

Application for the grant of a liquor licence

Application for the grant of a liquor licence			
Application details			
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>		
Full name of applicant			
Address of applicant			
Postal address of applicant			
Telephone		Facsimile	
Email		Website	
Full name and address of nominee <i>(if applicable)</i>			
Address/location of proposed licensed premises			
Trading name of proposed licenced premises			
Nature of business associated with licence applied for <i>(e.g. supermarket, hotel, etc.)</i>			
Type of licence:			
For consumption on premises	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2. For consumption away from premises	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3. For consumption on and away from premises	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

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Proposed conditions sought or volunteered by the licensee
Will any other person or entity have a financial interest in the business? If so, provide details
Is applicant or any member of the applicant directly or indirectly interested in or concerned with any other licence? If so, provide details
Have any of the applicants (<i>including directors of companies or committee members of club</i>) ever been arrested, charged or summonsed for an offence (<i>excluding spent convictions</i>)? If so, provide details
Have any of the applicants (<i>including directors of companies or committee members of club</i>) ever been a defendant in a civil lawsuit for breach of duty of care? If so, provide details

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Have any of the applicants (<i>including directors of companies or committee members of club</i>) ever been the subject of any action pursuant to the provisions of bankruptcy legislation? If so, provide details			
I/We the applicant(s) described above, hereby apply for the grant of the above licence			
Signature of applicant(s)		Date	
Signature of applicant(s)		Date	
Signature of applicant(s)		Date	
Nominated person's details			
Full name and any alias(es) of proposed manager/nominee			
Date of birth		Place of birth	
Address			
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>)			

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Occupation of spouse/de facto			
If licence granted, does proposed manager/nominee intend to follow another trade or profession?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has proposed manager/nominee had experience in the conduct of licensed premises?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, provide details			
Will the proposed manager/nominee have a financial interest in the business?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the proposed manager/nominee directly or indirectly interested in or concerned with any other licence?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes provide details			
Has the proposed manager/nominee ever been arrested, charged or summonsed for an offence anywhere (excluding spent convictions)? If so, provide details			
Has the proposed manager/nominee ever been convicted of any offence anywhere (excluding spent convictions)? If so, provide details			
Has the proposed manager/nominee ever been a party in a civil lawsuit (excluding spent convictions)? If so, provide details			

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Has the proposed manager/nominee ever been dismissed/discharged or asked to resign from any employment? If so, provide details			
Has the proposed manager/nominee completed a responsible service of alcohol 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			
Signature of proposed manager/nominee		Date	
Statement of display			
To be completed after the expiry of the 30 day display period of the public notice (<i>Green Sign</i>) erected at a prominent part of the proposed premises to be licensed			
I, (<i>insert full name</i>)			
of (<i>insert address</i>)			
In the Northern Territory, being the applicant or acting for and behalf of the applicant, who has applied for the grant/variation of a licence for the premises known or to be known as (<i>insert name of premises</i>)			
And situated at (<i>insert address of premises</i>)			
State that:			
A public notice (<i>Green Sign</i>) was displayed on the premises or site to which the application relates on the			
	day of		20
The public notice was continuously and conspicuously displayed during the period of 30 days until			
	day of		20
Signature		Date	
Full name (<i>in block letters</i>)			

