

Notice to director of community club function

Approved under regulation 47 of the Liquor Regulations 2019

- 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

Fields marked with asterisk (*) are mandatory.

Notes in relation to regulation 47

A licensee with a community club authority must, by prior written notice to the Director, seek the Director's consent to a function hosted by a member and attended by more than 6 guests of the member.

Notice of the function must be given at least **7 business days** before holding the function.

The licensee must not hold a function if the Director gives the licensee written notice that the Director refuses to consent to the function.

All guests attending the function must be issued and wear wrist bands designed for 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.

Section 1 - Licensee details

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

Section 2 - Details of licensed premises

Full name of licensed premises*	
Address of licensed premises*	

Section 3 - Details of person submitting the notice			
Full name*			
Address*			
Authority to act*			
Section 4 - Nature of the function			
Date of the proposed function *			
Give details of the nature of the function and any other relevant details * (attach any correspondence in support of this notice)			
Signature of licensee or their delegate*		Date*	
Section 5 - Office use only			
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*. 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, 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 contact us on 08 8999 1800 or ditt.lrascompliance@nt.gov.au

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