

# Application for approval of a material alteration to a licensed premises

## Approved under section 96 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.lrascompliancedwn@nt.gov.au](mailto:ditt.lrascompliancedwn@nt.gov.au).

## Before you apply

You must also attach supporting documents – see Section 3 of this application.

Fields marked with asterisk (*) are mandatory.			
<b>Section 1 – Applicant details</b>			
Full name of licensee*			
Address of licensed premises*			
Trading name of licensed premises*			
Postal address (if different from address of licensed premises)			
Phone*		Email*	
Fax		Website	
<b>Section 2 – Details of material alteration(s)</b>			
Explain what material alteration/s you would like to make. Attach extra pages if you need to*			

<b>Will the alteration(s) change the nature or operation of the business?*</b>		Yes / No	
If yes, explain how the nature or operation of the business will change*			
<b>Section 3 – Supporting documents</b>			
If you don't supply the supporting documentation, Licensing NT will not accept your application			
Enough evidence to show that the proposed change/s 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/made publicly available*		Yes / No	
A draft of the public notice of application required under section 57 of the Act. For information about what to include in the notice, visit <a href="http://nt.gov.au">nt.gov.au</a> *		Yes / No	
Detailed site/floor plans and specifications of the material alteration/s, including boundaries and any outdoor areas (decking/alfresco entertainment areas). These should be drawn to scale reflecting the size of the premises, identify street names / road access, entry and exit doors, smoking buffer zones if any, eating and drinking areas. These site/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	
Evidence from the Development Consent Authority confirming approval of town planning (if you are developing the premises), or other supporting information. For example, construction / building / renovations / reclassification and rezoning requirements for the type of authority being applied for		Yes / No	
A copy of any permit required under the <i>Building Act 1993</i> <sup>1</sup> to carry out the alteration		Yes / No	
A summary of any notice given under the <i>Fire and Emergency Services Act 1996</i> <sup>2</sup> in relation to the premises		Yes / No	
Evidence that the proposed alteration would not result in a contravention or non-compliance with a law specified in section 95(2) of the <i>Liquor Act 2019</i> *		Yes / No	
A clear, colour copy of your photo identification (a driver's licence, passport, NT working with children card, Australia Post Keycard or evidence of age card)*		Yes / No	
A receipt for the application fee*		Yes / No	
<b>Privacy declaration</b>			
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			
<b>Signature*</b>		<b>Date*</b>	

<sup>1</sup> <https://legislation.nt.gov.au/Legislation/BUILDING-ACT-1993>

<sup>2</sup> <https://legislation.nt.gov.au/Legislation/FIRE-AND-EMERGENCY-ACT-1996>

## 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, view the Department of Industry, Tourism and Trade [privacy policy](#)<sup>3</sup>.

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.lrascompliancedwn@nt.gov.au](mailto:ditt.lrascompliancedwn@nt.gov.au).

## Pay application fee and submit application

You can pay the [application fee](#)<sup>4</sup> at your nearest [Territory Business Centre](#)<sup>5</sup> (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.lrascompliancedwn@nt.gov.au](mailto:ditt.lrascompliancedwn@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

For more information, call 1800 193 111 or email [territorybusinesscentre@nt.gov.au](mailto:territorybusinesscentre@nt.gov.au)

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<sup>3</sup> <https://industry.nt.gov.au/publications/policies/privacy-policy>

<sup>4</sup> <https://nt.gov.au/industry/hospitality/liquor-licences-and-wholesaler-registration/liquor-licence-fees>

<sup>5</sup> <http://www.nt.gov.au/industry/licences/find-a-territory-business-centre>