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Affidavit														
I,		, the applicant,												
<i>insert full name: of the applicant; or if the applicant is a body corporate, of the principal executive officer (or, if that officer does not have knowledge of the fact, some other person who has knowledge of the facts and who is authorised by the body corporate)</i>														
disclose the following:														
(a)	there *is a / is not any person (other than, where the applicant or licensee is a body corporate, the secretary, an executive officer, a member or shareholder of the body corporate carrying out the duties or exercising the normal rights of the person in that capacity) who will by any lease, agreement or arrangement be able to influence any decision made by the applicant in relation to the sale of liquor or the sale and consumption of liquor (*circle where applicable)													
(b)	there *is a / is not any person other than the applicant who by any lease, agreement or arrangement (other than a contract, agreement or other arrangement entered into for the purposes of the <i>Liquor Act</i> or the Regulations and approved by the decision-maker) may expect any benefit from the applicant in relation to the sale of liquor or the sale and consumption of liquor (*circle where applicable)													
(c)	details of persons able to influence as referred to in paragraph (a) or expect benefit as referred to in paragraph (b)													
i. <i>where any such person is a natural person</i>														
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Full name</th> <th style="width: 33%;">Address</th> <th style="width: 34%;">Date of birth</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </tbody> </table>			Full name	Address	Date of birth									
Full name	Address	Date of birth												
ii. <i>where any such person is a body corporate other than a club</i>														
Name of body corporate														
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Full name of secretary</th> <th style="width: 33%;">Address</th> <th style="width: 34%;">Date of birth</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </tbody> </table>			Full name of secretary	Address	Date of birth									
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<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Full name of each executive officer</th> <th style="width: 33%;">Address</th> <th style="width: 34%;">Date of birth</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </tbody> </table>			Full name of each executive officer	Address	Date of birth									
Full name of each executive officer	Address	Date of birth												

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Affidavit			
iii. <i>where any such person is a club or other voluntary association of persons:</i>			
Name of club or voluntary association of persons			
Full name of secretary	Address	Date of birth	
Full name of each executive officer	Address	Date of birth	
Details of the objectives (if any) of the club or voluntary association of persons and whether or not the club is a non-proprietary club or the voluntary association of persons conducts its business in the same way as a non-proprietary club			
iv. <i>full and correct particulars of the lease, agreement or arrangement</i>			
(d)	in the case of the applicant or licensee being a body corporate other than a club, the names of all persons who have a substantial holding (within the meaning of section 9 of the <i>Corporations Act 2001</i>) in the body corporate		
This affidavit is made by		in the presence of an authorised witness	
At (place)		On (date)	
Signature of person making the affidavit			
Signature of authorised witness *witness must sign each page of the affidavit			
Witness full name	Witness qualification as an authorised witness	Witness address or telephone	

Affidavit

Oath, Affidavits and Declarations Act:

Section 14 (5):

The person making the affidavit must:

- (a) sign the affidavit immediately after the statement required by subsection (3); and
- (b) sign each other page of the affidavit; and
- (c) sign or initial any alteration made to the affidavit; and
- (d) in the presence of an authorised witness, say orally on oath, that:
 - (i) he or she is the person named as the maker of the affidavit; and
 - (ii) the contents of the affidavit are true; and
 - (iii) the signature is his or hers; and
 - (iv) if necessary, any attachment to the affidavit is the attachment referred to in it.

Subsection (5)(a), (b) and (c) need not be complied with in the presence of an authorised witness.

Section 15:

- (1) An affidavit made at a place in the Territory must be witnessed by one of the following:
 - (a) a justice of the peace;
 - (b) a commissioner for oaths;
 - (c) any other person authorised by an Act to witness the affidavit.
- (2) An affidavit made at a place outside the Territory must be witnessed by one of the following:
 - (a) a person who has authority under the law of the place:
 - (i) to administer an oath, take an affirmation or carry out a comparable process; or
 - (ii) to witness the making of an affidavit or comparable document;
 - (b) a consular official who is performing official functions at the place;
 - (c) if the person making the affidavit is a member of the Australian Defence Force – a defence force officer;
 - (d) any other person authorised by an Act to witness the affidavit.

Notice in accordance with the *Information Act*

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.

- a) You can apply to access your personal information by making a written request to Licensing NT.
- b) The information is required pursuant to the *Liquor Act*. The *Liquor Act* 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:
 - 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.
 - ii. Registers of licences and permits will be maintained and may be made available to the public on request.
- d) You do not have to provide information if you do not want to. However, an application may not be approved if there is insufficient information to properly determine the matter in accordance with the *Liquor Act*.

