



## OCCASIONAL LICENCES

### OCCASIONAL LIQUOR LICENCES

*Liquor Control Act 1988*

*Information Bulletin No. 13 (Effective May 2007)*

#### DO I NEED A LICENCE?

An Occasional Liquor Licence under section 59 of the *Liquor Control Act 1988* permits the sale of liquor at a function – meaning a *gathering, occasion or event, including a sporting contest show, exhibition, trade or other fair or reception* at which it is proposed that liquor be *sold and supplied* to those present.

#### FACTORS INVOLVED IN ASSESSING APPLICATIONS

When considering an application, the licensing authority or Managing Registrar (if lodged with the local courthouse) has to be satisfied that –

- where the licence is sought in respect of a function organised by a person other than the applicant, the consent of the organiser to the proposed sale of liquor has been obtained;
- the consent of the occupier, or the person or authority having control of the premises where the licence will operate has been obtained (ie local council consent for public areas, parks and ovals etc). Some councils may issue a Function Permit for the use of their land/premises. The occasional licence is required in addition to this permit, to authorise the sale of liquor; and
- there are sufficient facilities and expertise to ensure that liquor will be sold and consumed in a responsible manner, and that adequate measures will be taken to ensure that trading is not conducted in a manner detrimental to the public interest (ie there must be proper health and fire safety measures taken where necessary, and there must be means to prevent the sale of liquor to juveniles and to prevent public disorder).

#### WHAT CONSTITUTES A SALE?

The Act defines a sale to include the following:-

- (a) agree or attempt to sell;
- (b) offer or expose for the purpose of selling;
- (c) send, forward or deliver for sale or on sale;
- (d) barter or exchange;
- (e) dispose, by lot or chance or by auction;
- (f) supply, or offer, agree or attempt to supply —
  - (i) in circumstances in which the supplier derives, or would be likely to derive, a direct or indirect pecuniary benefit; or
  - (ii) gratuitously, but with a view to gaining or maintaining custom or other commercial advantage;

or

- (g) authorise, direct, cause or permit to be done any act referred to in this definition,

#### EXAMPLES OF A SALE

- Liquor supplied at a function where an “entry fee” is charged to a person attending.
- Where a limousine is hired out and includes liquor as part of the cost.
- Where a glass of champagne is offered (free or otherwise) as part of a service being provided.

and includes, in relation to a club, supply to or to the order of members otherwise than by way of sale, but does not in relation to any class of licence include the provision of a free sample authorised by this Act.

## RESPONSIBILITIES OF THE LICENSEES

It is the responsibility of the licensee to ensure that it has –

- sufficient facilities and expertise to enable the licence to be operated in a proper manner; and
- adequate measures in place to ensure that trading is not conducted in a manner which is detrimental to public interest, by ensuring –
  - liquor only to be sold to bona fide persons attending the function;
  - no liquor to be sold to juveniles;
  - adequate control over the sale of liquor, including managing of the dispensing of liquor (ie limitations on liquor purchases and the containers provided);
  - a management plan and code of conduct, including emergency plans;
  - sufficiently trained staff in the responsible service of alcohol; and
  - liquor is not sold for consumption off the premises, unless otherwise permitted.

**It is an offence to sell liquor without a relevant licence issued under the Act. A conviction for selling liquor without a licence carries a penalty of up to \$20, 000 per offence.**

An occasional liquor licence can be granted to authorise the sale of liquor for a function being held over a few hours or a number of days. Each licence, however, cannot cover a period of more than 21 days between the start of the first function and the end of the last function.

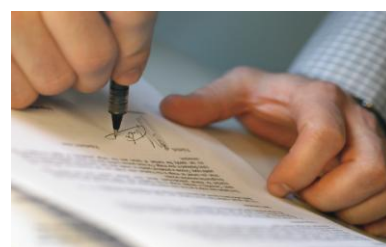
## LODGING APPLICATIONS WITH THE MANAGING REGISTRAR AT THE LOCAL COURT

An application for an Occasional Liquor Licence can be lodged with the local court located throughout the State. This option may suit applicants located in the country who can visit their local court and lodge the application. The only exception to this is where the amount of people expected to attend the event/function will be over 500 people or the duration of the event will be longer than 7 days. In this case, the application must be lodged with the licensing authority.

## WHO MAY APPLY FOR THE GRANT OF A LICENCE?

Section 35 of the Act sets out who can make application for a liquor licence. An application can be made by –

- an individual person;
- two or more individual persons jointly;
- a company; or
- an incorporated body.(ie association or a club)



If an applicant is an unincorporated body it must nominate an individual to hold the licence on its behalf.

## MANDATORY TRAINING REQUIREMENTS

All applicants, approved manager (ie person in charge of the function) and any person engaged in the sale, supply and service of liquor must have, unless otherwise determined by the Director, successfully completed a course of training in the responsible service of alcohol in accordance with the following criteria:-

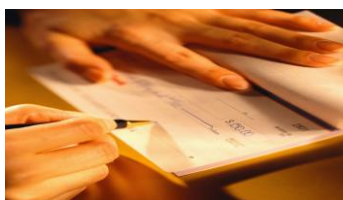
- Where the function is for less than 250 people, training is not required.
- Where the function is for 251-300 people, the licence holder and the person who will be in charge must have completed an approved course.
- Where the function is for more than 300 people the licence holder, the person who will be in charge and all servers of liquor must have completed an approved course.
- Where the licence holder is a club or company, the club president (in the case of a club), and a director (in the case of a company), must have completed an approved course.

Please note that the training requirement will be imposed as a condition on the licence if the application is approved.

## TRAINING REGISTER

In order to demonstrate compliance with the training of staff, licensees will be required to maintain a register detailing each staff member's name and date of training, and retain a copy of the relevant training certificate(s).

For further information regarding the mandatory training requirements, please refer to the Policy Guideline "*Mandatory Training*" available upon request or on our website.



## APPLICATION FEES

The application fee must be lodged with the application. Please refer to the fee schedule available upon request or on our website. Please note that the application cannot be examined until the fee is received. Generally, the application fee is not refundable, even if the application is refused or withdrawn.

## LODGING AN APPLICATION FOR A OCCASIONAL LIQUOR LICENCE

Applicants must lodge a notice of application supported by all documents necessary for the application to be determined. An application for an Occasional Liquor Licence should be made using the forms provided in the *application kit* available upon request or on our website at [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au). A Lodgement Guide is also provided in this kit that identifies all documentation which should accompany the application.

The timeframe to lodge the application before the commencement of the function or event depends on the number of people anticipated to attend. Please refer to the table below –

Lodgement periods for an Occasional Liquor Licence application	Not later than –
▪ up to 500 people	14 days
▪ between 501 and 5000 people	30 days
▪ over 5000	60 days

The application will not be accepted unless it is lodged no later than the relevant period above, before the commencement of the function or event.

#### Disclaimer

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*The information is provided on the understanding that all persons undertake responsibility for assessing the relevance and accuracy of its contents.*



## OCCASIONAL LIQUOR LICENCES

### OCCASIONAL LIQUOR LICENCE APPLICATIONS

*Liquor Control Act 1988*

#### *Lodgement Guide*

#### *Documentation to be lodged*

The licensing authority will generally only accept complete applications. Therefore, please ensure that all documentation is provided with your application to avoid delays.

- **Form 5** - Notice of Application
- **Application fee.** Please refer to the fee schedule available on our website or upon request. Please note that if the application relates to two or more days, the fee will be calculated based on the sum of the anticipated number of persons attending each day of the function/event.
- **A letter of consent** from the occupier, or person having control, of the premises where liquor will be sold or supplied. Please note that consent is required from the relevant council for the use of public land, eg. parks, ovals, footpaths, etc.

The local police should be informed of the proposed function/event, particularly if a large crowd (ie. in excess of 100 persons) is expected to attend.

- **A map of the proposed licensed area** in the case where the proposed function/event is to be held outdoors or in only part of a premise.
- **A completed Private Residence Authority form and a written submission**, where the proposed function is to be held at a Private Residence. The submission must address the requirements under section 59(2) of the Act (refer to the attached checklist for guidance).

