

The Northern Territory Liquor Commission (**the Commission**) is an independent statutory authority with extensive powers under the [Liquor Act 2019 \(the Act\)](#) to regulate liquor licensing in the Northern Territory. The Commission is the primary decision-maker for liquor licence applications, and the determination of complaints. The Commission delegates a broad range of uncontroversial decisions to the Director of Liquor Licensing (**the Director**).

When reviewing a decision of the Director, the Commission must be constituted by a panel comprising at least three members including a legal member (a lawyer, who presides over the hearing), a member who has health expertise, and a community member.

## What if I don't agree with a decision made by the Director of Liquor Licensing?

An application can be made to the Commission to review a decision made by the Director within 28 days of the date of decision.

The following persons and bodies may apply for a review of a decision of the Director:

- the applicant affected by a decision regarding an application;
- any person affected by a decision regarding disciplinary action;
- a licensee affected by a decision regarding the licence or authority held by the licensee;
- any person who made a submission, complaint or objection during the process that resulted in the decision;
- any other person given a right to review under the Act.

The Commission cannot review decisions made by the Director on whether to accept or refuse a complaint.

Decisions made by a delegate of the Director are first reviewable by the Director.

## What do I need to supply?

To lodge an application for review of a decision of the Director, the application form must be completed. The form can be found on the Commission's website:

<https://cmc.nt.gov.au/committees/liquor-commission/publications>

Information and documents which support the application should also be provided.

The Commission prefers, where possible, to receive completed forms and documents in an electronic format by way of an email sent to the Commission Secretariat.

If submissions and evidence are too large to send via email, these can be sent electronically through File Transfer Protocol (FTP). For this service please contact the [Commission Secretariat](#).

## What happens next?

The Commission will review the decision, and determine to either:

- a. confirm the decision; or
- b. vary the decision; or
- c. set aside the decision and substitute a new decision.

## Decision Notice and Reasons for Decision

Once the Decision Notice has been finalised, the Commission Secretariat will email the Decision Notice to the person who made the application, and any other person who has the right to review or appeal the decision.

The Decision Notice and Reasons for Decision is publically available on the Commission's website: <https://cmc.nt.gov.au/committees/liquor-commission/decisions>

## Your rights

The Applicant, Licensee, objector, complainant or Director of Liquor Licensing can request the Commission's decision be reviewed by the Northern Territory Civil and Administrative Tribunal (NTCAT).

An application for review must be lodged with NTCAT within 28 days of the date of the Commission's decision.

## How do I contact the Commission?

Parties must not contact or attempt to contact Commission members directly about proceedings. This includes communicating or attempting to communicate in person, by telephone, by email, by social media or any other way.

If you wish to make a submission or seek to raise an issue with a Commission member, this should be communicated to the Commission Secretariat.

The Commission Secretariat can be contacted by email at [Liquor.Commission@nt.gov.au](mailto:Liquor.Commission@nt.gov.au).

## **Legal Advice – Members and Secretariat**

Commission members and the Secretariat cannot act as an advocate or give legal advice.

While the Secretariat can assist you in explaining process and procedure, they cannot advise you what you should do in a particular case or provide legal advice.

## **Further information**

Further information about the Commission can be found at <https://cmc.nt.gov.au/committees/liquor-commission>.