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Application notes		
1.	Applicants should note that the grant of a licence will not be considered by the decision-maker unless all of the requirements set out in this application form and as may be additionally advised by the decision-maker have been satisfied. The list below is intended as a basic guide only. The decision-maker may require additional information at any stage of the process	
2.	Applicants are entitled to apply for an “in principle” liquor licence in limited circumstances where, for example, the premises that is to be licensed is under construction. In such circumstances, the licensing inspector responsible for your application will determine what of the listed requirements must be submitted before your application will be considered	
3.	These application notes and the checklists/information specified within are to be submitted with the application	
4.	The following are documents that must be lodged with the application	
a)	Completed application form	Yes <input type="checkbox"/>
b)	Payment of the liquor licence application statutory fee*	Yes <input type="checkbox"/>
c)	Affidavit referred to in the <i>Liquor Act</i>	Yes <input type="checkbox"/>
d)	Site and floor plans (<i>drawn in accordance with the attached approved guidelines</i>)	Yes <input type="checkbox"/>
e)	Proof of title, lease or right to occupy the premises. (<i>Note: if an applicant seeks to provide a copy of a contract for the sale of land or a lease of the relevant premises such documentation must be legally executed</i>)	Yes <input type="checkbox"/>
f)	Photocopies of relevant identification of applicants and nominated managers, which may be current driver’s licence, passport or birth certificate extract	Yes <input type="checkbox"/>
g)	<p>Proof that the applicant(s) have undertaken a fingerprint check and have submitted an authority to release criminal history to the Northern Territory Police, with return address of the fingerprint check noted as:</p> <p>Manager Territory Business Centre GPO Box 9800 Darwin NT 0801</p> <p>Or</p> <p>Manager Territory Business Centre PO Box 9800 Alice Springs NT 0871</p> <p>Note: Where the applicant is a company the director(s) and proposed nominated manager(s) must undertake fingerprint checks, unless waived; or Where the applicant is an incorporated association, a fingerprint check is to be completed by the president, treasurer, secretary and proposed nominated manager.</p>	Yes <input type="checkbox"/>

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	<p>i) The original form is submitted. Photocopy or faxed copies will not be accepted. A photocopy of either a driver's licence or birth certificate must be submitted with every criminal history form</p> <p>ii) All details are printed clearly</p> <p>iii) All sections of the form a completed</p> <p>iv) All relevant signatures appear on the form</p> <p>No wording of this form is to be altered or deleted in any way</p>	
h)	<p>Evidence of the financial stability of the applicant(s)</p> <p>A recent statement of assets and liabilities is the minimum requirement, preferably with an appropriate letter from the applicant's bank and/or accountant addressing the question of the applicant's financial stability</p>	Yes <input type="checkbox"/>
i)	<p>Evidence of managerial capacity to conduct the proposed business e.g. a curriculum vitae or resume of each of the applicants</p>	Yes <input type="checkbox"/>
j)	<p>Where the applicant is a person or person(s), at least two references attesting to the general reputation and character of the applicant(s). Where the applicant is a body corporate, at least two references attesting to the business reputation of the applicant</p>	Yes <input type="checkbox"/>
k)	<p>Description of business to be conducted, detailing the proposed business to be conducted and containing details of proposed method of operation including hours of trade, services to be provided, type of liquor to be stored, overall theme/concept to be utilised for the business/premises, style of service, plans for dealing with risks/problems e.g. for "nightclub type premises" – how illicit drug prevention measures will be undertaken and the like.</p> <p>This should also include full details of camera surveillance if the premises is to be late night trading</p> <p>The information sought above is generally contained in the business plan of the premises, which should also accompany this application. You can get help to prepare a business plan from your local Territory Business Centre</p>	Yes <input type="checkbox"/>
l)	<p>The onus is on the applicant to satisfy the Commission that the approval of the application meets the public interest and community impact test set out in section 6(2) of the <i>Liquor Act</i> and the community impact assessment guidelines published under section 6A of the Act, and any other requirements specified by the Commission.</p> <p>Has this been demonstrated in/attached to the application?</p>	Yes <input type="checkbox"/>
m)	<p>Certificate from the Development Consent Authority confirming that town planning approval has been given for the proposed liquor licensed premises at the relevant address of the proposed premises, or certificate of occupancy</p>	Yes <input type="checkbox"/>
n)	<p>Business name certificate of registration and business names extract</p>	Yes <input type="checkbox"/>
o)	<p>Certificate of registration as a food business, if applicable</p>	Yes <input type="checkbox"/>
p)	<p>Boarding house certificate, if applicable</p>	Yes <input type="checkbox"/>