#### **TRAINING REQUIREMENTS**

Please note that applicants, including any person engaged in the sale, supply and service of liquor, may be required to successfully complete a course of training in the responsible service of alcohol. If training is required, the licence holder will need to maintain a training register and retain a copy of the certificate for each employee that has completed the training. Refer to the Bulletin "Occasional Liquor Licences" for further information.

- **A written submission** detailing what responsible server practices will be put in place to manage the sale and supply of liquor, where the proposed function/event will have an anticipated attendance greater than 500 people. (Refer to the attached Checklist for guidance).
- **A completed Event Managers Planning Guide**, where the function/event will be held outdoors and live entertainment is the primary purpose. (The guide is available free of charge upon request).

The timeframe to lodge the application before the commencement of the function or event depends on the number of people anticipated to attend. Please refer to the table below –

Lodgement periods for an occasional liquor licence	Not later than –
• up to 500 people	14 days
• between 501 and 5000 people	30 days
• over 5000	60 days

**The application will not be considered unless it is lodged no later than the relevant period above, before the commencement of the function or event.**

## **CHECKLIST FOR APPLICANTS**

- Do you know that the licensee is always responsible personally for the conduct of the business?
- What instructions have been given to staff in relation to the responsible service of liquor? Consideration should be given to the type of liquor to be sold (i.e. full strength or low strength). What other drinks or food will be made available? How many drinks can one person purchase at any one time? Etc.
- How are you going to ensure that liquor is not sold or supplied to juveniles?
- What strategies are in place to ensure that liquor is not sold or supplied to intoxicated persons?
- Is the proposed function a large and/or high risk function? If yes, depending on the size and/or risk assessment of the function, crowd controllers may be required and this may become a condition of the licence or permit.
- If the function is to be held outside, how is the function to be defined (i.e. fencing)? Generally, if the outside function is considered to be a large function, 1.8 metre fencing is required. This may become a condition of the licence or permit.

## **OFFENCES**

- It is an offence to sell liquor without a relevant licence issued under the Liquor Control Act, unless the sale is a type which is exempted from the operation of the Act. A conviction for selling liquor without a licence carries a penalty of up to \$20,000.
- An offence is committed if liquor is sold or supplied to a juvenile. In this case, the licensee or manager may be fined \$10,000 and in the case of an employee or an agent of the licensee, \$4,000. The juvenile who consumes the liquor can also be fined \$2,000.
- If liquor is sold or supplied to an intoxicated person, the licensee or manager may be fined \$10,000 and in the case of an employee or agent of the licensee \$4,000 and in any other case \$2,000.
- If the licensee sells liquor in a manner which contravenes any term or condition of the licence or permit, an offence is committed and the licensee or manager may be fined \$20,000, and any employee or agent of the licensee can be fined \$10,000.
- If the licensee, manager or employee is drunk on the licensed premises then an offence is committed which carries a penalty of \$10,000. (Liquor Control Act 1988)



**LIQUOR CONTROL ACT 1988**  
Sections 68 and 75

**APPLICATION FOR AN OCCASIONAL LICENCE - GENERAL**

**PURPOSE OF FORM 5**

Enables an individual or individuals or an organisation (eg. Club, Company etc) to seek an occasional licence to sell liquor at a function/event.

However:-

- If the application is being lodged by an organisation which already holds a liquor licence, use a Form 7 to apply for an Extended Trading Permit.

**INSTRUCTIONS**

Please print neatly in **BLOCK LETTERS** with a *black* pen only

- Please complete in ink or biro
- If there is insufficient space provide details on a separate form
- If the proposed function is being held at a private residence please also complete the Private Residence form

- **The application must be lodged:-**
- **up to 500 people attending: *at least 14 days before the function***
- **between 501 and 5000 people attending: *at least 30 days before the function***
- **over 5000 people attending: *at least 60 days before the function.***

- It is a serious offence to give false information (Fine up to \$10,000)

**APPLICATION FEES**

Application fees are prescribed in Schedule 3 to the *Liquor Control Regulations 1989*. Please refer to Schedule 3 of those Regulations for a list of all application fees and other charges. Please note: payment may be made by credit card.

