

**APPLICATION FOR SPECIAL EVENT PERMIT**  
(ANNUAL PERMIT)

**About this form**

You must use this form to make application to the Registrar of Liquor Licences for an Annual Special Event Permit

**How to complete this form**

- Step 1. Ensure that all fields have been filled out correctly and in BLOCK LETTERS
- Step 2. Once completed, you must see the Registrar of Liquor Licences with the application form and supporting documents. If the Registrar is satisfied with the proposed details and supporting documents, the Registrar will notify the NI Police.
- Step 3. The applicant must take the application form and supporting documents to the NI Police for their consideration and approval. The NI Police may add any conditions they see necessary.
- Step 4. Once signed and stamped by the NI Police, the applicant must take the application form and all supporting documents back to the Registrar of Liquor Licences for final approval, signing off and for taking payment for the permit.

**APPLICANT DETAILS:**

|   |  |  |                                |
|---|--|--|--------------------------------|
| Name of Club or Association:  |  |  |                                |
| Full name of applicant:   |  |  |                                |
| Address of applicant:   |  |  |                                |
| Contact number of applicant:  |  |  |                                |
| Email address of applicant:   |  |  |                                |
| MUST PROVIDE A COPY OF THE APPLICANT'S RESPONSIBLE SERVICE OF ALCOHOL (RSA) CERTIFICATE |  |  | <input type="radio"/> ATTACHED |

**PARTICULARS OF THE EVENT:**

|  |                                      |                       |                                |
|--|--------------------------------------|-----------------------|--------------------------------|
|  | Progressive Dinner                   | <input type="radio"/> |                                |
|  | Fish Fry Dinner                      | <input type="radio"/> |                                |
|  | Individual tourist oriented tour *   | <input type="radio"/> |                                |
|  | * Name of tour:                      |                       |                                |
|  | Club/Association *                   | <input type="radio"/> |                                |
|  | *Number of Club/Association Members: |                       |                                |
| Note: to be eligible for an Annual Special Event Permit, the Club/Association must have <u>less than 20</u> adult subscribing members whose subscriptions are paid                                       |                                      |                       |                                |
| Number of Persons to be present:   |                                      | Approx:               |                                |
| Particulars of toilet facilities:  |                                      |                       |                                |
| Provide a site plan outlining the premise and the area/s to be covered by the permit including key features. Entry/exit points, bar and storage areas, dining areas, toilets and entertainment areas etc |                                      |                       | <input type="radio"/> ATTACHED |

**EVENT DETAILS:**

|  |                       |  |          |                       |  |          |                       |  |
|--|-----------------------|--|----------|-----------------------|--|----------|-----------------------|--|
| Place/Name of Venue:                           |                       |  |          |                       |  |          |                       |  |
| Address of Venue:                              |                       |  |          |                       |  |          |                       |  |
| Situated on Portion No/s:                      |                       |  |          |                       |  |          |                       |  |
| Days of event and note intended trading hours: |                       |  |          |                       |  |          |                       |  |
| Monday   | <input type="radio"/> |  | Thursday | <input type="radio"/> |  | Saturday | <input type="radio"/> |  |
| Tuesday  | <input type="radio"/> |  | Friday   | <input type="radio"/> |  | Sunday   | <input type="radio"/> |  |
| Wednesday                                      | <input type="radio"/> |  |          |                       |  |          |                       |  |
| Other details, please specify:                 |                       |  |          |                       |  |          |                       |  |

**IF THE EVENT IS AT UNLICENSED PREMISES, THE PERSON IN POSSESSION/CONTROL OF THE PREMISES MUST PROVIDE CONSENT**

|  |  |
|--|--|
| Name of person in possession/control of premises:  |  |
| Contact Phone Number:  |  |
| Signature:   |  |
| Date:  |  |
| PROVIDE A COPY OF APPROVAL PERMIT FOR USE OF A PUBLIC RESERVE/KAVHA AREA OR NATIONAL PARKS: <input type="radio"/> ATTACHED |  |

**PRIOR WRITTEN APPROVAL OF POLICE OFFICER IN CHARGE/CHIEF INSPECTOR OF LICENSED PREMISES**

|                       |                                |                                |       |                 |
|-----------------------|--------------------------------|--------------------------------|-------|-----------------|
| Name of OIC:          |                                |                                |       | NI POLICE STAMP |
| Application has been: | GRANTED: <input type="radio"/> | REFUSED: <input type="radio"/> | Date: |                 |
| Signature:            |                                |                                |       |                 |
| Special Conditions:   |                                |                                |       |                 |
|                       |                                |                                |       |                 |
|                       |                                |                                |       |                 |

**Relevant Considerations:**

- The application shall be lodged with the Registrar of Liquor Licences at least 5 days before the day on which the special event is to be held.
- The applicant is to be a fit and proper person to hold a special event permit.
- The proposed special event will not result in undue noise, disturbance or inconvenience to a person(s) occupying premises in the neighbourhood of the place of the special event.
- There are adequate toilet facilities provided at the premises.
- The applicant understands the obligations of a special event permit holder under the *Liquor Act 2005* (NI).
- The applicant has or has taken adequate steps to ensure the licensee, the licensee’s employees, and the premises satisfy or will satisfy any requirements prescribed by the Regulations with respect to the responsible serving of liquor and with the *Sale of Tobacco Act 2004* (NI).
- The supply of liquor during a time for consumption on the licensed premises or place also authorises liquor supplied to be consumed on those premises or at that place during the 30 minutes after the expiration of that period.
- Beer is to be sold by opened bottle, can or by the glass; wine and spirits to be sold by the glass.
- All alcohol to be consumed on the premises.
- Persons under 18 years shall not be supplied alcohol.

**Persons Serving Liquor**

All licensees and persons who serve liquor to members of the public are required to have a responsible service of alcohol (RSA) certificate.

**LODGMET DETAILS** - You can lodge the completed application by:

**In Person:** Registry, Courts and Lands  
New Military Barracks, Quality Row | Norfolk Island

**OFFICIAL USE ONLY**

**REGISTRAR OF LIQUOR LICENCES:**

|      |           |               |
|------|-----------|---------------|
| Name | Signature | Date Received |
|------|-----------|---------------|

**PAYMENT DETAILS**

| Amount | Receipt Number | Date Paid |
|--------|----------------|-----------|
|        |                |           |

**PRIVACY**

Your personal information will be collected, stored, managed and administered in compliance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APP) in force from time to time.