompliance@nt.gov.au

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

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