

# APPLICATION FOR THE GRANT OF A TOBACCO RETAIL LICENCE

Please print using block letters.

A LICENSED PREMISES OPERATING A TOBACCO VENDING MACHINE (\*)  
MUST HOLD A TOBACCO RETAIL LICENCE

Fixed Premises

Mobile Premises

1. Full Name and Address of Applicant .....  
.....  
.....  
..... Postcode.....
2. Postal Address of Applicant .....  
..... Postcode.....
3. Other Contact Details Telephone ..... Facsimile .....  
Email .....  
Web Address .....
4. Does the Applicant hold a licence issued under ... Liquor Act    Gaming Machine Act    Gaming Control Act  
Racing and Betting Act
5. Trading Name of Proposed Licensed Premises .....  
.....
6. Street Address/Location of Proposed Premises .....  
..... Postcode.....
7. Nature of Business (e.g. Specialist Tobacconist, Supermarket, Petrol Station, etc) .....  
.....
8. Trading Details (Days/Hours) .....  
.....  
.....
9. If a premises is licensed for the sale and consumption of liquor at the venue;  
Number of Points of Sale (ie: .....  
How many bars/vending machines do you operate) .....

(\*) A vending machine may only be operated by a premises which is subject to Section 106(1)(a) or (b) Declarations under the *Liquor Act*

10. Full Name, Address and Date of Birth of Proposed Manager  
Name .....  
Address .....  
.....  
Date of Birth .....

---

**Mobile Premises Only**

11. Type of mobile premises and Nature of Business (eg Vehicle - Smokovan) please specify .....  
.....  
12. Location of mobile premises when not in use .....  
..... Postcode.....

---

I/We hereby apply for approval for the grant of a Tobacco Retail Licence in accordance with the information provided.  
We declare that the information provided is true in every particular.

Signature of Applicant..... Signature of Applicant.....  
Date..... Date:.....

**Please ensure the following relevant documentation is attached to your application.**

1. Application for grant of a Licence duly executed by the Applicant.
2. Certificate of Incorporation if Applicant is a Company.
3. Copy of Partnership agreement if application is a partnership.
4. Copy of Business Name Registration Certificate.
5. Company search, including details of all directors and shareholders, holding companies or any associated company (and including details of all directors and shareholders of this company) or partnership. In the case of shareholders being a company, ASC details for that company.
6. If the premises are currently licensed as identified in Question 4, no documentation other than the application form will be required.
7. **Criminal History Check: (Name Check only required for this application)**
  - (a) All details are printed clearly.
  - (b) The form is completed in ink.
  - (c) All sections of the form are completed.
  - (d) The original form is submitted (no photocopies or faxed copies will be accepted), with original signatures only.
  - (e) All relevant signatures appear on the form.
  - (f) No wording of this form is altered or deleted in any way except when relevant to the application.
  - (g) Supply a photocopy of your photographic driver's licence; birth certificate; passport or similar and certify that the original has been sighted.

# Contact Details

---

**SUBMIT APPLICATIONS TO:****FOR ENQUIRIES OR ASSISTANCE CONTACT:**

---

**DARWIN**

Territory Business Centre  
Development House, Ground Floor  
76 The Esplanade  
Darwin NT 0800  
PO Box 9800  
Darwin NT 0801

Phone: (08) 89821700  
Facsimile: (08) 89821725

**DARWIN**

Racing, Gaming and Licensing  
1<sup>st</sup> Floor, Enterprise House  
Cnr Knuckey & Woods Streets  
Darwin NT 0800

Phone: (08) 8999 1800  
Facsimile: (08) 8999 1888

---

**ALICE SPRINGS**

Territory Business Centre  
Peter Sitzler Building  
67 North Stuart Highway  
Alice Springs NT 0870  
PO Box 9800  
Alice Springs NT 0871

Phone: (08) 8951 8524  
Facsimile: (08) 8951 8591

**ALICE SPRINGS**

Racing, Gaming and Licensing  
Peter Sitzler Building  
67 North Stuart Highway  
Alice Springs NT 0870

Phone: (08) 8951 8452  
Facsimile: (08) 8951 8591

---

**TENNANT CREEK**

Shop 2, Barkly House  
Cnr Davidson and Paterson Streets  
Tennant Creek NT 0860  
PO Box 9800  
Tennant Creek NT 0871

Phone: (08) 8962 4411  
Facsimile: (08) 8962 4413

---

**KATHERINE**

Territory Business Centre  
Shop 1 Randazzo Building  
18 Katherine Terrace  
Katherine NT 0850  
PO Box 9800  
Katherine NT 0851

Phone: (08) 8973 8180  
Facsimile: (08) 8973 8188

## **NOTICE IN ACCORDANCE WITH THE INFORMATION ACT (INFORMATION PRIVACY PRINCIPLE 1)**

Racing, Gaming and Licensing (RGL – a division of NT Treasury) 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.

- You are able to access your personal information that you have provided by making a written request to the Director of Licensing.
- The information is required pursuant to the Tobacco Control Act. The Act requires that certain matters must be considered when deciding whether or not to approve an application.
- The information will be kept confidential except as follows:
  - (a) 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 obtain information about you and your application.
  - (b) If a hearing is involved, information will be released to the parties, Commission or the Court, as required.
  - (c) 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 Act.

**Website:** [www.nt.gov.au/ntt/licensing](http://www.nt.gov.au/ntt/licensing)