



# COMPLAINT AND SUMMONS

Licensing Court of South Australia

Section 120 Liquor Licensing Act 1997

Court File number (Internal Use Only)

## PARTIES (SUMMARY) **DO NOT COMPLETE PART A**

This section will **auto-populate** with details you provide in Attachment 1 - Parties (Detail) (enclosed at the end of this form) which **must** be completed prior to lodgement.

### A. Parties Summary

Name (Party type)

Contact's last name

#### Complainant

*Representative  
(if applicable)*

#### Respondent #1

*Responsible Person  
Approval number (if  
applicable):*

#### Respondent #2 (if applicable)

*Responsible Person  
Approval number (if  
applicable):*

**Important notice to Respondent:** This is a **Summons** to appear on the **hearing date set out below**. If you fail to appear on the day or on any day to which this matter is adjourned the Court may:-

- proceed in your absence; **or**
- adjourn the matter to another date.

#### HEARING DETAILS:

Licensing Court of South Australia  
7<sup>th</sup> Floor, Riverside Centre  
North Terrace, Adelaide

On:

At:

Clerk of the Licensing Court of SA

Tel: (08) 8177 3514

Email: [licensingcourt@sa.gov.au](mailto:licensingcourt@sa.gov.au)

## B. Grounds of Application

**Grounds upon which disciplinary action is sought:**

*\*Add additional pages if required*



**Complainant's signature**

**Date**

## ATTACHMENT 1 – PARTIES (details)

### A. Complainant

Organisation name

#### Contact details

Title

Given name

Family name

Job title

Unit number

Street number

Street name / PO Box

Street type (eg Street, Road, Drive)

Suburb

State

Postcode

Phone

Mobile

Email

#### Complainant representative details (if applicable)

Are you (the Complainant) represented?

☐ Yes ☐ No – go to *B Respondent(s)*

#### Representative contact details

Organisation name

Title

Given name

Family name

Unit number

Street number

Street name / PO Box

Street type (eg Street, Road, Drive)

Suburb

State

Postcode

Phone

Mobile

Email

## B. Respondent(s)

### Respondent #1

Respondent is the: ☐ Licensee ☐ Responsible Person ☐ Other

Responsible Person approval number (if applicable)

Respondent is an:

☐ Individual ☐ Organisation – specify

Organisation legal name

Organisation trading name

### Contact details

Title

Given name

Family name

Job title

Unit number

Street number

Street name / PO Box

Street type (eg Street, Road, Drive)

Suburb

State

Postcode

Phone

Mobile

Email

### Respondent #2

Respondent is the: ☐ Licensee ☐ Responsible Person ☐ Other

Responsible Person approval number (if applicable)

Respondent is an:

☐ Individual ☐ Organisation – specify

Organisation legal name

Organisation trading name

### Contact details

Title

Given name

Family name

Job title

Unit number

Street number

Street name / PO Box

Street type (eg Street, Road, Drive)

Suburb

State

Postcode

Phone

Mobile

Email

If there are more parties to this application than this form provides for, please complete, and submit an 'AL10 - Details of Additional Party' form for all other parties, available from [www.licensingcourt.sa.gov.au](http://www.licensingcourt.sa.gov.au).

**C. Licensed Premises (if applicable):**

If this application relates to a Licensed Premises, please complete the below information:

Licensed Premises  
Information:  
(if applicable)

Licence description

Licence Number

Name of Licensed Premises

Address of Licensed Premises

# LICENSING COURT OF SOUTH AUSTRALIA

File No:

## CERTIFICATE OF SERVICE

Name of certifier:

Address of certifier:

Name of person/organisation served:

Address at which service effected:

Date service effected:

Time of day:

Between:

Start time am/pm

Finish time am/pm

### Method of service (tick box)

- ☐ personally to:
- ☐ leaving it at the licensed premises in an envelope addressed to the licensee with a person apparently employed or engaged in the business conducted under the licence.
- ☐ by posting it to the licensee in an envelope addressed to the licensee at the licensed premises or some other appropriate address of which the person who is to serve the notice or document has had notice.
- ☐ by leaving it at or posting it to a nominated address in an envelope addressed to the person.
- ☐ by posting it to the person's usual place of business or residence in an envelope addressed to that person.
- ☐ by leaving it at or posting to the address of the person's (not being the licensee) solicitor in an envelope.
- ☐ any other method permitted by the relevant Act and the Rules – specify:

Signature

I certify that I served the attached document in the manner described.

Certified this day: