

LICENSING, REGULATION AND ALCOHOL STRATEGY

Application for Continuing Special Licence

Liquor Act

Notes to Application

1. Continuing special licenses are generally granted by the Licensing Commission to work place “social clubs”, sporting and non-profit associations/organisations.
2. Where the prime purpose of the Applicant is to utilise the licence as a profit making venture, with no specified use of funds for purposes relating to sport, education, community or charity – such Applicants will be required to apply for a Full Licence.
3. Continuing special licence hours must not exceed 30 hours per week in total. If Applicants wish to trade longer hours they will be required to apply for a Full Liquor Licence.
4. An administration fee* must be provided with this application.
5. A completed Authority to Release Criminal History Form must be submitted with this application.
6. Applicants must complete a Responsible Service of Alcohol Course.
7. Applicants must obtain the approval of the owner/controller of the venue, prior to considerations of the application.
8. Applicants are to include full details of proposed dates and times with each application, maximum trading 30 hours per week.
9. The applicant is required to provide all relevant information before a licence can be considered for approval.
10. Submit your application to your nearest Territory Business Centre (TBC).

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

Responsible Service of Alcohol Course Providers as at April 2009

Training Providers	Phone and Email	Method of Delivery		
		Per-son	Post	On-line
International College of Advanced Education ABN: 56 080 035 221 46 Smith Street Darwin NT 0800 GPO Box 2776 Darwin NT 0801 NTIS code: 4546	Phone: 8941 5959 Fax: 8941 5960 alison.lambert@icae.org.au	√	√	√
Training Plus NT ABN: 37 620 097 688 Caretakers' Residence Nakara Primary School Nakara Terrace Nakara NT 0810 PO Box 42023 Casuarina NT 0811 NTIS code: 70035	Phone: 0411 824 964 Fax: 89 818456 Attention Jazzi hodsonholdings@bigpond.com	√		
Charles Darwin University ABN: 54 093 513 649 Darwin Tourism, Hospitality, Sport & Recreation (Top End) Palmerston Campus University Avenue Palmerston NT 0830 Alice Springs Tourism & Hospitality (Central) Grevillea Drive Alice Springs NT 0870 NTIS code: 0373	Palmerston Campus Phone: 8946 7954 Fax: 8946 7833 sandy.smith@cdu.edu.au Alice Springs Campus 89595 200 8959 5 240 nick.desilva@cdu.edu.au	√ √	√ √	

<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>	√		

Is this application	<input type="checkbox"/> New
	<input type="checkbox"/> Renewal (it is not necessary to lodge a Certificate of Incorporation nor the Constitution unless it has changed in the last 12 months)
Name of Club/Organisation	
Is the Club/Organisation Incorporated?	<input type="checkbox"/> Yes (A copy of the Certificate of Incorporation must be lodged with this application)
	<input type="checkbox"/> No
Does the Club/Organisation have a constitution?	<input type="checkbox"/> Yes (A copy of the Constitution must be lodged with this application)
	<input type="checkbox"/> No
If no, on what basis has the Club/Organisation been formed?	
Contact Details of Club/Organisation	Phone:
	Fax:
	Email:
	No. of members:

Application Details for Continuing Special Licence

Name of Premises

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Address/Location of Premises

Postcode

Note: The venue address is specific. An address such as "Mindil Beach" or "The Esplanade" is not acceptable. Please attach a plan of, or provide a lot number for the proposed venue.

Postal Address/Location of Premises

Postcode

Description of immediate neighbourhood (e.g. residential, commercial, unoccupied land)

Nominee Contact Details

Full Name

Date of birth

 / /

Place of birth

Full Residential Address of Nominee

Postcode

Postal Address of Nominee

Postcode

Telephone

Fax

Email

Have you ever been convicted of any offences anywhere? If so, provide details (year, place, offence):

Licence Details

Period of Licence		
Days and hours requested Note: Cannot exceed 30 hours per week	Sunday from	to
	Monday from	to
	Tuesday from	to
	Wednesday from	to
	Thursday from	to
	Friday from	to
	Saturday from	to

Nature and purpose of the function(s) or activities for which the licence is requested

Who is the function/event open to? Tick all relevant boxes.	<input type="checkbox"/> Members and guests	<input type="checkbox"/> Invited guests
	<input type="checkbox"/> Minors (under 18)	<input type="checkbox"/> General public

Average number of people at any given time

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From where will alcohol be sold? E.g. bar, booth, table (attach diagram if necessary)

Types of alcohol sold

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Will there be entertainment? Provide full details below. E.g. amplified music, live band, strip show etc.

Provide details of security arrangements (details on number of licensed crowd controllers etc.)

Details of Venue (i.e. building, booth etc.)

What facilities are available? (i.e. toilets, parking, BBQ, etc.)

Will the Nominee be present at all times during trading hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, explain why and who will be responsible if Nominee is not there		

Has the Nominee completed a Responsible Service of Alcohol course (RSA)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, explanation of when course will be undertaken. A receipt may be needed to issue licence.		

If liquor is to be sold in a public building or place, evidence of proper authority to conduct this activity must be provided.

If liquor is being sold to raise funds, for what purpose will these funds be used?

What is your estimate of the quantity of liquor to be purchased during the period of this licence?

Licence to be	<input type="checkbox"/> Posted	<input type="checkbox"/> Collected
	<input type="checkbox"/> Emailed	<input type="checkbox"/> Faxed

In making this application, I understand that:

- 1) I have specific responsibilities as a licence holder including adhering to the “Industry Code of Practice for the Promotion of Liquor” and providing a safe drinking environment.
- 2) All Liquor is to be purchased from a retail outlet. (Proof of purchase may be required.)
- 3) Liquor is not to be sold or supplied to persons under the age of eighteen (18) years.
- 4) Liquor is not to be sold or supplied to persons who are intoxicated.
- 5) It is an offence to allow intoxicated persons to remain on premises.
- 6) This licence does not authorise the sale of takeaway liquor.
- 7) This licence must be renewed annually and it is an offence to sell liquor without a licence.
- 8) A special licence application is required for functions which require extra hours or days outside of normal trading times. This application is subject to an additional fee*.
- 9) Persons involved in crowd control must be licensed under the *Private Security Act* and further that the Industry Standard of Licensed Crowd controllers must be adhered to, i.e. two per first 100 patrons and one for every extra 100 or part thereof.
- 10) The provisions of all other Territory Law must be complied with. This includes Fire, Planning and building requirements, and legislation relating to noise pollution.
- 11) An inspector appointed under the *Liquor Act* or members of the Police Force may inspect the premises and licence at any time.

I also acknowledge that if my organisation is granted a special licence to sell liquor, I will be required to keep a record of all liquor purchases made under this licence, detailing quantities of beer, wines and spirits purchased and the cost price of each purchase. I further understand that at the expiry of this licence, I must provide the Director of Licensing with such a record, on the approved form.

Signature of Applicant

Date

Email

Business Phone

Signature of Owner/Controller

Date

Full Name of Owner/Controller and Position Held

Email

Business Phone

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

**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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