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7.	Additional documents to be lodged where the applicant is a company:	
a)	Original recent company search document issued by the Australian Securities and Investments Commission (ASIC) showing particulars of the applicant company's directors, shareholders, registered company address and securities registered against company assets	Yes <input type="checkbox"/>
b)	Nominee application form signed by the proposed nominee of the company (<i>form attached</i>) and two written business references and two personal references	Yes <input type="checkbox"/>
c)	Separate references attesting to the general reputation and character of each of the directors, the secretary and the executive officers	Yes <input type="checkbox"/>
8.	Additional documents to be lodged where the applicant is an incorporated association (<i>club</i>)	
a)	Copy of the certificate of incorporation	Yes <input type="checkbox"/>
b)	Copy of the registered constitution of the incorporated association, which shall contain relevant clauses and terms as required by the attached guideline	Yes <input type="checkbox"/>
c)	Nominee application form signed by the proposed nominee of the incorporated association (<i>form attached</i>) and two written business references and two written personal references. References may be checked and verified	Yes <input type="checkbox"/>
9.	Additional documents and requirements where the applicant(s) are in partnership:	
a)	Copy of the partnership agreement (<i>if in existence</i>)	Yes <input type="checkbox"/>
b)	A declaration in the form of a letter to the decision-maker and signed by all partners, nominating a partner who will be the sole contact for Licensing NT to deal with for all matters relevant to the liquor licence and the licensed premises	Yes <input type="checkbox"/>
10.	Information required prior to consideration of application:	
a)	Advertisements of the proposed liquor licence application that will be placed in relevant newspapers or other form/s of media (where required by the decision-maker). Note: Licensing NT will write and organise the advertisement/s and the applicant will be required to pay for them	Yes <input type="checkbox"/>
b)	Signed declaration (<i>form enclosed</i>) that the public notice "Green Sign" has been erected at a prominent external area of the proposed premises and has been displayed for a 30 day period coinciding with the advertisements. "Green Signs" will be provided by a licensing inspector. Random checks are undertaken to ensure that "Green Signs" are erected in a prominent external area of the proposed premises	Yes <input type="checkbox"/>

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11.	Further requirements:	
b)	A licensee (or if a body corporate, its nominee) must have completed a responsible service of alcohol (RSA) course before commencing trading operations under any liquor licence. More information is available from the Licensing NT website: https://www.nt.gov.au/industry/hospitality/serve-alcohol-responsibly Is the RSA certificate attached?	Yes <input type="checkbox"/>
c)	Inspection of proposed licensed premises by licensing inspectors	Yes <input type="checkbox"/>
d)	Certain venues are required to have camera surveillance and applicants need to inform themselves of this requirement. Refer to the camera surveillance information on the Licensing NT website: https://www.nt.gov.au/industry/hospitality/camera-surveillance-in-licensed-premises Has the applicant met these requirements?	Yes <input type="checkbox"/>
12.	Guidelines – site and floor plans	
a)	A floor plan of the proposed or existing premises: i) drawn to a scale or scales considered by the decision-maker to be adequate for the relevant detail; ii) showing each level/area of the premises to which the application relates, showing fixtures and the use of all rooms; and iii) shall delineate the proposed licensed premises in red	Yes <input type="checkbox"/>
b)	A site plan showing: i) an outline (<i>delineated in red</i>) of every building to which the application relates; ii) the boundary of the land on which those premises are or are to be situated; iii) the front entrance of every building on those premises; iv) the names of adjacent streets; v) features such as swimming pools and other outdoor areas on those premises	Yes <input type="checkbox"/>
c)	The floor plan and the site plan shall be professionally drawn plans by an appropriately qualified architect, surveyor, town planner, engineer or draftsman	Yes <input type="checkbox"/>
d)	The decision-maker may in certain limited circumstances waive full compliance with this guideline. If an applicant wishes to apply for a waiver from the decision-maker, they should do so in the form of a letter setting out their reasons as to why they cannot fully comply with this guideline	Yes <input type="checkbox"/>
It should be understood that these plans will be made available for inspection by members of the public at all stages of the application and approval process. In the event that the decision-maker grants a liquor licence, the plans will be held by Licensing NT and made available for public inspection upon request		

