

Application for a change of manager of a liquor licence

Application for change of manager of a liquor licence			
Application details for approval to change manager/nominee			
Liquor licence number			
Full name of licensee			
Address of licensee			
Trading name of premises			
Address of premises			
Postal address of premises			
Telephone		Fax	
Email		Website	
Name of present manager/nominee			
Reason for replacement of manager/nominee			
Full name and address of proposed new manager/nominee			
Signature of person authorised to make this application (<i>refer to point 6 in application notes</i>)			Date
Printed name			
Title			

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Signature of person authorised to make this application (<i>Refer to point 6 in application notes</i>)		Date	
Printed name			
Title			
Nominated manager's details			
Full name and any alias(es) of proposed manager/nominee			
Date of birth		Place of birth	
Address			
Places of residence over the past five years			
Occupation			
Phone		Facsimile	
Mobile		Email	
Length of time in the Northern Territory			
Period of residence in Australia		If naturalised, can papers be produced?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What is your marital status (<i>including de facto</i>)?			
Name of spouse (<i>including de facto</i>)			
Occupation of spouse/de facto			
Do you hold or have you held equitable or financial interest in any other premises, in the NT or elsewhere that are or were licensed to sell liquor?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, provide details			

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Will the proposed manager/nominee have a financial interest in the business?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Has the proposed manager/nominee ever been arrested, charged or summonsed for an offence anywhere (<i>excluding spent convictions</i>)? If so, provide details			
Has the proposed manager/nominee ever been convicted of any offence anywhere (<i>excluding spent convictions</i>)? If so, provide details			
Has the proposed manager/nominee ever been a party in a civil lawsuit (<i>excluding spent convictions</i>)? If so, provide details:			
Has the proposed manager/nominee completed a responsible service of alcohol (RSA) course? If yes, attach relevant certificate	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Please provide one personal profile/resume detailing at least the last 10 years' work history) and four (4) written references to be made up of two (2) business references and two (2) personal references. These are to be attached with this application	personal profile/resume <input type="checkbox"/> 2x business references <input type="checkbox"/> 2x personal references <input type="checkbox"/>		
Signature of proposed manager/nominee			Date
Printed name			
Notice in accordance with the <i>Information Act</i>			
<p>Licensing NT is seeking information from you for the purposes of your application. Information Privacy Principle 1 (IPP 1) requires that a public sector organisation must not collect personal information unless the information is necessary for one or more of its functions or activities. If personal information about an individual is collected from the individual, the organisation must take reasonable steps to ensure that the individual is aware of certain matters. For the purposes of IPP 1, the following advice is provided:</p> <ul style="list-style-type: none"> a) You are able to access your personal information that you have provided by making a written request to Licensing NT. b) The information is required pursuant to the <i>Liquor Act</i>. The <i>Liquor Act</i> requires that certain matters must be considered when deciding whether or not to approve an application. c) The information will be kept confidential except when disclosure is required or authorised by law, including as follows: <ul style="list-style-type: none"> i) Information may be sought from police, government agencies, interstate licensing authorities, or referees or other persons nominated by you. Information may be released to those sources to the extent necessary to verify information about you and your application. 			

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<p>ii) Registers of licences and permits will be maintained and may be made available to the public on request.</p> <p>d) You do not have to provide information if you do not wish to do so. However, an application may not be approved if there is insufficient information to properly determine the matter in accordance with the <i>Liquor Act</i></p>		
Application notes		
1.	Applications for change of a manager/nominee can only be submitted by body corporate licensees	
2.	Applicants should note that under the <i>Liquor Act</i> , this is an application for the permanent appointment of a new manager/nominee and is not temporary in nature	
3.	These application notes and the checklists within are to be submitted with the application	
4.	The following documents must be lodged with the application	
a)	Application to change manager	
	i) Where the licensee is a company, at least one (1) of the directors or an authorised officer to sign (common seal not required)	Yes (<i>at time of lodgement</i>) <input type="checkbox"/>
	ii) Where the licensee is an incorporated association (club), the secretary and one other committee member to sign	Yes (<i>at time of lodgement</i>) <input type="checkbox"/>
b)	Nomination application form signed by the proposed manager/nominee of the company (<i>form attached</i>)	Yes (<i>at time of lodgement</i>) <input type="checkbox"/>
c)	i) At least two (2) written business references and two (2) written personal references. References may be checked and verified	Yes (<i>to be lodged prior to consideration</i>) <input type="checkbox"/>
	ii) Copies of photo identification of the transferee or each member of the transferee, e.g. a current driver's licence or passport	Yes (<i>at time of lodgement</i>) <input type="checkbox"/>

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d)	<p>Proof that the applicant(s) have submitted a fingerprint check and/or authority to release criminal history to NT Police, with return address of the fingerprint check noted as:</p> <p>Manager Darwin Territory Business Centre (TBC) GPO Box 9800 Darwin NT 0801</p> <p>Or</p> <p>Manager Alice Springs Territory Business Centre (TBC) PO Box 9800 Alice Springs NT 0871</p> <p>Note: Applicants should submit for fingerprints as soon as possible.</p> <p>It can take up to five weeks to process</p>	<p>Fingerprint check - Yes (<i>at time of lodgement</i>) <input type="checkbox"/></p> <p>Criminal history check – Yes (<i>at time of lodgement</i>) <input type="checkbox"/></p>
e)	Personal profile detailing at least the previous ten (10) years' work experience	Yes (<i>to be lodged prior to consideration</i>) <input type="checkbox"/>
f)	Applicant will be required to have completed a responsible service of alcohol (RSA) course	Yes (<i>to be lodged prior to consideration</i>) <input type="checkbox"/>
5.	Managers previously approved and appointed by the decision-maker within the past 12 months are only required to attach items (a), (b) and (d) (<i>fingerprint check only</i>)	
6.	Who may sign this application?	For a company, a director and secretary or authorised officer. For a club, the secretary and one committee member
<p>For help completing this application, please telephone Licensing NT on (08) 8999 1800 or email AGD.LRASComplianceDWN@nt.gov.au</p> <p>Once this application is completed it must be lodged at a Territory Business Centre (TBC) with the prescribed fee and accompanying documents. TBC locations are listed on the next page</p>		

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Darwin TBC Building 3, Darwin Corporate Park 631 Stuart Highway Berrimah NT GPO Box 9800 Darwin NT 0801 t: (08) 8982 1700 f: (08) 8982 1725 Toll free: 1800 193 111 e: territory.businesscentre@nt.gov.au	Katherine TBC Shop 1, Randazzo Building 18 Katherine Terrace Katherine NT PO Box 9800 Katherine NT 0851 t: (08) 8973 8180 f: (08) 8973 8188 e: territory.businesscentre@nt.gov.au
Tennant Creek TBC Shop 2, Barkly House Cnr Davidson and Paterson Street Tennant Creek PO Box 9800 Tennant Creek NT 0861 t: (08) 8962 4411 f: (08) 8982 1725 e: territory.businesscentre@nt.gov.au	Alice Springs TBC Ground Floor, The Green Well Building 50 Bath Street Alice Springs PO Box 9800 Alice Springs NT 0871 t: (08) 8951 8524 f: (08) 8951 8533 e: territory.businesscentre@nt.gov.au
8. Fees and payment	
Contact your local TBC for the relevant schedule of fees and payment options	