

LICENSING, REGULATION AND ALCOHOL STRATEGY

Special Licences to Sell Liquor at Functions

Why do I need a Special Liquor Licence?

It is an offence under the Liquor Act to sell or supply liquor in the Territory without a licence. If you, your partnership, company or community organisation is intending to sell or supply alcoholic beverages at a one-off event, such as at a function, concert or sporting event, a Special Liquor Licence must be obtained for the duration of the event to legally sell or supply alcoholic beverages.

Who can apply for a Special Liquor Licence?

Holders of Special Liquor Licences are usually community organisations but may also be individuals, registered companies or partnerships.
Functions Involving Children

The Northern Territory Department of Employment, Education and Training, (DEET) policy requires prior approval to be obtained before any division, branch, section, school or college within (DEET) holds a function in which alcoholic drinks are brought onto departmental premises for staff consumption. For clarification please refer to the '[Alcohol Consumption On Departmental Premises](#)' policy.

Any availability of alcoholic beverages in association with a school function must have the prior approval of the school council or appropriate parent body. DEET will not support the availability of alcohol at school functions that are predominantly aimed at children. Such functions would include sports days, school concerts and presentation or graduation events where student activities are the focus and the event is held on school premises.

As general policy events where children and minors are present, the sale of alcohol is to be restricted to two hours late in the afternoon and limited to light beer only or wine provided it is served with snacks.

Is there a cost involved?

Yes, a \$20.00 application fee must be submitted with the completed application form.

How long is the licence valid and what is the process for renewal?

Special Liquor Licences are only valid for the period specified on the licence, as determined by the Licensing Commission, based on the duration of the event. Special Liquor Licences may, under certain circumstances, be extended. The

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grant of a Special Liquor Licence is at the discretion of the Licensing Commission and is determined on the merit of each application.

Are there any special conditions or restrictions?

Standard licensing requirements / conditions apply to all Special Liquor Licences, including:

- The practice of responsible service of alcohol principles;
- Compliance with the *Liquor Act* and conditions stipulated on the licence;
- The commitment to and practicing of responsible sale and consumption of alcohol within the licensed area;
- Compliance with requirements of the *Private Security Act* by using only licensed Crowd Controllers as venue security;
- Compliance with relevant legislation including the *Tobacco Control Act* and *Regulations* and fire, health, planning, building and noise control requirements;
- If you intend selling tobacco products (even by way of vending machine), a Tobacco Retail Licence will need to be obtained – contact Licensing and Regulation for details.
- Evidence of advance written permission from the venue owner / controller.
- The applicant for a licence must demonstrate in the application that the grant of the licence is in the public interest.

What happens if I breach licence conditions or the *Liquor Act*?

Breaches of licence conditions or the *Liquor Act* may result in the licensee being prosecuted.

Penalties under the *Liquor Act* (Section 124 (2)) for a:

First offence - \$1,000 or imprisonment for 6 months.

Second or subsequent offence - \$2,000 or imprisonment for 12 months.

Do I need any special knowledge, experience or training?

Holders of Special Liquor Licences are expected to be aware of, and to comply with:

- Responsible service of alcohol practices;
- Obligations under the *Liquor Act* generally;
- The Licensing Commission's Industry Code of Practice is to assist in the Responsible Alcohol Promotions.

Alcohol Promotion:

It is recommended that the applicant attend a Responsible Service of Alcohol Course. The course takes about half a day to complete. Its primary purpose is to ensure that participants are aware of responsible serving practices and to assist in minimising liquor related harm within the Northern Territory.

What is the application process?

Completed application forms, together with the required attachments and a \$20.00 fee must be submitted **at least 7 days prior** to the date on which the licence is required. Major Event applications must be submitted at least 30 days

prior to the date required so as to enable adequate consultation to satisfy the Licensing Commission requirements.

Applications will not be accepted if they are submitted outside the minimum timeframes required for processing.

Guidelines to assist with completing the application form are attached to the form.

Where can I lodge my application form?

Applications may be submitted to your nearest Territory Business Centre.