

## LICENSING, REGULATION AND ALCOHOL STRATEGY

### Special Liquor Licence Application

#### *Liquor Act*

#### Notes to Application

1. Where the event is to be held in a declared public restricted area, this application also covers the public restricted area permit application to allow liquor to be consumed in the public restricted area.
2. An application for the grant of a special licence must be lodged with the Director no later than seven working days before commencement of the planned event.

In the case of a major event, no later than 3 months before the event. A major event is described below.

3. Know your responsibilities as holder of a Special Liquor Licence.
4. An administration fee\* must be provided with this application.
5. You must provide details of the venue site and surrounding neighbourhood. This should include information on, but not limited to:

- Services and utilities available on site
- Movement of people within the site
- Access to site for patrons
- Hazards in and around the area
- Road access in wet weather
- Provision for disabled people
- Number and positioning of Points of Sale of liquor
- Crowd regulation and overspill areas
- Access to and within the site for emergency vehicles
- Potential impact on the local environment
- Traffic flows / parking
- Whether or not it is in a public restricted area

#### 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  
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##### 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

## 6. Site and Floor Plans.

Where an application is made in relation to a venue or set up which the Licensing Commission may not be familiar, Applicants are required to provide the following:

<p>a) A Floor Plan of the proposed or existing premises:</p> <ul style="list-style-type: none"> <li>i) drawn to a scale or scales considered by the Director to be adequate for the relevant detail;</li> <li>ii) showing each level/area of the premises to which the application relates, showing fixtures and the use of all rooms; and</li> <li>iii) shall delineate the proposed licensed premises in red.</li> </ul>	<input type="checkbox"/> Yes
<p>b) A Site Plan showing:</p> <ul style="list-style-type: none"> <li>i) showing an outline (delineated in red) of every building to which the application relates;</li> <li>ii) the boundary of the land on which those premises are or are to be situated;</li> <li>iii) the front entrance of every building on those premises;</li> <li>iv) the names of adjacent streets;</li> <li>v) features such as swimming pools and other outdoor areas on those premises.</li> </ul>	<input type="checkbox"/> Yes

Applicants seeking a Special Liquor Licence for a Major Event will also be required to include the following within their site plan, to be indicated with numbers and / or symbols:

- Surrounding landmarks and streets to assist in identifying venue layout;
- Entrances and exits;
- Vendor locations;
- First Aid post locations;
- Location of public facilities such as toilets, telephones and alike;
- Location of Security;
- Location of licensed areas;
- Location of access roads / pathways and indication of use by patrons, staff, vendors / entertainers and emergency service vehicles.

The Director of Licensing may in certain limited circumstances waive full compliance with this guideline. If an applicant wishes to apply for a waiver from the Director they should do so in the form of a letter setting out their reasons as to why they cannot fully comply with this guideline.

It should be understood that these plans will be made available for inspection by members of the public at all stages of the application and approval process. In the event that the Commission grants a liquor licence, the plans will be held by the Director and will remain available for public inspection, upon request.

## 7. Description of Event

It is important to provide clear and accurate information about the event. The nature of the event should indicate whether the venue is outdoors or indoors, in a hall or stadium, at parklands, river, beach or at another venue. It is important to note whether there are a combination of sites, e.g. both indoor and outdoor, as this can have a bearing on the capacity of the event as well as crowd movement within the event.

When providing a description of the event ensure that as many details as possible are included. This will ensure that everyone understands the nature and purpose of the event.

Provide a brief outline of the event's entertainment, main attractions and their proposed locations within the venue. You should also include the start and finish times for entertainment / attractions held during the event.

Where entertainment to be provided is of a sexual nature, such as "strip shows", the conducting of the show and any advertising of it must comply with the Commission's guidelines. These guidelines may be obtained from Licensing and Regulation.

## 8. Patron Details

The target audience is the main group of people expected to attend the event, for example, families, singles, senior citizens, 18-25 year olds, all ages etc.

In most major events the actual numbers and demographics of the crowd will not be known in detail in advance. It is, however, worthwhile estimating the total numbers predicted to attend and indicate the major age groups expected to attend.

It is important to note that the Licensing Commission has guidelines on the sale of liquor at events where the primary focus is on children and minors, such as at school fetes and school functions. As a general policy, the sale of liquor is to be restricted to two hours late in the afternoon during daytime events and only light beer and wine are to be available, provided it is served with snacks. No spirits or premixed drinks are allowed.

## 9. Crowd Control / Security

You need to ensure you have sufficient people involved in crowd control for the duration of your event. i.e. two per first 100 patrons and one for every extra 100 or part thereof (Industry Standard of Licensed Crowd Controllers). It is essential that they are all fully licensed as Crowd Controllers under the *Private Security Act*.

