

The purpose of this lodgement guide is to provide guidance for licensees on how to apply for a one-off Add/Vary/Cancel application for a permanent liquor licence as per the *Liquor Control Act 1988* (the Act).

This lodgement guide should be read in conjunction with the Director's policies in respect of [Extended Trading Permits/Variations – 'One-off' Events or Functions](#).

WHAT IS A ONE-OFF ADD/VARY/CANCEL

A One-Off Add/Vary/Cancel (AVC) application is required where the licensee wishes to change an imposed condition on their liquor licence for a temporary basis. This is usually in conjunction with a special occasion or function. This type of one-off application is also used for special facility licence types where the conditions are not pre-determined by the Act.

LODGING THE APPLICATION

Applicants must complete an online application via our [Portal Homepage](#), this application must be made from an account that is currently linked to the relevant liquor licence (the licensee's account). If the licensee does not have an account, one must be created. See over for further information.

One-Off AVC Types

There are two different One-Off AVC types:

- Extended Hours and/or Area (for special facility licences only);
- GENERAL (to apply for a one-off variation to existing permanent licence conditions).

Submissions

In order for the Department to consider an application to alter the licence conditions, we require a submission detailing the event and the reasons why you need to trade in a manner not already permitted on your permanent liquor licence.

Applications over 500 people should also be lodged with a submission or management plan detailing the proposed the controls to ensure the event is conducted in a safe manner

When must your application be lodged?

Number of Persons on premises for extension	Days lodged prior to event date
Up to 500 persons	14 days
501 to 5000	30 days
Over 5000 persons	60 days

CHOOSING THE CORRECT PERMIT TYPE

Our system is designed to assist you in selecting the correct approval type. However, to make it easier, the following can be used as a guide.

Extended Hours and/or Area (Special Facility Licences only)

This approval type is used to extend the hours and/or area for a one-off event to be held on or adjacent to an existing special facility licence. This option also allows a licensee of a Special Facility Caterers to comply with their licence conditions by lodging an application when they have been engaged for a specific function.

General (for all licence types)

Select this option to propose trading in a manner you are not currently permitted under the current licence conditions for a one-off event. You can choose to add a new condition, vary an existing condition or cancel a condition for a special occasion/function. Please note however, that if you are proposing to trade in a manner contrary to the tenor of the liquor licence as specified in the Act, an occasional liquor licence application may be a more appropriate.

If you are proposing to vary a condition of your licence in conjunction with a one off extended hours or area application, you are not required to lodge an additional one-off AVC application. This is captured as part of the extended hours/area application.

Amended Entertainment Condition

In regards to proposed adult entertainment, the licensee will need to provide detailed submissions with the application which demonstrates the following:

- there is sufficient public demand for this type of adult entertainment; and
- that the licensee is responsible and able to control the premises in a proper manner.

Creating an Online Account

Applications for one-off AVCs must be made under the name of the licensee of the licensed premises subject of the application.

Your current liquor licence will be in the name of one of the following: an individual (natural person), partnership or organisation i.e. Body Corporate or Incorporated Body.

Example: Special Facility Licensee – ABC Pty Ltd

In early 2017, a letter was posted to all existing holders of liquor licences which contained a client reference and unique reference number. If you are a licensee and did not receive this letter, please contact the Department on (08) 6551 4888.

In order to set up your account, the licensee must first create an account. This process is outlined below and will connect your account to the relevant liquor licence.

1. Head to our website and click on [Log In](#).
2. Select [Create Account](#).
3. Input your email address and click [Register](#):
 - An email will be sent to this email to complete the lodgement
4. Go to your email account and locate the registration email:
 - Click on the registration link to redirect back and complete your account creation.
5. Input a [Username](#) and [Password](#):
 - The username must NOT contain spaces or symbols (ie @, !, &).
 - The password must be at least 6 characters in length and contain at least a single numerical character.
 - The username and password is created by the licensee. Please save these details for future reference.
6. Confirm that you are current a Licensee and then input the client reference and unique reference number as outlined in the abovementioned letter.

Creating a New Application

Once your account has full access to your liquor licence details you will be able to start a new one-off AVC Application.

