

Application to vary a liquor licence

Approved form under section 110 of the *Liquor Act 2019*

- 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 LiquorLicensing.DITT@nt.gov.au.

Before you apply

You must attach supporting documents - see section 3 of this application.

All sections and the privacy declaration must be completed before the application will be progressed.			
Section 1 – Licence details			
Licence number			
Full name of current licensee			
Trading name of premises			
Address/location of premises			
Section 2 – Contact details			
Phone		Fax	
Email			
Postal address			
Section 3 – Variation details			
Explain what you would like to vary (eg. change of hours, new condition/s), and include details of the change/s you would like. Attach extra pages if you need to.			
Will the variation apply to all of the licensed areas?			Yes/No
Will the variation apply off the licensed premises (eg. substitution of premises)?			Yes/No
If yes, provide details and attach floor plans and/or diagrams of the area, council approval, etc.			

Will the variation apply to part of the licensed area?		Yes/No	
If yes, provide details			
Will the variation only be temporary? Attach extra page/s if you need to		Yes/No	
If yes, enter the dates/times that you want the variation to apply for.			
Section 4 – Supporting documents			
If you don't supply the supporting documentation, Licensing NT will not accept your application			
An affidavit made in line with section 54 of the <i>Liquor Act 2019</i>¹ ("the Act")*		Yes/No	
A draft of the public notice of application required under section 57 of the Act		Yes/No	
Enough evidence to show that this change 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	
Proof of title, or fully executed lease/contract or other evidence of your right to occupy the premises		Yes/No	
If you are applying to substitute other premises for the licensed premises, a copy of your application for a new liquor licence and the supporting information		Yes/No	
A clear, colour copy of your photo identification (driver's licence, passport, NT working with children card, Australia Post keypass card or evidence of age card)		Yes/No	
A receipt for the application fee²		Yes/No	
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.			
Signature of applicant		Date	

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

² <https://nt.gov.au/industry/hospitality/liquor-licences-and-wholesaler-registration/liquor-licence-fees>

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*³. 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, go to the Department of Industry, Tourism and Trade website⁴. 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

LiquorLicensing.DITT@nt.gov.au.

Pay application fee and submit application

You can pay the application fee⁵ at your nearest Territory Business Centre⁶ (TBC) using credit or debit card, cash or cheque. You can submit your application by mail, email or in person.

For more information call 1800 193 111 or email territorybusinesscentre@nt.gov.au.

By mail or email

Licensing NT, Department of Industry, Tourism and Trade

GPO Box 1154, Darwin NT 0801

LiquorLicensing.DITT@nt.gov.au

In person at your nearest TBC

Building 3, Darwin Corporate Park

631 Stuart Highway

Berrimah NT 0828

Shop 2, Barkly House

Corner Davidson and Paterson Streets

Tennant Creek NT 0860

Big Rivers Government Centre

5 First Street

Katherine NT 0850

Ground floor, The Green Well Building

50 Bath Street

Alice Springs NT 0870

³ <https://legislation.nt.gov.au/en/Legislation/LIQUOR-ACT-2019>

⁴ <https://industry.nt.gov.au/publications/corporate/privacy-policy>

⁵ <https://nt.gov.au/industry/hospitality/liquor-licences-and-wholesaler-registration/liquor-licence-fees>

⁶ <https://nt.gov.au/industry/business-support/contact-territory-business-centre>