

Application to change / add a nominee of a liquor licence

Approved under the Liquor Act 2019 (NT)

- Type your answers or use clear, printed writing.
- Attach extra documents if your answer/s don't fit into the space provided.
- There is no application fee.
- If you need help with your application, call Licensing NT on 08 8999 1800 or email ditt.lrascompliance@nt.gov.au.

Before you apply

You must also attach supporting documents – see Section 4 of this application.

If there is more than one nominee being requested to be changed / removed or added you will need to provide the details of each individual along with the required supporting documentation.

Fields marked with asterisk (*) are mandatory.			
Section 1 – Licence details			
Liquor licence number*			
Full name of licensee*			
Address of licensee*			
Trading name of premises*			
Address of premises*			
Postal address of premises*			
Phone*		Fax	
Email*			
Website			
Name of present nominee*			

Section 2 - Change of nominee request			
Reason for change of nominee*			
Full name and address of proposed new nominee *			
Signature of person authorised to make this application*		Date*	
Printed name*			
Title*			
Section 3 - New nominee details (if more than one attach additional pages)			
Full name and any alias(es)*			
Date of birth*		Place of birth*	
Address*			
Places of residence over the last five years*			
Occupation*			
Phone*		Fax	
Email*			
Length of time in the Northern Territory*			
How long have you lived in Australia?*		If naturalised, can you produce papers?	Yes / No

What is your marital status (including de facto)?*			
Name of spouse (including de facto) *			
Occupation of spouse/de facto*			
Do you hold or have you ever held equitable or financial interest in any other liquor licensed premises in the NT or elsewhere?*			Yes / No
If yes, provide details			
Will the proposed nominee have a financial interest in the business?*			Yes / No
Has the proposed nominee ever been arrested, charged, summonsed or convicted for an offence anywhere (excluding spent convictions)?*			Yes / No
If yes, provide details			
Signature of proposed nominee*		Date*	
Section 4 – Supporting documents			
A copy of the nominee's resume outlining their experience, skills and/or qualifications to effectively manage the licence and associated business*			Yes / No
A copy of a Nationally Accredited Responsible Service of Alcohol (RSA) certificate. If more than three (3) years old this must be accompanied with a refresher certificate such as NTrefreshRSA *			Yes / No
Two signed and dated referee statements (including the referees' contact details) stating to the general reputation and character of the proposed nominee*			Yes / No
A National Police Certificate based on name and fingerprint check (criminal history)*			Yes / No
A clear, colour copy of the nominee's photo ID (driver's licence, passport)			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*		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 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, 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.lrascompliance@nt.gov.au.

Submit application

You can submit your application by mail, email or in person:

By mail or email

Licensing NT
Department of Industry, Tourism and Trade
GPO Box 1154, Darwin NT 0801
ditt.lrascompliance@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 of 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

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

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