1. Click on New Lodgement.
2. From the drop-down menus select 'Liquor' and 'one-off ETP'.
3. Click Submit.

To complete this form you must fill in all the required fields and then click on [Submit](#) to lodge it. Please note that the application is not considered fully submitted until payment has been made.

Please refer to the Step-By-Step Instructions below for details on how to find and fill out the required application form online.

Your account automatically times out after 30 minutes. To avoid losing information please make sure to Save regularly.

If you are logged out of your account when you click Submit please log back into your account. Your Saved Application can be found on the My Account page. Click Resume and then click Submit to complete the submissions.

This application is not deemed lodged until payment has been made.

CHANGES TO ONE OFF ADD/VARY APPROVALS

Due to the high number of applications lodged it is unlikely we will be able to amend approvals unless special circumstances apply. Therefore, please ensure all details for your application are correct at the time of lodgement to ensure the approval, if granted, contains the correct details for your event.

If you have created a new account rather than using the licensee's existing account, save your progress and DO NOT PROCEED any further. Please contact the department on (08) 6551 4888 and select option 2 from the automated menu so that an officer can arrange for your newly created Client Reference number to be linked to your existing Client Reference number and licence. Alternatively, please send an email to rgl@dlgsc.wa.gov.au and quote the newly created Client Reference number.

STEP-BY-STEP ONLINE LODGEMENT INSTRUCTIONS

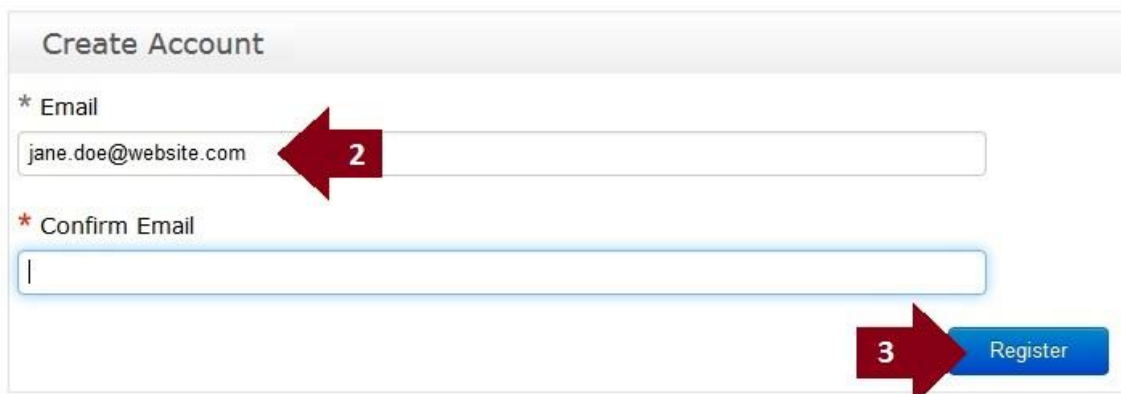
How to Create an Account

1. Click on Create Account



2. Enter an email address

- This email address will be used for all future attempts to access this account should your password be forgotten



A screenshot of a 'Create Account' form. The title is 'Create Account'. There are two required fields: '* Email' and '* Confirm Email'. The '* Email' field contains the text 'jane.doe@website.com'. A red arrow with the number '2' points to this field. The '* Confirm Email' field is empty. At the bottom right of the form is a blue 'Register' button. A red arrow with the number '3' points to this button.

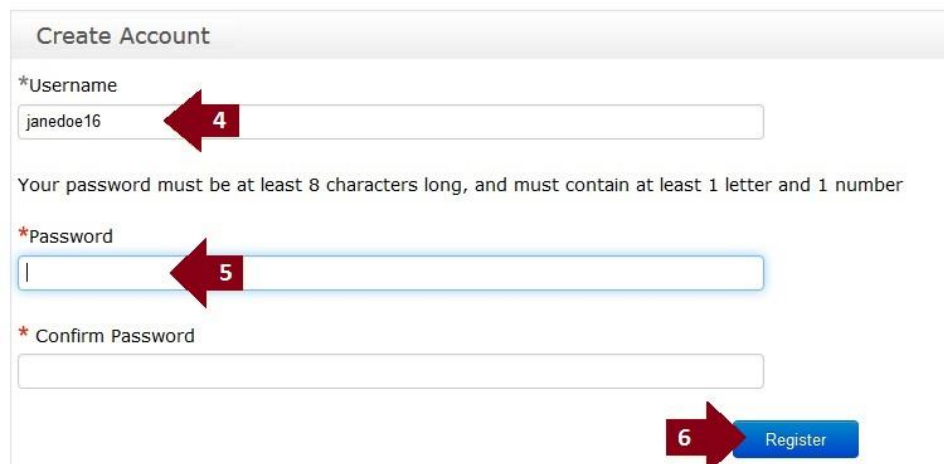
3. Click on Register: this will send an email to this email account with a link to complete the account creation process.

