

Application for material alterations to licensed premises

Application for material alterations to licensed premises			
Application details			
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/> Miss <input type="checkbox"/>
Full name of applicant			
Address of applicant			
Postal address of applicant			
Telephone		Fax	
Email		Website	
Full name and address of licensee			
Address/location of licensed premises			
Trading name of licensed premises			
Will this material alteration change the nature or operation of the business, if 'yes' how			
Considerations for this application included in submission			
Are plans and specifications for the proposed alterations attached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If applicable, have you attached a certificate from the Development Consent Authority confirming that town planning approval has been given for the proposed alterations at the relevant address of the proposed premises, and/or a Certificate of Occupancy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

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Description of alteration/s and evidence (please include attachments) to show the proposed alteration/s will not result in a contravention of or failure to comply with the *Liquor Act* or any other law of the Northern Territory which regulates in any manner the sale or consumption of liquor or the location, construction or facilities of premises which are used for such purpose

The onus is on the applicant to satisfy the Commission that the approval of the application meets the public interest and community impact test set out in section 6(2) of the *Liquor Act* and the [community impact assessment guidelines](#) published under section 6A of the Act, and any other requirements specified by the Commission.

Please demonstrate compliance with this below. Attach additional pages if required

I/We the applicant(s) described above, hereby apply to amend the above licensed area

Signature of applicant(s)		Date	
Signature of applicant(s)		Date	
Signature of applicant(s)		Date	

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Application notes		
1.	Applicants should note that the application will not be considered by the decision-maker unless all of the requirements set out in this application form and any additional requirements advised by the decision-maker have been satisfied. The list below is intended as a basic guide only. The decision-maker may require additional information at any stage of the process	
2.	The following are documents that must be lodged with the application	
a)	Completed application form	Yes <input type="checkbox"/>
b)	Plans and specifications for the proposed alterations (drawn in accordance with the approved guidelines)	Yes <input type="checkbox"/>
c)	If applicable, a certificate from the Development Consent Authority confirming that town planning approval has been given for the proposed alterations at the relevant address of the proposed premises, and/or a Certificate of Occupancy	Yes <input type="checkbox"/>
d)	Public interest – applicants must demonstrate in the application that the grant of the licence will be in the public interest by providing information about any relevant criteria referred to in the <i>Liquor Act</i> and any other matter relevant to the public interest in the sale, provision, promotion and consumption of liquor. The applicant should refer to the <i>Liquor Act</i> and the Liquor Commission website to identify those matters the decision-maker must consider when determining an application	Yes <input type="checkbox"/>
3.	Documents required prior to consideration of application, if required to go to advertising	
a)	Advertisements of the proposed liquor licence application that will be placed in relevant newspapers or other form/s of media (where required by the decision-maker). Note: Licensing NT will write and organise the advertisement/s and the applicant will be required to pay for them	Yes <input type="checkbox"/>
b)	Signed declaration (form enclosed) that the “Green Sign” has been erected at a prominent external area of the proposed premises and has been displayed for a 30 day period coinciding with the advertisements. “Green Signs” will be provided by a licensing inspector. Random checks are undertaken to ensure that “Green Signs” are erected in a prominent external area of the proposed premises	Yes <input type="checkbox"/>
4.	Further requirements	
a)	Inspection of proposed licensed premises by licensing inspectors	Yes <input type="checkbox"/>
5.	Guidelines – site and floor plans	
a)	A floor plan of the proposed or existing premises: <ul style="list-style-type: none"> i) drawn to a scale or scales considered by the decision-maker to be adequate for the relevant detail; ii) showing each level/area of the premises to which the application relates, showing fixtures and the use of all rooms; and iii) shall delineate the proposed licensed premises in red 	Yes <input type="checkbox"/>

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b)	<p>A site plan showing:</p> <ul style="list-style-type: none"> i) an outline (delineated in red) of every building to which the application relates; ii) the boundary of the land on which those premises are or are to be situated; iii) the front entrance of every building on those premises; iv) the names of adjacent streets; and v) features such as swimming pools and other outdoor areas on those premises 	Yes <input type="checkbox"/>
c)	The floor plan and the site plan shall be professionally drawn plans by an appropriately qualified architect, surveyor, town planner, engineer or draftsman	Yes <input type="checkbox"/>
d)	The decision-maker may in certain limited circumstances waive full compliance with this guideline. If an applicant wishes to apply for a waiver they should do so in the form of a letter setting out the reasons as to why they cannot fully comply with this guideline	Yes <input type="checkbox"/>
<p>It should be understood that these plans, including supporting information, will be made available for inspection by members of the public at all stages of the application and approval process</p>		
<p>Notice In accordance with the <i>Information Act</i></p>		
<p>Licensing NT is seeking information from you for the purposes of your application. Information Privacy Principle 1 (IPP 1) requires that a public sector organisation must not collect personal information unless the information is necessary for one or more of its functions or activities. If personal information about an individual is collected from the individual, the organisation must take reasonable steps to ensure that the individual is aware of certain matters. For the purposes of IPP 1, the following advice is provided.</p> <ul style="list-style-type: none"> a) You are able to apply for access to your personal information by making a written request to Licensing NT b) The information is required pursuant to the <i>Liquor Act</i>. The <i>Liquor Act</i> requires that certain matters must be considered when deciding whether or not to approve an application c) The information will be kept confidential except when disclosure is required or authorised by law, including as follows: <ul style="list-style-type: none"> i. Information may be sought from police, government agencies, interstate licensing authorities, or referees or other persons nominated by you. Information may be released to those sources to the extent necessary to verify information about you and your application. ii. Registers of licences and permits will be maintained and may be made available to the public on request <p>You do not have to provide information if you do not wish to do so. However, an application may not be approved if there is insufficient information to properly determine the matter in accordance with the <i>Liquor Act</i></p>		
<p>Statement of display (if required)</p>		
<p>To be completed after the expiry of the 30 day display period of the Green Sign erected at a prominent part of the licensed premises</p>		
I, (insert full name)		
of (insert address)		

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In the Northern Territory, being the applicant or acting for and on behalf of the applicant, who has applied for material alterations of the licensed premises known as (insert name of premises)			
And situated at (insert address of premises)			
State that:			
1.The above application was lodged with Licensing NT on the			
	day of		20
2.A public notice (Green Sign) was displayed on the premises or site to which the application relates on the			
	day of		20
3.The public notice was continuously and conspicuously displayed during the period of 30 days until			
	day of		20
Signature		Date	
Full name (in block letters)			