

Application to make a complaint about a licensee

Approved under section 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.

Fields marked with an asterisk (*) are mandatory.			
Section 1 – Your personal information			
Given name*		Family name*	
Phone*		Email*	
Address (for noise only complaints)			
Section 2 – Premises detail			
Premises name*			
Licensee			
Nominee			
Liquor licence number			
Premises address*			
Section 3 – Your complaint			
What date did the incident occur?*			
What time did the incident occur?*			
Where did the incident occur?*			
Is the incident ongoing?*			
Were other parties involved?*			Yes / No
If yes, list the other parties			

Has the incident been reported to another agency?*		Yes / No	
If yes, name the agency it has been reported to			
In what role are you reporting this incident?*			
Do you have any evidence you can provide, e.g photos or video footage?*		Yes / No	
If yes, attach evidence to this form or email to Licensing NT.			
Please tell us what happened. Attach extra page if you need to*			
Your signature*		Date*	
Privacy declaration			
I have read and acknowledge the privacy statement at the end of this form with regard to how information may be used as part of the complaint being lodged about a licensee.			
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*. We may share your information with the Liquor Commission, NT Police, 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, visit Department of Industry, Tourism and Trade website¹.

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

Further information

Email your completed form to ditt.lrascompliance@nt.gov.au

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