

# Application for a new liquor licence or authority

Approved form under section 52 of the Liquor Act 2019 (NT)

## Before you fill in the form

Type your answers or use clear, printed writing.

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

If you need help with your application, call Licensing NT on 08 8999 1800 or email

[agd.lrascompliancedwn@nt.gov.au](mailto:agd.lrascompliancedwn@nt.gov.au)

Fields marked with asterisk (*) are mandatory.			
<b>Your personal information</b>			
Surname*		Given names*	
Other name/s		Date of birth*	
Are you an Australian citizen?*	Yes / No	If you are not an Australian citizen, how long have you been in Australia?*	
<b>Your contact details</b>			
Home address*			
Postal address (if different from home address) *			
Phone*		Fax	
Email*			
<b>Your organisational information</b>			
Are you applying on behalf of an organisation?*			Yes / No
If yes, what is the full name of the organisation?			

If yes, what type of organisation is it? (e.g business, incorporated association, body corporate)			
Trading name (if applicable)*			
Website			
<b>Your nominee's information (if the nominee is going to be someone other than you). If you want to have more than one nominee, please attach their information in a separate page</b>			
Nominee's full name*			
Occupation*			
Date of birth*			
Home address*			
Postal address (if different from home address)			
Telephone*		Fax	
Email*			
<b>Nature of the business and liquor authority needed</b>			
Premises address*			
Describe the nature of the business you will be undertaking*			
<b>Liquor authorities requested (select as many as you would need to run the business as intended)</b> For more information about authorities, go to <a href="https://nt.gov.au">nt.gov.au</a> <sup>1</sup> .			
Small bar*	Yes / No	Takeaway*	Yes / No
Restaurant bar*	Yes / No	Lodging*	Yes / No
Restaurant*	Yes / No	Wayside Inn*	Yes / No
Bring your own (BYO)*	Yes / No	Casino*	Yes / No

<sup>1</sup> <https://nt.gov.au/industry/hospitality/liquor-licences-and-wholesaler-registration/apply-for-a-liquor-licence>

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Special venture*	Yes / No	Catering*	Yes / No
Producers*	Yes / No	Public bar*	Yes / No
Club*	Yes / No	Community club*	Yes / No
Community event*	Yes / No	Major event*	Yes / No
Special event*	Yes / No	Grocery store*	Yes / No
Late night*	Yes / No	Adult entertainment*	Yes / No
Adult entertainment (R-rated)*	Yes / No	Adult entertainment (explicit)*	Yes / No
Do you need extra conditions that are not in the authority/ies you have requested?*			Yes / No
If you need extra conditions that are not in the authority/ies you have requested, please list them here.			
<b>Do you need to apply for any other licences / authorities to run your business?</b>			
Do you want to sell cigarettes / tobacco products?*			Yes / No
If yes, you must also apply for a tobacco licence. This is a separate process and further information and an application form is available from <a href="https://nt.gov.au">nt.gov.au</a> <sup>2</sup>			
Do you want to have gaming machines on the premises?*			Yes / No
If yes, you must also apply for a gaming machine licence. This is a separate process and further information and an application form is available from <a href="https://nt.gov.au">nt.gov.au</a> <sup>3</sup>			
Will the licensed premises have a designated smoking area?*			Yes / No
If yes, you must attach a smoking management plan (available from the Department of Health <sup>4</sup> )			
<b>Have you attached everything we need to accept your application? If not, we will not accept or process your application and Licensing NT will send it back to you.</b>			
An affidavit made in line with section 54 of the <i>Liquor Act 2019</i> <sup>5</sup> (“the Act”)*			Yes / No

<sup>2</sup> <https://nt.gov.au/industry/hospitality/other-licences/tobacco-licences>

<sup>3</sup> <https://nt.gov.au/industry/gambling/licences/gaming-machines-in-clubs-pubs>

<sup>4</sup> <https://nt.gov.au/industry/hospitality/law-and-management/smoking-laws-and-businesses>

<sup>5</sup> <https://legislation.nt.gov.au/>

A draft of the public notice of application required under section 57 of the Act*	Yes / No
Enough evidence to show that this licence is in the public interest and will not have a significant adverse impact on the community, pursuant to sections 49 and 51 of the Act*	Yes / No
A summary of the evidence required to satisfy the onus specified in section 51 of the Act, which you consent to being published/made publicly available*	Yes / No
If you are applying for an event authority (for a major event, special event or community event), an application form for a liquor authority for an event <sup>6</sup> *	Yes / No
A receipt for the application fee*	Yes / No
Proof of title, or fully executed lease/contract or other evidence of your right to occupy the premises*	Yes / No
Evidence from the Development Consent Authority confirming approval of town planning (if you are developing the premises), or building permits/other supporting information. For example, construction / building / renovations / reclassification and rezoning requirements for the type of authority being applied for*	Yes / No
A clear, colour copy of your photo ID (driver's licence, passport, NT working with children card, Australia Post keypass card or evidence of age card)*	Yes / No
Police name and fingerprint (criminal history) checks for the applicant and any nominees, executive officers and anyone with more than a 15% share/voting power in the entity*	Yes / No
Evidence of your financial stability, e.g. a letter from the relevant bank or accountant (if an individual), assets/liabilities statement, etc.*	Yes / No
A business name certificate of registration from the Australian Securities Investment Commission (ASIC)*	Yes / No
If you are applying on behalf of a company, a full company extract verifying the business registered details about the company including the list of Directors / Shareholders / Members. If there are any other businesses linked to the proposed licensed premises, you must attach ASIC full company extracts for those as well*	Yes / No
Evidence that you and any nominees have enough experience, skills and/or qualifications to effectively manage the licence and associated business, e.g. a resume and copies of relevant qualifications and responsible service of alcohol certificates*	Yes / No
Two signed and dated referee statements (including the referees' contact details) stating to the general reputation and character of the applicant*	Yes / No

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<sup>6</sup> <https://nt.gov.au/industry/hospitality/liquor-licences-and-wholesaler-registration/apply-for-a-liquor-licence>

Two signed and dated referee statements (including the referees' contact details) stating to the general reputation and character of the nominee/s*	Yes / No	
<p>If applying on behalf of a club, a current certificate of incorporation and copy of the club's constitution, including provisions that:</p> <ul style="list-style-type: none"> <li>- a visitor to the club must not be supplied with liquor in the club premises unless the visitor is a guest in the company of a member;</li> <li>- the club rules (except for clubs that are primarily for a sporting purpose) must state that a person under the age of 18 cannot be a member;</li> <li>- the club rules must provide for recordkeeping of guest details</li> <li>- the club rules must provide for the appointment of a secretary</li> </ul> <p>there must be acceptable procedures for admitting new members that are consistent with the club's core objectives and operations*</p>	Yes / No	
Your certificate of registration as a food business*	Yes / No	
If you will have accommodation such as holiday apartments, hotel/motel accommodation, bed and breakfast or caravan park accommodation, you must attach a boarding house certificate*	Yes / No	
Detailed site/floor plans of the proposed licensed premises, including boundaries and any outdoor areas (decking/alfresco entertainment areas). These should be drawn to scale, reflecting the size of the premises, identify street names/road access, entry and exit doors, smoking buffer zones if any, eating and drinking areas. These site/floor plans should be drawn up by an appropriately qualified person because they will be used as the liquor licensed site plan and may be made available to the public by Licensing NT*	Yes / No	
If you are going to have a smoking area/s, details of any screens to be used as a buffer between areas, including the size, type and materials used, and evidence (e.g. photos) showing that it is resistant to smoke*	Yes / No	
A smoking management plan (available from the Department of Health)*	Yes / No	
<b>Privacy declaration</b>		
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 of applicant*		Date*

## How to calculate your application fee

If you need help to calculate your fee, contact Licensing NT on 08 8999 1800 or email [agd.lrascompliance@nt.gov.au](mailto:agd.lrascompliance@nt.gov.au). You can also go to [nt.gov.au](http://nt.gov.au) to <sup>7</sup>find out how much your application fee will be. You can pay a higher fee to increase the likelihood of a decision being made about your application within 30 business days of it being accepted by Licensing NT. However, paying the higher fee does not guarantee that a decision will be made in that timeframe. For more information, contact Licensing NT or visit [nt.gov.au](http://nt.gov.au).

## How to pay your application fee and lodge your application

You can pay by credit/debit card, in cash or by cheque at any Territory Business Centre (TBC). To find your nearest TBC call 1800 193 111 or email [territorybusinesscentre@nt.gov.au](mailto:territorybusinesscentre@nt.gov.au). You can also go to [nt.gov.au](http://nt.gov.au)<sup>8</sup>

## Annual fees

As part of the Northern Territory's risk-based licensing framework, annual fees must be paid for all liquor licences, starting from 2 January 2021. You can find more information about annual fees at [nt.gov.au](http://nt.gov.au).

## 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, visit [nt.gov.au](http://nt.gov.au)<sup>9</sup>. To specifically discuss how your information is used and shared by Licensing NT, you can contact us on 08 8999 1800 or [agd.lrascompliance@nt.gov.au](mailto:agd.lrascompliance@nt.gov.au)

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<sup>7</sup> <https://nt.gov.au/industry/hospitality/liquor-act-2019/changes-to-nt-liquor-laws>

<sup>8</sup> <https://nt.gov.au/industry/licences/find-a-territory-business-centre>

<sup>9</sup> <https://justice.nt.gov.au/access-to-information>