

# Application for a new liquor licence

## Approved form under section 52 of the *Liquor Act 2019*

- Type your answers or use clear, printed writing.
- Attach extra documents 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 [LiquorLicensing.DITT@nt.gov.au](mailto:LiquorLicensing.DITT@nt.gov.au).

### Before you apply

You must also attach supporting documents – see section 7 of this application.

You can't use this form to apply for a special or major event liquor licence. For more information, go to the NT Government website<sup>1</sup>.

Fields marked with asterisk (*) are mandatory.			
<b>Section 1 – Applicant details</b>			
<b>Given name*</b>			
<b>Surname *</b>			
<b>Date of birth*</b>			
<b>Residential address*</b>			
<b>Postal address</b> If different from residential address			
<b>Phone*</b>			
<b>Email address*</b>			
<b>Are you an Australian citizen?*</b>	Yes / No	<b>If no, how long have you been in Australia?</b>	
<b>Have you ever been arrested, charged, convicted or summoned for an offence (excluding spent convictions)?*</b>			Yes / No
<b>Have you ever been a defendant in a civil lawsuit for breach of duty of care?*</b>			Yes / No
<b>Have you ever been the subject of any action pursuant to the provisions of bankruptcy legislation?*</b>			Yes / No
<b>Are you associated with any other liquor licences?*</b> For example, as a silent partner or event manager			Yes / No
If yes, provide these licence numbers			

<sup>1</sup> <https://nt.gov.au/liquor-licence>

**Section 2 - Organisation's details (if you are applying on behalf of an organisation)**

<b>What is the full name of the organisation?</b>	
<b>What type of organisation is it? (e.g. business, company, incorporated association, body corporate or firm)</b>	
<b>ABN or ACN</b>	
<b>If incorporated, provide incorporation number</b>	
<b>Business name (if applicable)</b>	
<b>Head office address</b>	
<b>Phone</b>	
<b>Email address</b>	

**Section 3 - Nominee's details**

Complete if the nominee is going to be someone other than applicant. If more than one, attach their information on an additional document.

<b>Given name</b>			
<b>Surname</b>			
<b>Date of birth</b>			
<b>Residential address</b>			
<b>Postal address (if different)</b>			
<b>Phone</b>			
<b>Email address</b>			
<b>Are you an Australian citizen?*</b>	Yes / No	<b>If no, how long have you been in Australia?</b>	
<b>Have you ever been arrested, charged, convicted or summoned for an offence (excluding spent convictions)?</b>			Yes / No
<b>Have you ever been a defendant in a civil lawsuit for breach of duty of care?</b>			Yes / No

<b>Have you ever been the subject of any action pursuant to the provisions of bankruptcy legislation?</b>		Yes / No	
<b>Are you associated with any other liquor licences?</b> For example, as a silent partner or event manager		Yes / No	
If yes, provide these licence numbers			
<b>Section 4 – Executive officer details</b>			
If your business is a firm or company, anyone with more than a 15% share/voting power in the entity who is not the applicant or nominee/s. If you have more than one, attach their information on an additional document.			
<b>Given name</b>			
<b>Surname</b>		<b>Date of birth</b>	
<b>Job title</b>			
<b>Residential address</b>			
<b>Phone</b>			
<b>Email address</b>			
<b>Are you an Australian citizen?</b>			Yes / No
<b>If no, how long have you been in Australia?</b>			
<b>Have you ever been arrested, charged, convicted or summoned for an offence (excluding spent convictions)?</b>			Yes / No
<b>Have you ever been a defendant in a civil lawsuit for breach of duty of care?</b>			Yes / No
<b>Have you ever been the subject of any action pursuant to the provisions of bankruptcy legislation?</b>			Yes / No
<b>Are you associated with any other liquor licences?</b> For example, as a silent partner or event manager			Yes / No
If yes, provide these licence numbers			
<b>Section 5 – Nature of the business and liquor authority needed</b>			
<b>Premises address*</b>			
<b>Describe the nature of the business you will be undertaking*</b>			

<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 the NT Government website <sup>2</sup> .			
<b>Small Bar*</b>	Yes / No	<b>Public Bar*</b>	Yes / No
<b>Restaurant Bar*</b>	Yes / No	<b>Lodging*</b>	Yes / No
<b>Restaurant*</b>	Yes / No	<b>Wayside Inn*</b>	Yes / No
<b>Late Night*</b>	Yes / No	<b>Casino*</b>	Yes / No
<b>Special Venture*</b>	Yes / No	<b>Catering*</b>	Yes / No
<b>Club*</b>	Yes / No	<b>Community Club*</b>	Yes / No
<b>Community Event*</b>	Yes / No	<b>Sporting Event*</b>	Yes / No
<b>Adult Entertainment*</b>	Yes / No	<b>Adult Entertainment (R-rated)*</b>	Yes / No
<b>Adult Entertainment (explicit)*</b>	Yes / No		
<b>Do you need extra conditions that are not in the authority/ies you have requested?*</b> (e.g. liquor not to be sold in glass containers)			Yes / No
<b>If you need extra conditions that are not in the authority you have requested, list them here.</b> Attach extra documents if required.			
<b>Section 6 – Other licences</b>			
<b>Do you want to sell cigarettes and tobacco products?*</b>			Yes / No
If yes, you must also apply for a tobacco licence which is a separate process. More information and how to apply is available from the NT Government website <sup>3</sup> .			
<b>Will the licensed premises have a designated smoking area?*</b>			Yes / No
If yes, you must attach a smoking management plan. Read more on the NT Government website <sup>4</sup> .			
<b>Will you be preparing or selling food?</b>			Yes / No
If yes, you will need to register as a food business. Read more on the NT Government website <sup>5</sup> .			