**IMPORTANT NOTES**

- Applications for approval to sell and supply liquor at a function must be lodged within the prescribed timeframe.
- Only in exceptional circumstances will the lodgement of a late application be accepted. In these circumstances a prescribed penalty fee may be charged for late lodgement.
- However applicants should be aware that late applications may be refused.
- **Payment of a late fee does not guarantee approval.**

## NOTES ON OCCASIONAL LICENCES - GENERAL - FORM 5

### LODGEMENT

An application is to be lodged **14, 30 or 60 days** prior to the function, depending on the anticipated number of people attending the function. **Please refer to the Lodgement Guide.**

If the total period to be covered is **7 days or less**, this application may be lodged:-

- if the function is to take place in the Metropolitan area, at the *Department of Racing, Gaming and Liquor*, or
- if the function is to take place outside the Metropolitan area, at the *Clerk of Courts* nearest to the place to where the liquor will be sold

If the total period to be covered is **7 days or more**, this application must be lodged at the *Department of Racing, Gaming and Liquor*.

### FEES

- Each application **must** be accompanied by the prescribed fee (refer to table on front cover). Payment may be made by credit card.
- If a fee is paid after the application is lodged the lodgement period is counted from the day the fee is paid.
- A late penalty fee applies to an application lodged within after the prescribed timeframe. This does not mean that the application will be granted.

### NOTES TO SECTIONS 2

#### Question 1(A) - Name of Applicant

- Where the applicant is not an incorporated body, the application must be made in an individual's name on behalf of that unincorporated organisation. The Form 5 must be signed by the applicant.

#### Question 2(f) - Commencing/Finishing time

- There are no set hours of trade specified in the *Liquor Control Act 1988* ("the Act") for this licence. Hours and conditions may be applied for and approved at the discretion of the Director. Trading past 1.00 a.m. will not be approved unless there are special circumstances.

#### Question 2(a) - Proposed Venue

- If the proposed venue is outdoors, then the applicant must lodge:-
  - written consent of the Shire or Council (if applicable, eg. parks, ovals etc); and
  - a map of the proposed licensed area.

#### Question 2(b) - Name of Owner of Venue (Owner's Consent)

- Consent to the application from the owner of the premises must be obtained.

#### Question 2(c) - Local Government Authority (LGA) responsibility

- To ensure that the correct LGA (responsible for the area where the event or function will be held) is contacted for comment (if necessary) please specify the correct LGA.

#### Question 2(d) - Approved Manager (Person in Charge)

- In this question the approved manager is the person who will be present and in charge of the function.

#### Question 2(e) - Liquor Purchasing

- You are required to show where you are purchasing the liquor for the function.

#### Question 2(k) - Profit Sharing

- Where any profits, a proportion of the entry fee or the charge made from the sale of liquor are to be shared with a person or organisation other than the organiser of the function, approval must be sought.

#### Question 2(m) - Notification of Police

- The local police should be informed of the proposed function in advance.

#### Question 2(n) - Facilities etc

- If the application is granted, the person in charge (manager) must ensure that there are:-
  - sufficient facilities and expertise to enable the licence to be operated in a proper manner;
  - adequate measures to ensure that trading is not conducted in a manner detrimental to the public interest, ie. adequate control of the sale of liquor; liquor only sold to bona fide persons attending the function; no liquor is sold to juveniles; and liquor is not consumed outside of the licensed area; etc.

### Penalties

**IT IS A SERIOUS OFFENCE TO GIVE FALSE OR MISLEADING STATEMENTS ON THIS APPLICATION FORM, OR TO BREACH ANY OF THE CONDITIONS OF THE LICENCE - PENALTY - FINE UP TO \$10,000.**

LIQUOR CONTROL ACT 1988

Sections 68 and 75

**APPLICATION FOR AN OCCASIONAL LICENCE - GENERAL**

**1. DETAILS OF APPLICANT (Proposed Licensee)** Please print neatly in **BLOCK LETTERS** with a *black* pen only

(a) Name of Applicant: \_\_\_\_\_  
If a club, association or organisation, is the club, association or organisation Incorporated? YES  NO   
*(If not incorporated, in section (a) please specify the name of the individual who will hold the licence on behalf of the club, association or organisation)*

(b) Date of Birth (where the applicant is an individual): \_\_\_\_/\_\_\_\_/\_\_\_\_

