

LICENSING, REGULATION AND ALCOHOL STRATEGY

Checklist for License Application - Individual or Partnership

- Completion of Form 1, Application by a Natural Person or Partnership. An incomplete application form will not be considered. (Please note if you are intending on applying as a partnership each partner must complete a separate application form).
- 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.
- 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 pro forma advertisement).
- Copy of Current Identification for each person associated with the application, i.e. Driver’s Licence, Passport or 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.
- 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 applicant, sole trader or each partner is a fit and proper person to be a Travel Agent or manager.
- Curriculum vitae for the manager together with copies of the professional qualifications and certificates. (Please refer to attached fact sheet outlining the prescribed qualifications required for a manager).

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