<sup>2</sup> <https://nt.gov.au/industry/hospitality/liquor-licences-and-wholesaler-registration/liquor-licence-types>

<sup>3</sup> <https://nt.gov.au/industry/licences/tobacco-licences>

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

<sup>5</sup> <https://nt.gov.au/industry/hospitality/accommodation-and-food-businesses/register-food-business>

Section 7 – Supporting documents		
If you don't supply the supporting documentation, Licensing NT will not accept your application.		
An affidavit made in line with section 54 of the <i>Liquor Act 2019</i> <sup>6</sup> ("the Act")*		Yes / No
Declaration of associates required under section 55 of the Act*		Yes / No
Enough evidence to show 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 or made publicly available*		Yes / No
Your certificate of registration as a food business (if applicable)*		Yes / No
Noise management must be considered as part of your liquor licence application.* Please provide a detailed statement outlining your noise management plan		Yes / No
Detailed site and floor plans of the proposed licensed premises, including boundaries and any outdoor areas (decking or alfresco entertainment areas)* See <a href="#">'how to submit a venue site plan fact sheet'</a> <sup>7</sup> for more information and guidance		Yes / No
If you're going to have a smoking area/s: <ul style="list-style-type: none"> <li>• details of any screens to be used as a buffer between areas including the size, type and materials used, and evidence (eg. photos) showing that it is resistant to smoke</li> <li>• a smoking management plan*</li> </ul>		Yes / No
A receipt for the application fee <sup>8</sup> *		Yes / No
Have you held a liquor licence in the previous 12 months?*		Yes / No
a) If <b>no</b> , then you will need to provide the following for all nominees and executive officers: <ul style="list-style-type: none"> <li>• national police name check*</li> <li>• a clear, colour copy of photo ID (driver's licence, passport, NT working with children card, Australia Post Keypass card or evidence of age card) *</li> <li>• resume*</li> <li>• responsible service of alcohol certificates*</li> <li>• signed and dated professional and personal referee statements (one each) that include the referees' contact details and state to the general reputation and character of the applicant*</li> </ul>	<b>Documents attached / provided?</b>	Yes / No

<sup>6</sup> <https://legislation.nt.gov.au/en/Legislation/LIQUOR-ACT-2019>

<sup>7</sup> [Documents for your liquor licence application | NT.GOV.AU](#)

<sup>8</sup> <https://nt.gov.au/industry/hospitality/liquor-licences-and-wholesaler-registration/liquor-licence-fees>

<p>b) If <b>yes</b>, then you may only be required to provide the following for any nominees or executive officers (contact Licensing NT):</p> <ul style="list-style-type: none"> <li>statutory declaration disclosing that within the last 12 months they have not had any criminal or court convictions - it must be signed, dated and include current contact details.*</li> <li>a clear, colour copy of photo ID (driver's licence, passport, NT working with children card, Australia Post Keypass card or evidence of age card).*</li> </ul>	<p><b>Documents attached / provided?</b></p>	<p>Yes / No</p>	
<p><b>Proof of title or fully executed lease or contract or other evidence of your right to occupy the premises*</b></p>		<p>Yes / No</p>	
<p><b>Evidence of your financial stability eg. a letter from the relevant bank or accountant (if an individual) or assets/liabilities statement*</b></p>		<p>Yes / No</p>	
<p><b>If applying on behalf of a club, supply a current certificate of incorporated association*</b></p>		<p>Yes / No</p>	
<p><b>A business name certificate of registration from the Australian Securities Investment Commission (ASIC)*</b></p>		<p>Yes / No</p>	
<p><b>If you're applying on behalf of a company, a full company and historic extract verifying the business registered details about the company including the list of directors, shareholders and members*</b></p> <p>If there are any other businesses linked to the proposed licensed premises, you must attach ASIC full company extracts for those as well.</p>		<p>Yes / No</p>	
<p><b>Privacy declaration</b></p>			
<p><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.</b></p>			
<p><b>Signature of applicant</b></p>		<p><b>Date</b></p>	

## 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*<sup>9</sup>. 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, go to the Department of Industry, Tourism and Trade website<sup>10</sup>. 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 [LiquorLicensing.DITT@nt.gov.au](mailto:LiquorLicensing.DITT@nt.gov.au)

## Pay application fee and submit application

You can pay the application fee at your nearest Territory Business Centre (TBC) using credit or debit card, cash or cheque. You can submit your application by mail, email or in person.

For more information, call 1800 193 111 or email [territorybusinesscentre@nt.gov.au](mailto:territorybusinesscentre@nt.gov.au).

### By mail or email

Licensing NT, Department of Industry, Tourism and Trade  
GPO Box 1154, Darwin NT 0801  
[LiquorLicensing.DITT@nt.gov.au](mailto:LiquorLicensing.DITT@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

Building 3, Darwin Corporate Park  
631 Stuart Highway  
Berrimah NT 0828

Ground Floor, The Green Well Building  
50 Bath Street  
Alice Springs NT 0870

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<sup>9</sup> <https://legislation.nt.gov.au/en/Legislation/LIQUOR-ACT-2019>

<sup>10</sup> <https://industry.nt.gov.au/publications/corporate/privacy-policy>