

LICENSING, REGULATION AND ALCOHOL STRATEGY

Checklist for Licence Application - Corporation

- Completion of Form 2, Application by a Body Corporate. An incomplete application form will not be considered.
- Confirmation of lodgement of your “Authority to Release Criminal History” in the form of a receipt. The form must be lodged directly with a police station and a \$50 fee applies for each criminal history check and must be paid on lodgement. Please note a criminal history form must be completed for each person associated with the application which includes the manager.
- A copy of the newspaper advertisement published in a newspaper circulating throughout the Territory and (if there be one) in a further newspaper circulating in the locality in which you propose to carry on business as a travel agent. (Refer to the [Guide to Advertising](#) for further details and a proforma advertisement).
- Copy of Current Identification for each person associated with the application, i.e. Driver’s Licence, Passport or a Birth Certificate.
- Applicant(s) must be over 18 years of age.
- Proof of Ownership, copy of lease of premises or letter of consent / approval from owner.
- Copy of Certificate of Registration of Business Name.
- Copy of Registration of Company
- Evidence of sufficient material and financial resources to carry on business as a dealer, i.e. banker’s guarantee, bank statement or a statement of personal position for the sole trader and each partner.
- Two Written Referee Statements stating that the director(s) and the manager are fit and proper persons to be a travel agent or manager.
- Curriculum vitae for the manager together with copies of professional qualifications and certificates. (Please refer to attached fact sheet outlining the prescribed qualifications required for a manager).

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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 Hse
Cnr Parsons & Bath Sts
GPO Box 8470, Alice Springs NT 0871
Ph: 08 8951 5195
Fax: 08 8951 8591