

LICENSING, REGULATION AND ALCOHOL STRATEGY

Liquor Licence for Application for the Change of Manager

Liquor Act

Notes to Application

1. Applications for change of a Manager/Nominee can only be submitted by body corporate licensees.
2. Applicants should note that under the *Liquor Act*, this is an application for the permanent appointment of a new manager/nominee and is not temporary in nature.
3. These Notes to Application and the checklists within are to be submitted with the application.
4. The following are documents that must be lodged with the application:

Documents to be lodged	At time of lodgement	Prior to consideration
a) Application to change manager:		
i) Where the licensee is a company, at least one (1) of the Directors or an authorised officer to sign (common seal not required)	<input type="checkbox"/> Yes	
ii) Where the licensee is an incorporated association (club), the secretary and one other committee member to sign.	<input type="checkbox"/> Yes	
b) Nomination application form signed by the proposed manager/nominee of the company (form attached)	<input type="checkbox"/> Yes	
c) At least two (2) written business references and two (2) written personal references. References may be checked and verified.		<input type="checkbox"/> Yes

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
3/36 Katherine Terrace, Katherine
GPO Box 1154, Darwin, NT 0801
Ph: 08 8972 8906
Fax: 08 8972 8910

Alice Springs
Peter Sitzler Building
67 North Stuart Highway, Alice Springs
GPO Box 8470, Alice Springs NT 0871
Ph: 08 8951 8452
Fax: 08 8951 8591

c) Photocopies of relevant identification of the Transferee or each member of the Transferee, which may be current driver's licence, passport or birth certificate extract.	<input type="checkbox"/> Yes	
<p>d) Proof that the Applicant(s) have undertaken a fingerprint check and have submitted an Authority to Release Criminal History to the Northern Territory Police, with return address of the fingerprint check noted as:</p> <p>Manager Territory Business Centre (TBC) GPO Box 9800 Darwin NT 0801</p> <p>Or</p> <p>Deputy Director of Licensing (Sth) Licensing, Regulation & Alcohol Strategy Department of Justice PO Box 9800, Alice Springs NT 0871</p> <p>Note: Applicants should submit for fingerprints at the earliest opportunity, This report may take up to 5 weeks to process.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Yes	
e) Personal profile detailing a minimum of previous ten (10) years work experience.		<input type="checkbox"/> Yes
f) Nominee to sit examination on knowledge of the <i>Liquor Act</i> and Licence conditions. (Contact LRAS for further details and to book an appointment for the test)		<input type="checkbox"/> Yes
g) Applicant will be required to have completed a responsible service of alcohol course. Evidence of a booking is sufficient. (list of providers attached)		<input type="checkbox"/> Yes

5. Managers previously approved and appointed by this Commission within the past 12 months are only required to attach items (a), (b) and (d) (fingerprint check only)
6. This application form and accompanying documents must be lodged at your TBC.
7. Who may sign this application?

For a company, a Director and Secretary or authorised officer
For a club, the Secretary and one Committee member.

<p>Drug and Alcohol Services Association Alice Springs Inc (DASA) ABN: 60 309 230 808 4 Schwarz Crescent Alice Springs NT 0870 PO Box 3009 Alice Springs NT 0871 NTIS code: 4699</p>	<p>Phone: 8952 8412 Fax: 8953 4686 sam.adams@dasa.org.au</p>	√		
<p>ClubsNT ABN: 88 397 537 069 3 Maluka Street Palmerston NT 0830 PO Box 1925 Palmerston NT 0831 NTIS code: 6226</p>	<p>Andrew Hay Phone: 8939 0627 8939 0600 Fax: 89329 599 gm@casclub.com.au</p>	√	√	√ (from 1/6/09)
<p>Liquor Stores Association NT ABN: 74 926 150 707 Unit 9/ 63 Marina Boulevard Cullen Bay NT 0820 PO Box 240 Darwin NT 0801 NTIS code: 6226</p>	<p>Col Newman Phone: 0439 810 383 Fax: 8941 3306 cnewman2@vtown.com.au</p>	√	√	√ (from 1/6/09)
<p>Australian Hotels Association, NT Branch ABN: 48 911 463 427 20-24 Cavenagh Street Darwin NT 0800 PO Box 3270 Darwin NT 0801 NTIS code: 3045</p>	<p>Phone: 8981 3650 Fax: 8981 5754 ed@ahant.com.au</p>			√
<p>Karen Sheldon Catering Pty Ltd* ABN: 21 117 356 779 Kantillas Function Centre Level 3 TIO Stadium Marrara NT 0812 PO Box 2351 Parap NT 0804 *Expecting NTIS registration shortly</p>	<p>Phone: 8945 6048 Mobile: 0417 824 701 Fax: 8927 5799 karen@karensheldoncatering.com</p>	√		

Signature and position of person authorised to make this application. (Refer to Point 7 in Notes to Application)

Signature

Date

Title

Signature

Date

Title

For Office Use Only

Date received

Nominee Questionnaire - Application for the Change of Manager

Trading Name of Premises

Address/Location of Premises

Postcode	

Nominated Manager's Details

Full Name and any alias(es) of proposed Manager/Nominee

Date of birth	Place of birth
/ / 20	

Address

Postcode	

Places of residence over the past 5 years.

Occupation

Telephone

Fax

Mobile

Email

Length of time in NT	Period of residence in Australia

If naturalised, can papers be produced?

--

What is your marital status (including defacto)?

Name of Spouse (including defacto):
Occupation of spouse/defacto:

Do you hold or have you held, equitable or financial interest in any other premises, in the NT or elsewhere, that are or were licensed to sell liquor?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

If yes, provide details:

Will the proposed Manager/Nominee have a financial interest in the Business?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

Has the proposed Manager/Nominee ever been arrested, charged or summonsed for an offence anywhere (exclude spent convictions)? If so, provide details:

Has the proposed Manager/Nominee ever been convicted of any offence anywhere (exclude spent convictions)? If so, provide details:

Has the proposed Manager/Nominee ever been a party in a civil lawsuit (exclude spent convictions)? If so, provide details:

Has the proposed Manager/Nominee ever been dismissed / discharged or asked to resign from any employment? If so, provide details:

Has the proposed Manager/Nominee completed a patron Care Course? If yes, attach relevant certificate.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

Please provide one personal Profile / Resume (detailing a minimum of last 10 years work history) and four (4) written references to be made up of two (2) business references and two (2) personal references. These are to be attached with this application.

Signature of Proposed Manager/Nominee

--

Date

/ /

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 *Liquor 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

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) 8973 8180	Shop 2, Barkly Hse Cnr Paterson & Davidson Sts Tennant Creek NT 0860 Phone: (08) 8962 4411	Peter Sitzler Bldg 67 North Stuart Highway Alice Springs NT 0870 Phone: (08) 8951 8524	GPO Box 9800 Darwin NT 0801 territory.businesscentre@nt.gov.au

General Disclaimer: The material contained in this publication is intended for use as a guide and for general information only. It is not intended to be a substitute for independent professional advice. The Northern Territory Department of Justice accepts no responsibility or liability for the correctness, accuracy and completeness of any of the material contained in this publication and recommends that users of this publication exercise their own skill, care and judgment in the application of the information contained in the publication.