

LICENSING, REGULATION AND ALCOHOL STRATEGY

Appointment of New Nominee or Change of Particulars of Nominee for Licensee under the *Commercial and Private Agents Licensing Act*

1. Details of New Nominee

Full Name of New Director

Current Residential Address of New Director

| |
|----------|
| |
| |
| Postcode |

2. Details of Corporation

Full Name of Corporation

ACN

Licence Number

Date the New Nominee became an Officer of the agent/corporation

Date of birth[^]

[^]Identification is required. See point 3 in Notes to Application

LICENSING, REGULATION AND ALCOHOL STRATEGY

Darwin

Level 1, Enterprise House
28-30 Knuckey Street, Darwin
GPO Box 1154, Darwin, NT 0801
Ph: 08 8999 1800
Fax: 08 8999 1888

Katherine

18 Katherine Terrace, Katherine
GPO Box 2138, Katherine, NT 0850
Ph: 08 8972 8906
Fax: 08 8972 8910

Alice Springs

1st Floor Belvedere House
Cnr Parsons/Bath Sts
GPO Box 8470, Alice Springs NT 0871
Ph: 08 8951 5195
Fax: 08 8951 8591

| |
|---|
| Have you previously carried on business as an agent or been employed by an agent? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If Yes, please provide particulars of that business or employment. |
| |
| |
| |
| |

3. Details of Former Nominee

Full Name of Former Nominee

Current Residential Address of Former Nominee

| |
|----------|
| |
| |
| Postcode |

4. Testimonials

In addition to the signed testimonials below, written referee statements that attest to the good character of the New Nominee, must be attached to this application.

Referee 1:

I,
 (full name)

.....
 (contact address)

declare that I have known
 (name of applicant)

for year(s) and that in my opinion he/she is a person of good character and conduct.

| | |
|-----------|-------|
| Title | |
| | |
| Signature | |
| | Date |
| | / / |

Referee 2:

I,
(full name)

.....
(contact address)

declare that I have known
(name of applicant)

for year(s) and that in my opinion he/she is a person of good character and conduct.

| | |
|-----------|------|
| Title | |
| | |
| Signature | |
| | Date |
| | / / |

5. Declaration

I,
(full name of nominee)

was on the day of 20...., appointed nominee

of the corporation for the purposes of the *Commercial and Private Agents Licensing Act*, and am in bona fide control of the affairs of the corporation in the Northern Territory.

I solemnly and sincerely declare that the statements and information contained in this application are true and correct to the best of my knowledge and I make this solemn declaration by virtue of the *Oaths Act* and conscientiously believing the statements contained in this declaration to be true in every particular.

I acknowledge that a person making a false statement in a statutory declaration is guilty of an offence and is liable to a penalty of \$2000 or imprisonment for twelve months, or both.

Declared atthis.....day of.....20....

Signature of Applicant

| |
|--|
| |
|--|

| |
|------|
| Date |
| / / |

*Signature of Witness

Date

Full Name of witness (family name and given name)

*This declaration may be made before any person who has attained the age of (18) eighteen years.

Notes to Application

1. Lodgement

The application form, along with the applicable fees*, attachments to application, supporting documentation etc., must be lodged at your nearest Territory Business Centre.

2. Applications

The Commissioner will only receive and consider complete applications.

The Commissioner will, within 45 days after receiving an application, notify the applicant in writing that either the licence has been granted or refused.

3. Identification

You must attach a certified copy of your identification in the form of either:

- (a) An Australian or overseas passport which is current or expired within two years
- (b) An Australian photographic Drivers Licence which is current or expired within two years

4. Police Check

An Authority to Release Criminal History form must be filled out and submitted together with this application.

Applicant Checklist

Processing of your application will be delayed if you have not completed the checklist.

| |
|---|
| <input type="checkbox"/> Have all sections of the application been completed? |
| <input type="checkbox"/> Have you included written testimonials (by the two people who signed section 3) attesting to the New Nominee's good character? |
| <input type="checkbox"/> Have you included a copy of your current identification? |
| <input type="checkbox"/> Have you included the Authority to Release Criminal History form? |

For Office Use

Document lodged by:

| | |
|----------------|--|
| Name | |
| Postal Address | |
| Telephone | |

| | | |
|------------------------|------------|----------------|
| Date of advertisement: | Fees paid: | Receipt Number |
| / / | | |
| Officer | Email | |
| | | |

Notice In Accordance with the Information Act (Information Privacy Principle 1)

Licensing, Regulation and Alcohol Strategy (LRAS – a division of NT Department of Justice) 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 the Director of Licensing.
- b) The information is required pursuant to the *Commercial and Private Agents Licensing Act*. The *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 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. If a hearing is involved, information will be released to the parties, Commission or the Court, as required by the *Act*.
 - iii. Registers of licences and permits will be maintained and may be made available to the public on request.
- d) 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/justice/licenreg

**Please refer to the relevant schedule of fees.*

TERRITORY BUSINESS CENTRES

TOLL FREE LINE: 1800 193 111 (Australia Wide)

| Darwin | Katherine | Tennant Creek | Alice Springs | Postal Address |
|---|--|--|---|--|
| Development Hse 76 The Esplanade Darwin NT 0800 Phone: (08) 8982 1700 | 1 Randazzo Bldg 18 Katherine Tce Katherine NT 0850 Phone: (08) 8972 8906 | Shop 2, Barkly Hse Cnr Paterson & Davidson Sts Tennant Creek NT 0860 Phone: (08) 8962 4411 | Peter Sitzler Bldg 67 Nth Stuart Hwy Alice Springs NT 0870 Phone: (08) 8951 8524 | GPO Box 9800 Darwin NT 0801 territory.businesscentre@nt.gov.au |

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