

LICENSING, REGULATION AND ALCOHOL STRATEGY

Change of Manager

What Does This Process Allow Me To Do?

Individuals, registered companies or partnerships applying for a Liquor Licence are required to identify one person as the nominated Manager or Nominee. The Nominee is the person responsible for the day to day management of the licensed premises.

This process allows the licensee to legally change the person nominated as manager of licensed premises. This situation generally arises because of staff turnover.

Are There Any Special Conditions Or Restrictions?

The Nominee must be a person of good character, preferably with relevant experience, and must comply with a range of standard conditions identified on the relevant forms.

What Is The Process?

Before applying, consider the willingness of the proposed Nominee to undergo a police check and to provide all supporting information required.

Territory Business Centres provide relevant application forms and the Authority to Release Criminal History form. Completed forms must be accompanied by supporting information which includes:

- details of any previous charges, offences or convictions
- business and personal references
- profile of previous work experience
- other details concerning the Nominee and the premises.

Do I Need Any Special Knowledge, Experience Or Training?

The Nominee must successfully complete a Responsible Service of Alcohol course. The course takes about half a day to complete. Its primary purpose is to ensure that nominees are aware of responsible serving practices and to assist in discouraging the irresponsible, or excessive consumption and supply of liquor within the Northern Territory.

Training provider contact information is available at Territory Business Centres or Licensing, Regulation and Alcohol Strategy or on the relevant fact sheets.

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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

The Nominee must also successfully complete a *Liquor Act* test. This requires familiarity with a number of sections of the Act identified on a list issued with application forms. While Nominees are not expected to memorise the Act, they are expected to be familiar with sections that apply to the proposed licensed premises.

The Nominee is also expected to be aware of, and to comply with, the Industry Code of Practice to Assist in Responsible Alcohol Promotion.

Other Useful Information

- Other relevant Fact Sheets, Liquor Licence, Probity Checks, Legislation, Liquor Act and Responsible Service of Alcohol Course.

Lodgement of Forms

Forms must be lodged at any Territory Business Centre or Licensing, Regulation and Alcohol Strategy office or by mail addressed to:

Territory Business Centre
PO Box 9800,
Darwin NT 0801

Fees and Charges

Listed fees and charges are subject to change.

Appeals and Objections

If you are not satisfied with the initial response to any application described in this Fact Sheet, please contact the Director of Licensing on (08) 8999 1800.