



Norfolk Island
Liquor Act 2005 (NI)
 Sections 63, 64, & 65

APPLICATION FOR SPECIAL EVENT PERMIT
 (ONE DAY OR ONE WEEK EVENTS)

About this form

You must use this form to make application for a Special Event Permit under the *Liquor Act 2005 (NI)*.

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 authorised 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. The permit fee is required to be paid at this time.

APPLICANT DETAILS

Name of Business/Club/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

ENTERTAINMENT DETAILS:

Place/Name of Venue:			
Address of Venue:			
Situated on Portion No/s			
Date/s of Entertainment	Date	Intended trading hours	
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Please list the particulars and details of the event below: i.e. New Year's Eve, wedding, birthday celebration, dance, concert, festival, etc.			
Number of persons going to be present at the event		Approx:	
Details of toilet facilities			
Provide a detailed site plan outlining the premise and the area/s to be covered by the Special Event Permit, including key features. Entry and exit points, bar area, storage area, dining area, entertainment area, food service, toilets, etc.			<input type="radio"/> ATTACHED

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

Name of person in possession/control of premise	
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
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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.