Application for a new liquor licence with major event authority

Approved form under section 52 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

Before you apply

You must also attach supporting documents – see section 9 of this application. For more information, go to the NT Government website[1].

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

[1] https://nt.gov.au/liquor-licence

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

Major event authority: Authorises the licensee to sell liquor for consumption on or in licensed premises to patrons attending a single event that is:

a) expected to have at least 1,500 patrons or
b) to have significant effect on public transport or local amenities or
c) require more than a usual amount of emergency services or police supervision.

Go to Liquor licence types | NT.GOV.AU[2] for more information about authorities.

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*			
Proposed address or location of event* • 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.			
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.			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?*			

[2] https://nt.gov.au/industry/hospitality/liquor-licences-and-wholesaler-registration/liquor-licence-types

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 such as 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? * (eg. 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 – 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 how to apply is available from the NT Government website[3].	
Will the licensed premises have a designated smoking area?*)	Yes / No
If **yes**, you **must** attach a smoking management plan[4]	
Will you be preparing or selling food?	Yes / No
If **yes**, you may need to register as a food business - read more on the NT Government website[5].	

Section 9 – 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 2019*[6] ("the Act")*	Yes / No
Declaration of associates required under section 55 of the Act*	Yes / No
Enough evidence to show this licence is in the public interest and will not have a significant adverse impact on the community, pursuant to sections 49 and 51 of the Act*	Yes / No
A summary of the evidence required to satisfy the onus specified in section 51 of the Act, which you consent to being published or made publicly available*	Yes / No
Noise management must be considered as part of your liquor licence application.* Please provide a detailed statement outlining your noise management plan	Yes / No
Your certificate of registration as a food business*	Yes / No

[3] https://nt.gov.au/industry/licences/tobacco-licences
[4] https://nt.gov.au/industry/hospitality/law-and-management/smoking-laws-and-businesses
[5] https://nt.gov.au/industry/hospitality/accommodation-and-food-businesses/register-food-business
[6] https://legislation.nt.gov.au/en/Legislation/LIQUOR-ACT-2019

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: • **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[7] **(this must be received before your application is processed)***		Yes / No
Have you held a liquor licence in the previous 12 months?*		Yes / No
a) If **no**, then you will need to provide the following for the any nominees or executive officers: • national police name and fingerprint (criminal history) check* • 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
b) If **yes**, then you may only be required to provide the following for any nominees or executive officers (contact Licensing NT): • statutory declaration disclosing that within the last 12 months 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).*	**Documents attached / provided?**	Yes / No
Proof of title or fully executed lease or contract or other evidence of your right to occupy the premises*		Yes / No
Evidence of your financial stability eg. a letter from the relevant bank or accountant (if an individual), assets/liabilities statement*		Yes / No
An event management plan*		Yes / No
If applying on behalf of a club, supply a current certificate of incorporated association*		Yes / No

[7] https://nt.gov.au/industry/hospitality/liquor-licences-and-wholesaler-registration/liquor-licence-fees

A business name certificate of registration from the Australian Securities Investment Commission (ASIC)*	Yes / No
If you're applying on behalf of a company, a full company extract verifying the business registered details about the company including the list of directors, shareholders and 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

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*[8]. 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[9]. 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.

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.

By mail or email

Licensing NT
Department of Industry, Tourism and Trade
GPO Box 1154, Darwin NT 0801
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

[8] https://legislation.nt.gov.au/en/Legislation/LIQUOR-ACT-2019
[9] https://industry.nt.gov.au/publications/corporate/privacy-policy