





## 5. Supporting Documentation

The following documents are required to be lodged **with** the application:

- Current photographic identification of the proposed manager
- Evidence of lodgement of Criminal History Name Check Application for the proposed manager only - Please note that applications will not be processed until receipt of the Criminal History Report which may take around 6 weeks to process by SAFE NT.

Or

- If the Manager remains unchanged* - Completed Statutory Declaration by the manager, stating that they have not been convicted of any offences since the criminal history report was provided and whether they are the subject of any pending charges for an offence.

**NOTE:** Criminal History Checks may be valid for a five year period. On each renewal within the five years, a statutory declaration will be accepted if the manager has not been convicted of any offences or is the subject of any pending charges for an offence. If the manager has been convicted of any offence, is the subject of any pending charges or if the manager has changed since the last renewal, a new criminal history name check will need to be completed.

## 6. Declaration

I hereby declare that the statements and information contained in this application for the purposes of obtaining a licence under the *Tobacco Control Act* are true and correct in every detail. I acknowledge that a person making a false statement in a statutory declaration is guilty of an offence and is liable to a penalty of \$2000 or imprisonment for twelve months, or both.

Declared at..... on ..... day of ..... 20.....

Name of person making the declaration

Position/Title

Signature of person making the declaration

Date

Full name of Witness

Signature of Witness

Date

\*This Declaration may be made before any person who has attained the age of (18) eighteen years.

## 7. Lodgement Options

Applications to be lodged at a Territory Business Centre with the **prescribed fee**.

DARWIN	KATHERINE	TENNANT CREEK	ALICE SPRINGS
Ground Floor, Development House 76 The Esplanade  GPO Box 9800 DARWIN NT 0801  Telephone: 61 8 8982 1700 Facsimile: +61 8 8982 1725 Toll Free: 1800 193 111	Shop 1, Randazzo Building 18 Katherine Terrace  PO Box 9800 KATHERINE NT 0851  Telephone: +61 8 8973 8180 Facsimile: +61 8 8973 8188	Shop2, Barkly House Cnr Davidson and Paterson Streets  PO Box 9800 TENNANT CREEK NT 0861  Telephone: +61 8 8962 4411 Facsimile: +61 8 8962 4413	Peter Sitzler Building 67 North Stuart Highway  PO Box 9800 ALICE SPRINGS NT 0871  Telephone: +61 8 8951 8524 Facsimile: +61 8 8951 8533

Please refer to the relevant Schedule of Fees.

## 8. Payment Options

Please refer to the relevant schedule of fees

[http://www.nt.gov.au/justice/licenreg/documents/fs\\_tobacco\\_fees.pdf](http://www.nt.gov.au/justice/licenreg/documents/fs_tobacco_fees.pdf)

- Cash – Territory Business Centre
- Cheque – payable to: RTM (Receiver of Territory Money)
- Credit Card
- Visa       MasterCard

Credit Card Number

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Expiry

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Name on card

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I hereby authorise the Territory Business Centre to debit the above credit card for the amount of: \$    .00

Amount in words:  dollars

Signature of Cardholder

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Date

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Contact Phone No.

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