(c) Postal Address: \_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_

(d) Daytime Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

(e) Daytime Telephone Number: ( ) \_\_\_\_\_ Mobile: \_\_\_\_\_  
Fax number: ( ) \_\_\_\_\_

(f) Name and Contact Telephone Number of President or Secretary (in the case of a club )  
\_\_\_\_\_ ( ) \_\_\_\_\_

**2. DETAILS OF APPLICATION**

(a) Name of Function Venue: \_\_\_\_\_  
Address of Venue: \_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_

(b) Name and contact telephone number of owner of venue: \_\_\_\_\_  
( ) \_\_\_\_\_ Has the owner consented to this application? YES  NO

(c) Local Government Authority responsible for area or premises where function or event will be taking place:  
\_\_\_\_\_

(d) Description of Function: \_\_\_\_\_

(e) Approved Manager (Person in charge): \_\_\_\_\_  
Address: \_\_\_\_\_  
Post Code \_\_\_\_\_ Date of Birth...../...../.....  
***(If more than one manager please attach details including full name, residential address and date of birth)***  
Has this person consented to being the person in charge? YES  NO

(f) Name of liquor supplier: \_\_\_\_\_  
Address: \_\_\_\_\_

**2. DETAILS OF APPLICATION (continued...)**

(g) Date and times of function/s:-

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Commencing \_\_\_\_\_ am/pm Finishing \_\_\_\_\_ am/pm

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Commencing \_\_\_\_\_ am/pm Finishing \_\_\_\_\_ am/pm

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Commencing \_\_\_\_\_ am/pm Finishing \_\_\_\_\_ am/pm

(h) Maximum number of persons expected to be present in the **licensed area** at any one time: \_\_\_\_\_

(i) Maximum number of persons expected to be **present at the entire event** (including licensed area): \_\_\_\_\_

(j) How will the liquor be sold? Direct  Part of entry/cover charge

How will the liquor be served? Unsealed containers  Sealed containers   
(ie packaged for take away)

(k) Is the applicant conducting the function on behalf of another person group or organisation? YES  NO

If **YES**:- Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

(l) Does the applicant/organisation seek approval to share profits from the function? YES  NO

If **YES**:- Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Describe the arrangement and amount of benefit: \_\_\_\_\_

(m) Will entertainment be provided? YES  NO  If YES, what type of entertainment and who will provide it?

\_\_\_\_\_

(n) Have the police been advised of the application? YES  NO

Name District and contact telephone number of Police Officer who has been advised:

\_\_\_\_\_ ( ) \_\_\_\_\_

Will the police be in attendance? YES  NO

(o) Please provide details of the facilities and controls which will be used to ensure the occasional licence is conducted in a responsible and proper manner:-

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(p) Have you or the organisation you represent been granted an occasional licence during the past twelve months?

YES  NO  If YES, please list the function details and dates:-

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

### 3. DECLARATION BY APPLICANT

I declare that all details are true and correct and no relevant information is omitted.

*(Please note: under section 159 of the Liquor Control Act 1988, it is an offence to make a statement that is false or misleading. Penalty: \$10 000.)*

Name of applicant (please print): \_\_\_\_\_ Tel:(    ) \_\_\_\_\_

Signature of applicant *(includes individual or \*authorised person on behalf of applicant organisation)* \_\_\_\_\_

*\*If lodging the application on behalf of an incorporated body, please also state your position/relationship with the applicant organisation*

Position/Relationship with applicant organisation: \_\_\_\_\_

Dated the \_\_\_\_\_ day of \_\_\_\_\_ / \_\_\_\_\_

### 4. FEES

Application Fee	\$	Penalty/Late Fee	\$	Receipt No.	No.		
Card Type	Visa	<input type="checkbox"/>	MasterCard	<input type="checkbox"/>	Bankcard	<input type="checkbox"/>	Please tick one
Card Number .....	Expiry Date .....			...../.....			
Cardholder's Name .....	Cardholders Signature .....						



