

Application for review of a decision

Before you lodge this request

Type your answers or use clear, printed writing.

Attach extra documents if your answer/s don't fit into the space provided.

All questions must be answered and full particulars provided.

Once this form is completed, it should be emailed to ditt.lrascompliance@nt.dwn@nt.gov.au or faxed to (08)8999 7498.

For enquiries about this application, please contact Licensing NT on (08)8999 1800.

Notes to application

1. The governing Acts of Licensing allow the respective Executive Director or Directors to make decisions under these various licensing Acts. The Acts also allows for the Executive Director or Directors to delegate certain decision making power to public sector employees (a delegate).
 - A delegate can only make a decision on matters that the respective Licensing Commission or Executive Director or the Directors of the Licensing body has authorised them to do so. While a delegate has the authority to make a decision, there may be times when the delegate feels that this is more appropriate that the decision is made by the Executive Director or Director.
 - Depending on who made the decision, a review may be conducted by either the Executive Director, the Licensing Commission or the NT Civil Affairs Tribunal (NTCAT).
 2. An application for a review may be made in relation to a decision under the following Acts:
 - *Gaming Control Act 1993*
 - *Gaming Machine Act 1995*
 - *Liquor Act 2019*
 - *Private Security Act 1995*
 - *Tobacco Control Act 2002*
 - *Totalisator Licensing and Regulation Act 2000*.
 3. If a review of a delegate's decision is being applied for, this application should be lodged within 28 days of the decision made.
 4. An application for the review of a decision may be made by:
 - a declared affected person by the Act;
 - a licensee;
 - an applicant;
 - a person who made a submission, complaint or objection.
 5. The applicant should provide supporting information / documents that are applicable to support the application.
The reviewer may require the applicant / licensee to submit such additional information or material as the reviewer considers is necessary to make a determination.
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Fields marked with asterisk (*) are mandatory			
Section 1 – Application for review of a decision			
Select the Act that the decision was made under*, mark with an X the one that applies			
Gaming Control Act		Gaming Machine Act	
Liquor Act		Private Security Act	
Tobacco Control Act		Totalisator Licensing and Regulation Act	
Section 2 – Application details			
Full name*			
Licence number (if applicable) *			
Authorised contact person (if applicant is a corporation)*			
Address of applicant*			
Postal address of applicant*			
Email*			
Phone*		Fax	
Section 3 - Affected person applying for the review, mark with an X the one that applies			
Declared an affected person by the Act		Licensee	
Applicant		Person who made a submission, complaint or objection	

Section 4 – Decision details

Name of who made the decision*	
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Date of the decision*	
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Summary of the decision made*

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Decision review request

Decision you want the reviewer to make (briefly state the decision, remedy or outcome you are seeking. For example, if the application for review is in relation to a penalty arising from a disciplinary matter, seek the setting aside of a penalty). *

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Reasons why the reviewer should make the order / change the decision (provide a summary of the facts and circumstances relied upon. Attach extra pages if required). *

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Section 5 - Late applications			
Is the application made within 28 days of the decision notice being given?			
If no, a statement of the reasons why the reviewer should grant an extension of time must also be provided.			
Signature*		Date*	
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*		Date*	

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 may also be 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 under the respective Acts. Third party information is required by law to enable consideration of the applicant's request for a review of the decision request being made. If the applicant does not provide this information, it may affect their right of review.

We may share your information with the respective Commission and other third parties such as 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](#)¹.

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.

¹ <https://industry.nt.gov.au/publications/policies/privacy-policy>