

## 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 of \$20 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**

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



<p><b>Drug and Alcohol Services Association Alice Springs Inc (DASA)</b>          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  <a href="mailto:sam.adams@dasa.org.au">sam.adams@dasa.org.au</a></p>	√		
<p><b>ClubsNT</b>          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  <a href="mailto:gm@casclub.com.au">gm@casclub.com.au</a></p>	√	√	√ (from 1/6/09)
<p><b>Liquor Stores Association NT</b>          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  <a href="mailto:cnewman2@vtown.com.au">cnewman2@vtown.com.au</a></p>	√	√	√ (from 1/6/09)
<p><b>Australian Hotels Association, NT Branch</b>          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  <a href="mailto:ed@ahant.com.au">ed@ahant.com.au</a></p>			√
<p><b>Karen Sheldon Catering Pty Ltd*</b>          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  <a href="mailto:karen@karensheldoncatering.com">karen@karensheldoncatering.com</a></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
/ / 20	

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 \$20.00 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](http://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 <a href="mailto:territory.businesscentre@nt.gov.au">territory.businesscentre@nt.gov.au</a>

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