| **Application for permanent variation to liquor licence** | | | | | | | | | | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant details** | | | | | | | | | | | | | | | | | | | | | | | |
| Title | | | | | Mr  Mrs  Ms  Miss | | | | | | | | | | | | | | | | | | |
| Full name of applicant | | | | |  | | | | | | | | | | | | | | | | | | |
| Address of applicant | | | | |  | | | | | | | | | | | | | | | | | | |
| Postal address of applicant | | | | |  | | | | | | | | | | | | | | | | | | |
| Telephone | |  | | | | | | | | Facsimile |  | | | | | | | | | | | | |
| Email | |  | | | | | | | | Website |  | | | | | | | | | | | | |
| Full name and address of licensee | | | | | | | |  | | | | | | | | | | | | | | | |
| Address/location of licensed premises | | | | | | | |  | | | | | | | | | | | | | | | |
| Trading name of licenced premises | | | | | | | |  | | | | | | | | | | | | | | | |
| Will this permanent variation change the nature or operation of the business, if ‘yes’ how | | | | | | | |  | | | | | | | | | | | | | | | |
| **Considerations for this application included in submission** | | | | | | | | | | | | | | | | | | | | | | | |
| If applicable, plans and specifications for the proposed alterations | | | | | | | | | | | | | Yes | | | | | | No | | | | N/A |
| If applicable, a certificate from the Development Consent Authority confirming that town planning approval has been given for the proposed alterations at the relevant address of the proposed premises, and/or Certificate of Occupancy | | | | | | | | | | | | | Yes | | | | | | No | | | | N/A |
| Description of permanent variation/s to liquor licence and any supporting evidence (please include attachments) to show the proposed changes will not result in a contravention of or failure to comply with the provision of the *Liquor Act* or any other law of the Northern Territory | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| 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 *Liquor Act* and the community impact assessment guidelines published under section 6A of the Act, and any other requirements specified by the Commission. Please demonstrate compliance with this below. Attach additional pages if required | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| I/We the applicant(s) described above, hereby apply to amend the above conditions of the licence | | | | | | | | | | | | | | | | | | | | | | | |
| Signature of applicant(s) | | | | | |  | | | | | | Date | | |  | | | | | | | | |
| Signature of applicant(s) | | | | | |  | | | | | | Date | | |  | | | | | | | | |
| Signature of applicant(s) | | | | | |  | | | | | | Date | | |  | | | | | | | | |
| **Application notes** | | | | | | | | | | | | | | | | | | | | | | | |
| 1. | Applicants should note that the application 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. | The following documents must be lodged with the application | | | | | | | | | | | | | | | | | | | | | | |
| a) | Completed application form | | | | | | | | | | | | | | | Yes | | | | | | | |
| b) | If applicable, plans and specifications for the proposed alterations | | | | | | | | | | | | | | | Yes | | | | N/A | | | |
| c) | If applicable, a certificate from the Development Consent Authority confirming that town planning approval has been given for the proposed alterations at the relevant address of the proposed premises and/or Certificate of Occupancy | | | | | | | | | | | | | | | Yes | | | | N/A | | | |
| d) | 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 *Liquor Act* and the community impact assessment guidelines published under section 6A of the Act, and any other requirements specified by the Commission.  Has this been demonstrated in/attached to the application? | | | | | | | | | | | | | | | Yes | | | | | | | |
| 3. | Documents required prior to consideration of application, if required to go to advertising | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | |
| b) | Signed declaration *(form enclosed)* that the “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 | | |
| 4. | Further requirements | | | | | | | | | | | | | | | | | | | | | | |
| a) | Inspection of proposed licensed premises by licensing inspectors | | | | | | | | | | | | | | | | | | | | Yes | | |
| 5. | If applicable – guidelines, site and floor plans | | | | | | | | | | | | | | | | | | | | | | |
| a) | A floor plan of the proposed or existing premises:   1. drawn to a scale or scales considered by the decision-maker to be adequate for the relevant detail; 2. showing each level/area of the premises to which the application relates, showing fixtures and the use of all rooms; and shall delineate the proposed licensed premises in red | | | | | | | | | | | | | | | | | Yes | | | | N/A | |
| b) | A site plan showing:   1. an outline *(delineated in red)* of every building to which the application relates; 2. the boundary of the land on which those premises are or are to be situated; 3. the front entrance of every building on those premises; 4. the names of adjacent streets; features such as swimming pools and other outdoor areas on those premises | | | | | | | | | | | | | | | | | Yes | | | | N/A | |
| c) | The floor plan and the site plan shall be professionally drawn plans by an appropriately qualified architect, surveyor, town planner, engineer or draftsperson | | | | | | | | | | | | | | | | | Yes | | | | N/A | |
| 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 | | | | N/A | |
| It should be understood that these plans, including documents in support of the application, will be made available for inspection by members of the public at all stages of the application and approval process | | | | | | | | | | | | | | | | | | | | | | | |
| **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 are able to access your personal information that you have provided 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  You do not have to provide information if you do not wish to do so. However, an application may not be approved if there is insufficient information to properly determine the matter in accordance with the *Liquor Act* | | | | | | | | | | | | | | | | | | | | | | | |
| **Statement of display (if required)** | | | | | | | | | | | | | | | | | | | | | | | |
| To be completed after the expiry of the 30 day display period of the Green Sign erected at a prominent part of the licensed premises | | | | | | | | | | | | | | | | | | | | | | | |
| I, (insert full name) | | | |  | | | | | | | | | | | | | | | | | | | |
| of (insert address) | | | |  | | | | | | | | | | | | | | | | | | | |
| In the Northern Territory, being the applicant or acting for and behalf of the applicant, who has applied for permanent variation to licence conditions of the licensed premises known as (insert name of premises) | | | | | | | | |  | | | | | | | | | | | | | | |
| And situated at (insert address of premises) | | | | | | |  | | | | | | | | | | | | | | | | |
| State that: | | | | | | | | | | | | | | | | | | | | | | | |
| 1.The above application was lodged with the decision-maker on the | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | day of | | | |  | | | | | | | | | | | 20 | | | | | |
| 2.A public notice (Green Sign) was displayed on the premises or site to which the application relates on the: | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | day of | | | |  | | | | | | | | | | | 20 | | | | | |
| 3.The public notice was continuously and conspicuously displayed during the period of 30 days until: | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | day of | | | |  | | | | | | | | | | 20 | | | | | | |
| Signature | | | | | | |  | | | | | | | Date | | |  | | | | | | |
| Full name (in block letters) | | | | | | |  | | | | | | | | | | | | | | | | |