APPLICATION FEES	Fee \$	Fee with Electronic Plans \$
Add, Vary or Cancel a condition of a licence or permit		
Permanent		
• Club restricted licence	40.00	
• Any other type of licence	200.00	180.00
For 21 days or less		
• Club restricted licence	40.00	
• Any other type of licence (for each day up to a maximum of \$1000)	100.00	
Agreement or arrangement <sup>^</sup> (see note below)	200.00	
<b><sup>^</sup>In addition to the application fee, new applicants in respect of profit sharing agreements or arrangements will pay an additional \$140.00 fee for each individual who is party to the agreement or arrangement and in relation to whom a background check is sought from the Police Service.</b>		
Alteration or redefinition of a licensed premises	320.00	295.00
Approval of Manager after licence is granted		
• Club Restricted	30.00	
• Club Licence	95.00	
• Any other licence type	140.00	
Approval of person in position of authority, other than club and club restricted	140.00	
Change of name of licensed premises	70.00	
Extended trading permit		
Ongoing		
• Alfresco	300.00	270.00
• Liquor without a meal	400.00	360.00
• Hours, dining, associations, late delivery, restaurant with accommodation	1000.00	900.00
~For 21 days or less (i.e. non member function, one off hours, one off area or both)		
• For each day (up to a maximum of \$1000)	100.00	
• Additional fee for each occasion within the 21 days that extends beyond 12 midnight Saturday or 10pm Sunday	100.00	
Grant <sup>#</sup> or removal of a club, club restricted, restaurant, producer's or wholesaler's licence (see note below)	750.00	675.00
Grant <sup>#</sup> or removal of a hotel, hotel restricted, tavern, small bar, casino liquor licence, nightclub, special facility or liquor store licence (see note below)	2750.00	2475.00
<b><sup>#</sup> In addition to the application fee, new applicants in respect of permanent liquor licences (i.e. grant or transfer applications, with the exception of a club or club restricted licence) will pay an additional \$140.00 fee for each individual in a position of authority. (i.e for each director, shareholder and adult trust beneficiary or unit holder).</b>		
~Juvenile function (under section 126A)	60.00	
~Occasional licence where the maximum number of person's expected to be present in the licensed area at any one time* is		
• Up to 250	50.00	
• Between 251 and 500	100.00	
• Between 501 and 1000	200.00	
• Between 1001 and 5000	1000.00	
• Between 5001 and 10 000	2000.00	
• Over 10 000	4000.00	
<b>* where an occasional licence is to be granted for a function that takes place over a number of consecutive dates, the fee will be based upon the total maximum number of persons expected to be present in the licensed area at any one time over the consecutive dates. For example: if the function runs for 2 days and the maximum number of persons expected to be present in the licensed area at any one time is 200, then the fee will apply to 400 persons in total and therefore the fee will be \$100.</b>		
Proof of Age card (Application must be made at the Department of Transport)	25.00	
Protection order under section 87(1)	200.00	
Transfer <sup>#</sup> of liquor licence (see note above)	750.00	
Vary or substitute plans approved under a conditionally granted licence	240.00	215.00
<b>~Penalty for late lodgement of applications is equal to the application fee, or the amount of \$115, whichever is less.</b>		



<b>SEARCH AND SUPPLY FEES</b>	<b>Fee \$</b>	
Address labels for licensed premises	120.00	
Advertising Banner "Liquor Control Act – Notice of Application"	25.00	
Copy of a licence, permit or a decision of the Commission or Director <ul style="list-style-type: none"> <li>• For each</li> <li>• Additional fee for certification</li> </ul>	25.00 25.00	
Copy of documentation, other than already prescribed, per page	5.00	
Copy of plan (requires licensee's consent) <ul style="list-style-type: none"> <li>• For each sheet (up to a maximum of \$200)</li> <li>• Certified (for each sheet)</li> </ul>	25.00 35.00	
Database printout of record of general licence details	35.00	
Duplicate licence (requires licensee's consent)	35.00	
Full search of a licence record (requires licensee's consent and will incur additional fees for copies of documents as listed above)	45.00	
Issue of a summons to a witness	20.00	
List of licensed premises or owners of licensed premises <ul style="list-style-type: none"> <li>• Hardcopy</li> <li>• Electronic format</li> </ul>	80.00 50.00	
Search of postcodes <ul style="list-style-type: none"> <li>• 1 to 10 postcodes</li> <li>• More than 10 postcodes</li> </ul>	35.00 75.00	