## 10. Major Events

A major event or function is essentially an event where “Risk” of impact on amenity, public safety and order is considered to be high due to the nature of the function and the potential size of the crowd. Some examples of functions that would be classed as major events are: New Year’s Eve Street Party, Greek Glenti and V8 Supercar’s.

Due to the nature of the function and the increased risk of harm associated with such functions, the Licensing Commission requires the applicant to put in place additional measures and strategies designed to reduce the risk of harm. The requirements are that:

- The Licensee must, no later than two weeks before the function, provide the Director of the Licensing Commission with the number and names of security persons to be employed for the function. The special licence may be cancelled if adequate security is not provided during the function.
- The Licensee shall ensure details of safe transport to and from the function are advertised in the Northern Territory News (or regional papers) no later than 1 week prior to the function.
- The provision of First Aid services which shall be in a clearly defined area and that must be able to easily communicate with the Licensee, staff and security personnel.
- The licensee shall ensure that a substantial number of persons involved in the sale/supply of liquor on the licensed premises have completed a Responsible Service of Alcohol / Patron Care Course approved by the Licensing Commission.

Other requirements may be imposed by the Commission depending on the event.

11. Submit your application to your nearest Territory Business Centre (TBC).

12. Keep the licence at the premises to which it relates as an Inspector appointed under the Liquor Act or members of the Police Force may inspect the premises and licence at any time.

In making this application, I understand that, as part of the Special Liquor Licence, Part IX of the *Liquor Act* applies, in particular:

- 1) Liquor is not to be sold or supplied to persons under the age of eighteen (18) years – (A video regarding proof of purchase can be viewed if requested).
- 2) Minors are not to sell or be sent to obtain liquor.
- 3) Liquor is not to be sold or supplied to persons who are intoxicated.
- 4) It is an offence to allow intoxicated persons to remain on premises.
- 5) It is an offence to sell liquor without a licence.
- 6) An inspector appointed under the Liquor Act or members of the Police force may inspect the premises and licence at any time.
- 7) The provisions of all other Territory Law must be complied with. This includes Tobacco Control Act & Regulations, Fire, Planning and Building requirements, and legislation relating to noise pollution.

I also understand that the following conditions apply:

- a) Where Crowd Controllers are required, they must be licensed under the Private Security Act.
- b) The Private Security 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 (unless otherwise approved by the Director of Licensing).
- c) Any “strip” or other shows or entertainment of a sexual nature must comply with the “strip show guidelines”.
- d) All Liquor is to be purchased from a retail outlet. (Proof of purchase may be required.)
- e) At events involving minors (e.g. school fetes), liquor sales is restricted to two hours late in the afternoon during daytime events and are to be restricted to light beer or wine only, provided it is served with snacks.
- f) 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.
- g) Liquor purchased at the event is not to be taken outside of the licensed area.
- h) Where the event is held in a public restricted area, permission to hold the function has been obtained from the owner/controller of the area and the grant of this licence is an authority for adult guests and participants of the function to consume liquor whilst within the approved boundary of the function and the terms of the licence.

The Licensing Commission may impose further conditions where required. These conditions must be understood and relayed to the staff who will be operating the bar areas and to all security personnel.

**Declaration by Applicant**

I, .....  
(full name)

of.....  
(address)

By virtue of section 23C of the *Oaths Act*, declare that:

I am duly authorised by the Club/Organisation to make this application and declare that I have read and understood the information contained in this application and I have fully disclosed the information required to complete this application believing that the information provided is true and correct in every detail.

Signature of Applicant/Authorised Officer

Date

Signed in the presence of:

Signature of Witness

Date

Witness name and telephone number

Note: A person wilfully making a false statement in a statutory declaration is liable to a penalty of \$2000 or imprisonment of 12 months, or both.





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


Types of beverages available

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


Provide details of Private Security/Crowd Control arrangements (details on number of licensed crowd controllers etc. (not police))


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


Has the neighbourhood been notified of the event? How?


A special liquor licence will only be issued to a person who has an understanding of responsible service of alcohol practices. This question must be completed for your understanding of responsible practices to be assessed. Provide brief detail of at least three strategies you will put in place to ensure alcohol is served responsibly for the duration of this licence (refer to the Application Form Guidelines and fact sheets)


**Details of Owner/Controller of premises where function is to take place**

Company/Organisation Name

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Signature of Owner/Controller

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Date

	/		/	
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Full Name of Owner/Controller and Position Held


Email

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Business Phone

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## 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)

*\*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 <a href="mailto:territory.businesscentre@nt.gov.au">territory.businesscentre@nt.gov.au</a>

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