

# Supplementary information for an application for an event authority

## Under sections 47 and 52 of the *Liquor Act 2019*

### Before you fill in the form

This form has been approved by the Director of Liquor Licensing under section 317 of the *Liquor Act 2019*. If you are applying for a liquor authority for a major event, community event or special event, you must fill in this form and attach it to your application for a new liquor licence or authority form.

Type your answers or use clear, printed writing.

Attach extra page/s (or fill out more than one form) if you are proposing to have more than one event and/or various start and finish dates and times.

Any security/crowd controllers required by your licence/authority conditions must be fully licensed under the *Private Security Act 1995* (NT).<sup>1</sup>

If you are going to hold the event in a declared public restricted area, this application also covers the application to allow liquor to be consumed in the public restricted area.

The target audience is the main group of people expected to attend the event, e.g. families, single adults, senior citizens, 18-25 year olds, all ages, etc. For most major events, you won't know the actual numbers and demographics of the audience in advance, but you should still provide an estimate.

If you need help with your application, call Licensing NT on 08 8999 1800 or email

[agd.lrascompliance@nt.gov.au](mailto:agd.lrascompliance@nt.gov.au).

Fields marked with asterisk (*) are mandatory.	
<b>Event details</b>	
<b>Name of event*</b>	
<b>Event start date start and finish and time*</b>	
<b>Event end date start and finish time*</b>	
<b>Proposed nature and purpose of the event*</b>	
<b>Proposed address/location of event premises*</b> (if different from usual premises or multiple venues) Please 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	

<sup>1</sup> <https://legislation.nt.gov.au/en/Legislation/PRIVATE-SECURITY-ACT-1995>

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<b>Nominee name and contact details</b> (if different from usual nominee on licence)*			
<b>Will people under 18 years be attending the event?*</b>	Yes / No	<b>Will members of the general public be attending?*</b>	Yes / No
<b>Who is your target audience?*</b>			
<b>Will this be a ticketed event?*</b>	Yes / No	<b>Will this be a corporate event?*</b>	Yes / No
<b>Will there be VIP tickets?*</b>	Yes / No	<b>What is the maximum number of people you expect to attend at any one time?*</b>	
<b>Will spirits be available?*</b>	Yes / No	<b>Will light beer be available?*</b>	Yes / No
<b>If yes, what type of spirits will be available?</b>			
<b>Will mid-strength beer be available?*</b>	Yes / No	<b>Will heavy beer be available?*</b>	Yes / No
<b>Will wine (by the glass) be available?*</b>	Yes / No	<b>Will wine (by the bottle) be available?*</b>	Yes / No
<b>Will ready to drink (RTD) beverages be available?*</b>	Yes / No	<b>Will there be entertainment, e.g. amplified music, a live band or strip show?*</b>	Yes / No
<b>If yes, provide details of the entertainment and attach/include a copy of the proposed running/entertainment schedules</b>			
<b>Has the neighbourhood been notified of the event?*</b>			Yes / No
<b>If yes, how and when were they notified?</b>			
<b>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 condition?*</b>			Yes / No
<b>If no, please explain why</b>			

**An event authority will only be issued to applicants who understand responsible service of alcohol practices. To help prove your understanding, please briefly describe at least three strategies you will implement to ensure that alcohol/liquor will be served responsibly\***

**Details of owner/controller of premises where the event/s will be held**

<b>Company/organisation name*</b>			
<b>Signature of owner/controller*</b>		<b>Date*</b>	
<b>Full name of owner/controller and their position/job title*</b>			

**Event management plan\***

You must attach a detailed event management plan including (but not limited to):

- Services and utilities that will be available on site.
- Movement of people within the site.
- Access to the site for patrons.
- Hazards in and around the area.
- Road access in wet weather.
- Provisions for people with disabilities.
- The number and positions of points of sale for liquor.
- Crowd regulation and overspill areas.
- Access to and within the site for emergency vehicles.
- Potential environmental impacts.
- Traffic flows/parking.
- Whether or not it is in a public restricted area.

**Additional requirements for major and community events**

If you are applying for a major event authority or a community event authority, you must also include on your attached site plan, clearly indicated by numbers and/or symbols:

- Surrounding landmarks and streets to help identify the venue layout.
- Entrances and exits.
- Vendor locations.
- First aid post locations.
- Location of public facilities such as toilets, telephones and the like.
- Location of security.
- Location of licensed areas.
- Location of access roads/pathways and indication of use by patrons, staff, vendors, entertainers and emergency service vehicles.

**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.

<b>Signature of applicant*</b>		<b>Date*</b>	
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## 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, visit the Department of the Attorney General and Justice <sup>2</sup>website.

To specifically discuss how your information is used and shared by Licensing NT, you can contact us on 08 8999 1800 or [agd.lrascompliedwn@nt.gov.au](mailto:agd.lrascompliedwn@nt.gov.au).

## Further information

If you need help with your application, call Licensing NT on 08 8999 1800 or email [agd.lrascompliedwn@nt.gov.au](mailto:agd.lrascompliedwn@nt.gov.au)

Email your completed form to [agd.lrascompliedwn@nt.gov.au](mailto:agd.lrascompliedwn@nt.gov.au)

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<sup>2</sup> <https://justice.nt.gov.au/access-to-information>

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