

# Notice to Director of club function

## Under regulation 42(1) of the *Liquor Regulations 2019*

### Before you fill in the form

Type your answers or use clear, printed writing.

Attach extra pages if your answers do not fit into the space provided.

If you need help with this form, call Licensing NT on 08 8999 1800 or email

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

Fields marked with asterisk (\*) are mandatory.

Fields marked with caret (^) are office use only.

#### Notes in relation to regulation 42(1)

A licensee with a club authority must, by prior may sell, serve and supply liquor to persons attending the following functions held at the club:

- (a) a function hosted by a member and attended by guests of the member;
- (b) a function hosted by a registered charity to raise money for the charity and attended, with or without charge, by guests of the charity;
- (c) a function hosted by a person hiring the licensed premises and attended, without charge, by guests of the person;
- (d) a function hosted by the licensee and attended, with or without charge, by members of the public.

Regulation 42(2) states the licensee must, by prior written notice to the Director, seek the Director's consent to a function referred to in subregulation (1)(c) or (d) as written above. No notice is required if the functions are of the nature of those referred to subregulation (1)(a) or (b) as written above.

Notice of the function must be given at least 2 business days before holding the function if under subregulation 1(c) or at least 7 business days before if under subregulation 1(d).

The licensee must not hold a function referred to in subregulation 1(c) or (d) if the Director gives the licensee written notice that the Director refuses to consent to the function.

Failure to provide this notice as prescribed, or hold the function without the consent of the Director is a breach of the regulations and will be subject to disciplinary action.

#### Licensee details

|              |  |     |  |
|--------------|--|-----|--|
| Full name*   |  |     |  |
| Phone*       |  | Fax |  |
| Email*       |  |     |  |
| Licence No.* |  |     |  |

| Details of licensed premises  |          |
|---|----------|
| <b>Full name of licensed premises*</b>  |          |
| <b>Address of licensed premises*</b>  |          |
| Details of person submitting the notice   |          |
| <b>Full name*</b>   |          |
| <b>Address*</b>   |          |
| <b>Authority to act*</b>  |          |
| Nature of the function  |          |
| <b>(1)(c) – a function hosted by a person hiring the licensed premises and attended, without charge by guests of the person.*</b>   | Yes / No |
| <b>(1)(d) – a function hosted by the licensee and attended, with or without charge, by members of the public.*</b>  | Yes / No |
| <b>How many business days’ notice is being provided prior to the event for consent by the Director? *</b>   |          |
| <b>If a function under subregulation (1)(d) the licensee must not hold more than 6 functions of that nature in any 6 month period. How many such functions have been held in the previous 6 months? *</b> |          |
| <b>Date of the proposed function *</b>  |          |
| <b>Give details of the nature of the function and any other relevant details*</b><br>(attach any correspondence in support of this notice)  |          |

|  |  |       |          |
|--|--|-------|----------|
| Signature of licensee or their delegate*                   |  | Date* |          |
| <b>Office use only^</b>                                    |  |       |          |
| Is the function consented to by the Director or delegate?^ |  |       | Yes / No |
| Comments by the Director or delegate.^                     |  |       |          |
| Name^  |  |       |          |
| Position title^  |  |       |          |
| Signature^   |  | Date^ |          |

## Privacy statement

### For the licensee:

You have been asked to provide personal information as part of this notice. 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 notice, or your notice may be refused.

As part of this notice, 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 notice, and ensure they are aware of the information set out below.

### For the licensee and third parties:

We collect and use your personal information to process and manage this notice (and, if approved, any subsequent licence/registration) under the *Liquor Act 2019*<sup>1</sup>. Third party information is required by law to enable consideration of the licensee's suitability to hold a licence / registration. If the licensee 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 [nt.gov.au](http://nt.gov.au)<sup>2</sup>. 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)

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<sup>1</sup> <https://legislation.nt.gov.au/Legislation/LIQUOR-ACT-2019>

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