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13.	Requirements for “club” constitutions	
Applicants seeking to apply for a class of liquor licence known as a club licence are required to submit to the decision-maker a copy of their constitution containing the following clauses or provisions:		
a)	The rules of a club must provide that a visitor to a club must not be supplied with liquor in the club premises unless the visitor is a guest in the company of a member	Yes <input type="checkbox"/>
b)	The rules of a club, except in the case of a club primarily for a sporting purpose; must provide that a person under the age of 18 years shall not be admitted to the membership of the club	Yes <input type="checkbox"/>
c)	The rules of the club must provide for a management committee of the club be elected for a term of not less than 12 months by members or a class of members constitutionally entitled	Yes <input type="checkbox"/>
d)	The rules of the club must provide for the keeping of records of guests	Yes <input type="checkbox"/>
e)	The rules of the club must provide for the appointment of a secretary	Yes <input type="checkbox"/>
f)	Acceptable procedures for the admission of new members that are consistent with the club’s core objectives and operations	Yes <input type="checkbox"/>
14.	Who can sign the application form?	
Where the applicant is:		
<ul style="list-style-type: none"> a) a natural person – the natural person b) a partnership – as per the partnership agreement, otherwise, all of the partners c) a company – at least one of the directors and the secretary (<i>common seal not required</i>) d) an incorporated association – the secretary and one other member of the committee 		
When the signatory is the sole proprietor of a company, this should be noted alongside the proprietor’s signature		
15.	Do you intend to apply for a gaming machine licence?	
Under section 24(1)(d) of the <i>Gaming Machine Act</i> , an applicant can apply for a gaming machine licence at the same time as their application for a liquor licence if the liquor licence they have applied for is:		
<ul style="list-style-type: none"> a) a hotel liquor licence; or b) a club liquor licence 		
You may make an application for a gaming machine licence concurrent with this application and have both applications considered by the decision-maker at one time		
If you wish to exercise this option, please ask for a supplementary gaming machine license application form. It should be noted that you will not have to satisfy requirements already met in the liquor application		

16.	Do you intend to sell tobacco products?	
<p>If you intend to sell tobacco products, you must obtain a retail tobacco licence. You should make yourself aware of your obligations to comply with the <i>Tobacco Control Act</i> and regulations. You can get more information from the smoke free website, http://www.smokefree.nt.gov.au and application forms are available from a Territory Business Centre or the Licensing NT website</p>		
Lodgement details		
<p>Once the application is complete it must be lodged at a Territory Business Centre with the prescribed fee. Contact your local Territory Business Centre (details below) for the relevant schedule of fees</p>		
<p>Darwin Building 3, Darwin Corporate Park 631 Stuart Highway Berrimah 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</p>	<p>Katherine Shop 1, Randazzo Building 18 Katherine Terrace Katherine PO Box 9800 Katherine NT 0851 t: (08) 8973 8180 f: (08) 8973 8188 e: territory.businesscentre@nt.gov.au</p>	
<p>Tennant Creek 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</p>	<p>Alice Springs 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</p>	