<b>ANNUAL LICENCE FEES</b>	<b>Fee \$</b>	
Club Restricted	250.00	
Any other type of licence	500.00	
ETP Ongoing <ul style="list-style-type: none"> <li>• No more than 2</li> <li>• 3 or more</li> </ul>	200.00 400.00	
<b>If annual fees are not received by 8 January 2010, a late payment Penalty Fee may apply and will be equal to 50% of total fee.</b>		



## **PROVISION OF FREE POTABLE DRINKING WATER**

### **PROVISION OF FREE POTABLE DRINKING WATER ON LICENSED PREMISES**



*Liquor Control Act 1988*

#### *Information Bulletin No. 26 (Effective May 2007)*

The *Liquor Control Act 1988* has as a primary objective, the minimisation of harm or ill health caused by the use of liquor.

The licensing authority is committed to reducing harm associated with the use of alcohol, and to the promotion of a culture of responsible service and consumption of liquor in Western Australia.



One of our aims is for people to drink responsibly, and in moderation, in well-managed, low risk drinking environments in order to reduce the opportunity for alcohol misuse and protect the health and safety of consumers and the public.

The provision of water (and other non-alcoholic drinks) is considered to be an essential component of any strategy to minimise the effects of alcohol by providing patrons with an alternative to alcohol. Therefore, all licensees (other than liquor stores and wholesalers) will be required to provide free potable drinking water, free of charge, at all times liquor is sold and supplied on the licensed premises for consumption on the licensed premises. This will become a condition of licence.

**Please note that penalty provisions apply to any person that does not comply with the requirements of the Act.**

#### **Important Information**

Venues can choose to provide water from a jug at bar service areas or by way of water dispensers located at or near all bar service areas.

Water must be refreshed regularly, with clean glasses or disposable cups being available for use.

Filtered bottled water may still be purchased, however, free potable drinking water must also be available at all times that liquor is sold and supplied, for consumption on the premises.

For further information please refer to policy guideline "Provision of Drinking Water on Licensed Premises".

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*This Bulletin is designed to provide authoritative information in regard to the subject matter covered, and with the understanding that the Director of Liquor Control is not passing legal opinion or interpretation or other professional advice. The information is provided on the understanding that all persons undertake responsibility for assessing the relevance and accuracy of its contents.*



## ATTACHMENT TO APPLICATION FOR AN OCCASIONAL LICENCE

One of the primary objects of the Liquor Control Act 1988 ("the Act") is to minimise the harm caused by liquor. The provision and consumption of liquor at functions creates a risk to patrons, staff, as well as to public safety. Ineffective management of alcohol, particularly irresponsible serving of alcohol, is often accompanied by high risk behaviors such as drink driving, unsafe sex practices, increased risk of accidents, injury, damage to property, and physical violence as well as placing the holder of the occasional licence at risk of prosecution under the Act and in breach of their duty of care.

This questionnaire has been designed to help the licensing authority ensure that the holder of the occasional licence has put in place effective strategies to conduct a safe and well run function. The guide can prompt licence holders to think carefully about how a function should be run and this office can offer such resources as signage about the liquor control laws and standard drink measures. Such signage displayed at a function can help communicate to patrons the importance of the safe consumption of alcohol. These signs send out a positive message to patrons as well as assisting bar staff who may need to refuse service where patrons are drunk or disorderly.

Applicant: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Function: ...../...../.....

### SECURITY

Will there be licensed crowd controllers in attendance? YES  NO

If **YES**, how many will be in attendance for the duration of the function/event? \_\_\_\_\_

Which company is providing the Licensed Crowd Controllers? \_\_\_\_\_

What instructions have been given to security personnel concerning crowd control, juveniles, intoxicated persons and disorderly conduct?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What arrangements have been put in place to prevent access to the function by juveniles and to deal with intoxicated persons?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please note: A person is "drunk" for the purposes of this Act if the person is on licensed premises or regulated premises and their speech, balance, co-ordination or behaviour appears to be noticeably impaired; and it is reasonable to believe that the person's impairment results from the consumption of liquor.**

## ENTERTAINMENT

Will there be entertainment at the function? YES  NO

If **YES**, please provide the name of the band/entertainers and the style of entertainment:-

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## FOOD

Will food, non-alcoholic drinks and water (to be provided free of charge) be available? YES  NO

If **YES**, please provide details:-

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## LIQUOR

How much liquor is being purchased and what prices are being charged?

