

SPECIAL LIQUOR LICENCE APPLICATION

Where the event is to be held in a declared public restricted area, this application also covers the public restricted area permit application to allow liquor to be consumed in the public restricted area.

APPLICATION GUIDELINES

- ❖ An application for the grant of a special licence **MUST** be lodged with the Director:
 - no later than **SEVEN WORKING DAYS** before commencement of the planned event; or
 - in the case of a major event, no later than **30 DAYS** before the event (a major event is described below).
- ❖ An administration fee of \$20.00 must be provided when lodging this application.
- ❖ Know your responsibilities as holder of a Special Liquor Licence.

VENUE DETAILS

Provide details of the venue site and surrounding neighbourhood area. This should include information on, but not limited to:

- Services and utilities available on site;
- Movement of people within the site;
- Access to site for patrons;
- Hazards in and around the area;
- Road access in wet weather;
- Provision for disabled people;
- Number and positioning of Points of Sale of liquor;
- Crowd regulation and overspill areas;
- Access to and within the site for emergency vehicles;
- Potential impact on the local environment;
- Traffic flows / parking;
- Whether or not it is in a public restricted area;

SITE AND FLOOR PLANS

Where an application is made in relation to a venue or set up which the Licensing Commission may not be familiar, Applicants are required to provide the following:

1. A **Floor Plan** of the proposed or existing premises:

- (a) drawn to a scale or scales considered by the Director to be adequate for the relevant detail;
- (b) showing each level/area of the premises to which the application relates, showing fixtures and the use of all rooms; and
- (c) shall delineate the proposed licensed premises in red.

2. A **Site Plan** showing:

- an outline (delineated in red) of every building to which the application relates;
- the boundary of the land on which those premises are or are to be situated;
- the front entrance of every building on those premises;
- the names of adjacent streets;
- features such as swimming pools and other outdoor areas on those premises.

3. Applicants seeking a Special Liquor Licence for a Major Event will also be required to include the following within their site plan, to be indicated with numbers and / or symbols:

- (a) Surrounding landmarks and streets to assist in identifying venue layout;
- (b) Entrances and exits;
- (c) Vendor locations;

- (d) First Aid post locations;
- (e) Location of public facilities such as toilets, telephones and alike;
- (f) Location of Security;
- (g) Location of licensed areas;
- (h) Location of access roads / pathways and indication of use by patrons, staff, vendors / entertainers and emergency service vehicles.

The Director of Licensing may, in certain limited circumstances, waive full compliance with this guideline. If an Applicant wishes to apply for a waiver from the Director they should do so in the form of a letter setting out their reasons as to why they cannot fully comply with this guideline.

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 Commission grants a liquor licence, the plans will be held by the Director and will remain available for public inspection, upon request.

DESCRIPTION OF EVENT

It is important to provide clear and accurate information about the event. The nature of the event should indicate whether the venue is outdoors or indoors, in a hall or stadium, at parklands, river, beach or at another venue. It is important to note whether there are a combination of sites, eg both indoor and outdoor, as this can have a bearing on the capacity of the event as well as crowd movement within the event.

When providing a description of the event ensure that as many details as possible are included. This will ensure that everyone understands the nature and purpose of the event.

Provide a brief outline of the event's entertainment, main attractions and their proposed locations within the venue. You should also include the start and finish times for entertainment / attractions held during the event.

Where entertainment to be provided is of a sexual nature, such as "strip shows", the conducting of the show and any advertising of it must comply with the Commission's guidelines. These guidelines may be obtained from Licensing and Regulation.

PATRON DETAILS

The target audience is the main group of people expected to attend the event, for example, families, singles, senior citizens, 18-25 year olds, all ages etc.

In most major events the actual numbers and demographics of the crowd will not be known in detail in advance. It is, however, worthwhile estimating the total numbers predicted to attend and indicate the major age groups expected to attend.

It is important to note that the Licensing Commission has guidelines on the sale of liquor at events where the primary focus is on children and minors, such as at school fetes and school functions. As a general policy, the sale of liquor is to be restricted to two hours late in the afternoon during daytime events and only light beer and wine are to be available, provided it is served with snacks. No spirits or premixed drinks are allowed.

CROWD CONTROL / SECURITY

You need to ensure you have sufficient people involved in crowd control for the duration of your event. i.e. two per first 100 patrons and one for every extra 100 or part thereof (Industry Standard of Licensed Crowd Controllers). It is essential that they are all fully licensed as Crowd Controllers under the *Private Security Act*.

MAJOR EVENTS

A major event or function is essentially an event where "Risk" of impact on amenity, public safety and order is considered to be high due to the nature of the function and the potential size of the crowd. Some examples of functions that would be classed as major events are: New Year's Eve Street Party, Greek Glenti and V8 Supercar's.

Due to the nature of the function and the increased risk of harm associated with such functions, the Licensing Commission requires the applicant to put in place additional measures and strategies designed to reduce the risk of harm. The requirements are that:

- The Licensee must, no later than two weeks before the function, provide the Director of the Licensing Commission with the number and names of security persons to be employed for the function. The special licence may be cancelled if adequate security is not provided during the function.
- The Licensee shall ensure details of safe transport to and from the function are advertised in the Northern Territory News (or regional papers) no later than 1 week prior to the function.
- The provision of First Aid services which shall be in a clearly defined area and that must be able to easily communicate with the Licensee, staff and security personnel.
- The licensee shall ensure that a substantial number of persons involved in the sale/supply of liquor on the licensed premises have completed a Responsible Service of Alcohol / Patron Care Course approved by the Licensing Commission.

Other requirements may be imposed by the Commission depending on the event.

In making this application, I understand that, as part of the Special Liquor Licence, Part IX of the *Liquor Act* applies, in particular:

- 1) Liquor is not to be sold or supplied to persons under the age of eighteen (18) years – (A video regarding proof of purchase can be viewed if requested).
- 2) Minors are not to sell or be sent to obtain liquor.
- 3) Liquor is not to be sold or supplied to persons who are intoxicated.
- 4) It is an offence to allow intoxicated persons to remain on premises.
- 5) It is an offence to sell liquor without a licence.
- 6) An inspector appointed under the *Liquor Act* or members of the Police force may inspect the premises and licence at any time.
- 7) The provisions of all other Territory Law must be complied with. This includes *Tobacco Control Act & Regulations*, Fire, Planning and Building requirements, and legislation relating to noise pollution.

I also understand that the following conditions apply:

- a) Where Crowd Controllers are required, they must be licensed under the *Private Security Act*.
- b) The Private Security Industry, Standard of Licensed Crowd controllers must be adhered to, ie; two per first 100 patrons and one for every extra 100 or part thereof (unless otherwise approved by the Director of Licensing).
- c) Any “strip” or other shows or entertainment of a sexual nature must comply with the “strip show guidelines”.
- d) All Liquor is to be purchased from a retail outlet. (Proof of purchase may be required.)
- e) At events involving minors (eg. school fetes), liquor sales is restricted to two hours late in the afternoon during daytime events and are to be restricted to light beer or wine only, provided it is served with snacks.
- f) 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.
- g) Liquor purchased at the event is not to be taken outside of the licensed area.
- h) Where the event is held in a public restricted area, permission to hold the function has been obtained from the owner/controller of the area and the grant of this licence is an authority for adult guests and participants of the function to consume liquor whilst within the approved boundary of the function and the terms of the licence.

APPLICATION DETAILS

**Full Name of Applicant
(Club/Organisation):**

Contact Details of Club/Organisation

Phone

Fax

E-mail

Postal Address

Full Name of Nominee Authorised officer

Date Of Birth

Place of Birth

Contact Details

Phone

Fax

Mobile

E-mail

Full Residential Address

Suburb/Town

State

Postcode

Are you currently enrolled (Electoral Roll) at this address?

Yes

No

Have you ever been convicted of any offences anywhere?

Yes give details below

No

Please advise offence(s), place and year of conviction

Year Place Offence

Year Place Offence

Name of Premises/Venue/Place for proposed licence (event)

*** Location Address of Premises**

Suburb/Town

State

Postcode

**If the function is in a public restricted area, a permit is also required to allow the consumption of alcohol.
Do you want to use the information provided here to apply for a public restricted area permit?**

Yes

No

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

Licence to be

Posted

Collected

Faxed

Emailed

Start Time of Function _____

End Time of Function _____

Start Date of Function _____

End Date of Function _____

Name of Event/Function

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

Who will be attending the function/event? Please tick relevant box/s

Minors (under 18)

General Public

Estimated number of people attending: _____

From where will alcohol be sold? eg Bar, Booth, Table (attach diagram if necessary)

What types of beverages will be available?

Will there be Entertainment? (provide full details below. eg; amplified music, live band, strip show etc)

Provide details of Private Security/Crowd Control Arrangements (details on number of licensed Crowd Controllers, etc. -not police)

Description of immediate neighbourhood (eg residential, commercial, unoccupied land)

Has the neighbourhood been notified of the event? How?

A special liquor licence will only be issued to a person who has an understanding of responsible service of alcohol practices. This question must be completed for your understanding of responsible practices to be assessed. Provide brief detail of at least three strategies you will put in place to ensure alcohol is served responsibly for the duration of this licence (refer to the Application Form Guidelines and fact sheets)

Details of Owner/Controller of premises where function is to take place

Company/Organisation Name _____

Full Name of Owner /Controller and Position held Name: _____ Position Title: _____

Signature of Owner/Controller _____

Phone (BH): _____ Date _____

Email _____

REMEMBER:

Keep the licence at the premises to which it relates as an inspector appointed under the *Liquor Act* or members of the Police Force may inspect the premises and licence at any time.

Privacy Notice

Department of Justice is collecting your personal information on this form to assess your suitability to be granted a licence or permit for which you have applied under the *Liquor Act*. Department of Justice usually discloses this information to Police, government agencies, town councils interstate licensing authorities, or referees or other persons nominated by you to the extent necessary to properly consider your application. Information specific to you application may be also be released to the public in sufficient detail to clearly identify the substance of the application, if required by the Act. Plans of the proposed premises and licensed area will be made available for inspection by the public upon request. If you consider that the plans should not be made available, you must make a written application to the Director. Failure to provide this information will result in Department of Justice not being able to process your application.

You may access and correct your personal information provided in this application form on request. If you have any queries, please contact Licensing and Regulation on 8999 1800, 8951 8452 or by email at lr.doj@nt.gov.au.