



- ❖ Continuing special licenses are generally granted by the Licensing Commission to work place “social clubs”, sporting and non-profit associations/organisations.
- ❖ Where the prime purpose of the Applicant is to utilise the licence as a profit making venture, with no specified use of funds for purposes relating to sport, education, community or charity – such Applicants will be required to apply for a Full Licence.
- ❖ Continuing special licence hours **must not exceed 30 hours per week** in total. If Applicants wish to trade longer hours they will be required to apply for a Full Liquor Licence.

GUIDELINES FOR APPLICATIONS

- 1) An administration fee of \$20.00 MUST BE PROVIDED when lodging application (applications cannot be processed before receiving fee)
- 2) A completed Authority to Release Criminal History Form must be submitted with this application.
- 3) Applicants must complete a Responsible Service of Alcohol Course.
- 4) Applicants must obtain the approval of the owner/controller of the venue, prior to considerations of the application.
- 5) Applicants are to include full details of proposed dates and times with each application, maximum trading 30 hours per week.
- 6) The applicant is required to provide all relevant information before a licence can be considered for approval.

Is this application	<input type="checkbox"/> New <input type="checkbox"/> Renewal (it is not necessary to lodge a Certificate of Incorporation nor the Constitution unless it has changed in the last 12 months)
Name of Club/Organisation	
Is the Club/Organisation Incorporated?	<input type="checkbox"/> Yes (A copy of the Certificate of Incorporation must be lodged with this application) <input type="checkbox"/> No
Does the Club/Organisation have a constitution?	<input type="checkbox"/> Yes (A copy of the Constitution must be lodged with this application) <input type="checkbox"/> No
If No, on what basis has the club/organisation been formed?	
Contact Details of Club/Organisation	Phone Fax
	E-mail
	Number of members



Name of Premises/Venue		
Location Address of Premises		
Suburb/Town	State	Postcode
Postal address-if same as address, write 'AS ABOVE'		
Suburb/Town	State	Postcode
Description of immediate Neighbourhood (eg residential, commercial, unoccupied land)		

NOTE: The venue address is to be specific. A venue address such as "Mindil Beach" or The Esplanade" is not acceptable. Please attach a plan of, or provide a lot number for the proposed venue.

Nominee Contact Details

Nominee Name		
Date Of Birth	Place of Birth	
Contact Details	E-mail	
Phone	Fax	Mobile
Full Residential Address		
Suburb/Town	State	Postcode
Full Postal Address		
Suburb/Town	State	Postcode

Have you ever been found guilty of any offence anywhere?	<input type="checkbox"/> No <input type="checkbox"/> Yes (please provide details of offence/s, place of guilty finding and year found guilty)



3) Licence Details

Period of Licence	
Days and Hours Requested	Sunday from _____ to _____
Note: cannot exceed 30 hours per week	Monday from _____ to _____
	Tuesday from _____ to _____
	Wednesday from _____ to _____
	Thursday from _____ to _____
	Friday from _____ to _____
	Saturday from _____ to _____

Nature of the function/s or activities for which the continuing licence is requested

Is the function/event open to? Please tick relevant box/s

- Members and guests
 Invited guests
 Minors (under 18)
 General Public

Average number of people attending at any given time: _____

Will there be? :

- Entertainment (provide full details below. eg; amplified music, live band, strip show etc)
 Security (provide details below. eg. details of arrangements, number of licensed Crowd Controllers etc)

Description of Venue (i.e. building, booth)

What facilities are available (i.e. Toilets, parking, BBQ)



How and from where will alcohol be dispensed?

What type of Alcohol will be sold?

Will the Nominee be present at all times during trading hours?

Yes No. If no, explanation of why and who will be responsible if nominee not there?

Has the Nominee completed a Responsible Service of Alcohol course (RSA)?

Yes No. If no, explanation of when course will be undertaken. A receipt may be needed to issue licence.

If liquor is to be sold in a public building or place, evidence of proper authority or permission to conduct this activity must be provided.

If liquor is being sold to raise funds, for what purpose will these funds be used?

What is your estimate of the quantity of liquor to be purchased during the period of this licence?

Licence to be Posted Collected Faxed Emailed

Submit Applications To:

For Enquiries or Assistance Contact:

DARWIN Territory Business Centre Development House, Ground Floor 76 The Esplanade, Darwin NT PO BOX 9800 Darwin NT 0801 Phone (08) 8982 1700 Fax (08) 8982 1725	ALICE SPRINGS Racing, Gaming and Licensing Division Peter Sitzler Building, 67 North Stuart Hwy Alice Springs NT 0870 PO Box 8470 Alice Springs NT 0871 Phone (08) 8951 8452 Fax (08) 8951 8591
KATHERINE Territory Business Centre 1 Randazzo Building 18 Katherine Terrace Katherine NT 0850 PO Box 9800 Katherine NT 0851 Phone (08) 8973 8180 Fax (08) 8973 8188	TENNANT CREEK Shop 2, Barkly House Cnr Davidson and Paterson Streets PO Box 9800 Tennant Creek 0861 Phone (08) 8962 4411 Fax (08) 8962 4413

Racing, Gaming and Licensing
1st Floor Enterprise House
Cnr Knuckey & Woods Street,
Darwin NT
Phone (08) 8999 1800
Fax (08) 8999 1888



I understand that:

- 1) I have specific responsibilities as a licence holder including adhering to the “Industry Code of Practice for the Promotion of Liquor” and providing a safe drinking environment.
- 2) All Liquor is to be purchased from a retail outlet. (Proof of purchase may be required.)
- 3) Liquor is not to be sold or supplied to persons under the age of eighteen (18) years.
- 4) Liquor is not to be sold or supplied to persons who are intoxicated.
- 5) It is an offence to allow intoxicated persons to remain on premises.
- 6) This licence does not authorise the sale of takeaway liquor.
- 7) This licence must be renewed annually and it is an offence to sell liquor without a licence.
- 8) A special licence application is required for functions which require extra hours or days outside of normal trading times. This application is subject to an additional \$20.00 fee.
- 9) Persons involved in crowd control must be licensed under the *Private Security Act* and further that the Industry Standard of Licensed Crowd controllers must be adhered to, i.e. two per first 100 patrons and one for every extra 100 or part thereof.
- 10) The provisions of all other Territory Law must be complied with. This includes Fire, Planning and Building requirements, and legislation relating to noise pollution.
- 11) An inspector appointed under the *Liquor Act* or members of the Police Force may inspect the premises and licence at any time.

I also acknowledge that if my organisation is granted a special licence to sell liquor, I will be required to keep a record of all liquor purchases made under this licence, detailing quantities of beer, wines and spirits purchased and the cost price of each purchase. I further understand that at the expiry of this licence, I must provide the Director of Licensing with such a record, on the approved form.

Signature of applicant: _____

Date: _____ Phone (BH): _____

Name of Owner/Controller of premises and position held _____

Signature of Owner/Controller _____

Date _____ Phone (BH): _____

PRIVACY STATEMENT



The Commission currently requires all Nominees to undertake a “Responsible Service of Alcohol” (RSA) course. The primary purpose of the course is to ensure that nominees are aware of responsible serving practices and to assist in discouraging the irresponsible or excessive consumption and supply of liquor within the Northern Territory.

Responsible Service of Alcohol courses are conducted throughout the Territory and take about half a day to complete.

The Responsible Service of Alcohol Certificate must accompany these forms or, if not completed, proof that you have enrolled in the next available responsible service of alcohol course. Failure to provide this documentation could lead to your application being refused.

If you have any queries, please contact this office on 8999 1800 (Darwin) or 8951 5000 (Alice Springs). The following is a list of the NT providers of the Responsible Service of Alcohol (Patron Care) training courses.

- ❑ **Darwin Skills Development Scheme**
GPO Box 1878, Darwin NT 0801
Phone 8948 1115
- ❑ **Myriad Group**
GPO Box 2776, Darwin NT 0801
Phone 8941 5959
- ❑ **Charles Darwin University**
School of Business Tourism & Hospitality (Palmerston Campus)
Darwin NT 0809
Phone 8946 7839
- ❑ **Centralian College**
PO Box 795, Alice Springs NT 0871
Phone 8959 5211
- ❑ **Drug & Alcohol Services Association Alice Springs Inc (DASA)**
PO Box 3009 Alice Springs NT 0871
Phone 8952 8412