



MEDIA RELEASE

SPECIAL EVENT PERMITS *LIQUOR ACT 2005 (NI)*

Special Event Permits

For persons planning an event for the Christmas/New Year's period where liquor will be served, please be aware that all Special Event Permit applications will need to be finalised prior to **24 December 2022**.

- A Special Event Permit is required:
 - For any event that you require a late licence for a licenced premise; and/or
 - For any event held at an unlicensed premise

- A Special Event Permit Includes:
 - The celebration of a birthday or wedding
 - A concert, dance or New Year's Eve celebration
 - A series of events as part of a theme ie: country music week, jazz festival
 - A function of a like character,
 - At which not less than 30 adult persons are likely to be present, whether or not a charge is made for admission and which may require an extension of hours for licenced premises or a permit for a place that is not licensed:
 - A licensee who seeks a permit to close late for a birthday or New Year's Eve party
 - A person planning a progressive dinner at various homes that are not licensed premises
 - An individual tourist oriented event ie: a fish fry or progressive dinner

- An application for a Special Event Permit
 - Must be granted at least 5 days prior to the event
 - Must have approval from the Registrar of Liquor Licences as well as the Norfolk Island Police
 - Must have approval from a person who has control or is the owner of the premises, if the premises is not licensed
 - Attached to the application will require:
 - A detailed site plan outlining the premises
 - A copy of the applicant's Responsible Service of Alcohol (RSA) certificate
 - All applications are subject to any conditions that the Registrar may impose

A Special Event Permit does not replace the need for a full liquor licence to be obtained if the activity is to be a permanent or, a full time business activity all year round.

You can find the Special Event Permit application forms on the NIRC website:
<http://www.norfolkisland.gov.nf/council/council-documents/forms-liquor-licencing/liquor-licencing-applications-special-event-permit>

Application for a Special Event Permit Cost:
Special Event Permit - One Day Event \$55
Special Event Permit – One Week Event - \$225

Special Event Permit – Annual Event - \$285

Katie Walden
Registrar of Liquor Licenses

13 December 2022

Scan QR code