Full strength beer \_\_\_\_\_ cans/stubbies/kegs Price per drink \$ \_\_\_\_\_

Mid strength beer \_\_\_\_\_ cans/stubbies/kegs Price per drink \$ \_\_\_\_\_

Low strength beer \_\_\_\_\_ cans/stubbies/kegs Price per drink \$ \_\_\_\_\_

Spirits \_\_\_\_\_ litres Price per drink \$ \_\_\_\_\_

Pre Mixed Spirits/Mixers \_\_\_\_\_ cans/litres Price per drink \$ \_\_\_\_\_

Wine \_\_\_\_\_ bottles/casks Price per drink \$ \_\_\_\_\_

Other ie. punch \_\_\_\_\_ litres Price per drink \$ \_\_\_\_\_

## JUVENILES

Generally unaccompanied juveniles (persons under the age of 18 years of age) are not permitted entry to the function. The following documents are the only acceptable forms of identification under the Act:-

- ◆ a current Australian Driver's licence with a photograph;
- ◆ a current Passport;
- ◆ a Proof of Age Card issued under section 18B of the *Liquor Control Regulations 1989*;

What controls will be put in place to ensure juveniles will not gain access to the function?

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## RESPONSIBLE SERVER PRACTICES

Have you had any training or experience in the responsible service of liquor? YES  NO

If **YES**, state type of training, the date of training and or relevant experience:-

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What instructions will you be providing to bar staff concerning responsible server practices?

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What other strategies will you put in place to promote responsible server practices and responsible drinking. For example placing signage around the bar area about liquor laws and information about standard drinks?

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How many bar staff have been employed to serve liquor for the duration of the function? \_\_\_\_\_

Will liquor be served from the bar or table service? \_\_\_\_\_

Will liquor be served in:-

Glasses  Glass Bottles  Cans  Disposable Cups

## ADVERTISING THE FUNCTION

How is the event/function being advertised? Please attach copies of advertisements eg: flyers, tickets etc.  
*Please note: When advertising, cheap or discounted liquor must not be used as an enticement for people to attend the function.*

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Is the function being advertised on the Internet? YES  NO

Are pre-purchased tickets available? YES  NO

Is there a door charge? YES  NO

If **YES**, how much is being charged? \_\_\_\_\_

Does the door charge include complimentary alcoholic drinks? YES  NO

Does the door charge include complimentary food or non-alcoholic drinks? YES  NO

## DECLARATION

I/we confirm that the above details are true and correct.

\_\_\_\_\_  
Signature of applicant/s

...../...../.....  
Date

# LIQUOR CONTROL ACT 1988

## Attachment to application for an Occasional Licence to be conducted at a Private Residence

### NOTE TO APPLICANT:-

This form is required to be lodged as support for your application. It is to be completed by an Authorised Officer at the Police Station closest to the residence where the function is being held. *Completion of this form does not constitute approval of your application.*

I .....
Full Name of Applicant
give notice to an authorised officer at .....
Police Station that I intend to apply to the Director of Liquor Licensing for an Occasional Liquor Licence to allow the sale of liquor at the Private Residence located at .....
Address where function is being held
on ...../...../..... between the hours of ..... am/pm and ..... am/pm

### NOTE TO POLICE

In determining applications for occasional Liquor Licences for functions to be held at private residences the licensing authority requires written consent from an authorised Officer from the Police Station closest to the residence prior to the application being determined.

### TO THE DIRECTOR OF LIQUOR LICENSING

I .....
of..... Police Station, am aware that an application for an Occasional Licence by the applicant named above is to be lodged to allow the sale of liquor at the abovementioned Private Residence:-
<input type="checkbox"/> I have no objection to the granting of the Occasional Liquor Licence
<input type="checkbox"/> I object to the granting of the Occasional Liquor Licence – see reasons listed below
.....
.....
Signed:.....
Date: ...../...../.....
Number: .....
Telephone: .....