4. Create a unique username:

- The username cannot be an email address.
- It must have at least 6 characters.
- It cannot contain spaces or other symbols.

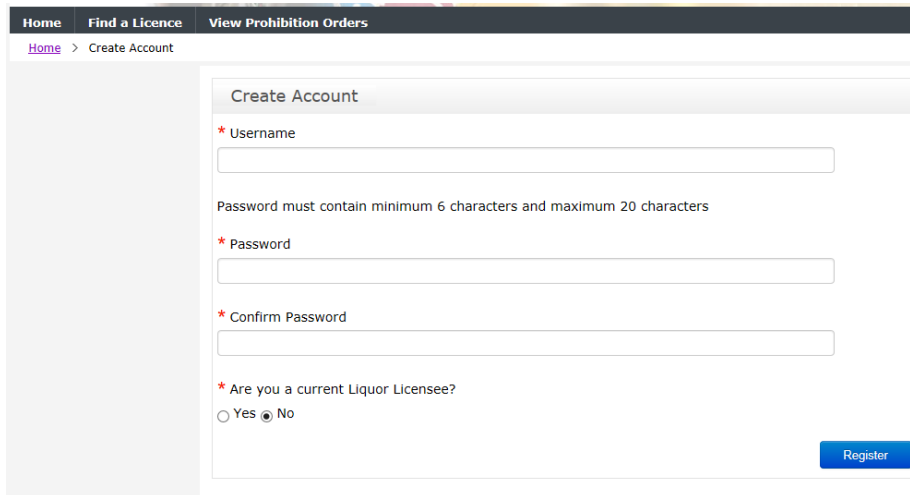
5. Create a unique password:

- The password must be at least 8 characters long and have at least 1 number.
- It cannot be the same as your username.



A screenshot of a 'Create Account' form. The title is 'Create Account'. There are three required fields: '*Username', '*Password', and '* Confirm Password'. The '*Username' field contains the text 'janedoe16'. A red arrow with the number '4' points to this field. Below the '*Username' field is a text requirement: 'Your password must be at least 8 characters long, and must contain at least 1 letter and 1 number'. The '*Password' field is empty. A red arrow with the number '5' points to this field. The '* Confirm Password' field is empty. At the bottom right of the form is a blue 'Register' button. A red arrow with the number '6' points to this button.

- 6 Confirm that you are a current Liquor Licensee and input the client reference and unique reference number as outlined in the abovementioned letter. See below.



The screenshot shows a web interface for creating an account. At the top, there are navigation links: Home, Find a Licence, and View Prohibition Orders. Below these is a breadcrumb trail: Home > Create Account. The main content area is titled 'Create Account' and contains the following fields and options:

- * Username: A text input field.
- Password must contain minimum 6 characters and maximum 20 characters: A note below the Username field.
- * Password: A text input field.
- * Confirm Password: A text input field.
- * Are you a current Liquor Licensee?: A radio button selection with options Yes (selected) and No.
- Register: A blue button at the bottom right of the form.

7. Once logged in, your account page is displayed with all or some of the following:



The screenshot shows a list of menu items, each with a plus sign icon on the left and a text label on the right:

- + Pending Applications
- + Approvals
- + Historic Approvals
- + Returns in Progress
- + Historic Returns
- + Payment History

How to create an online one -off Add/Vary/Cancel application

1. Click on [New Lodgement](#).
2. From the drop-down menus select 'Liquor' and then 'one-off Extended Trading Permit Application'.
3. Click [Submit](#).

New Lodgement

This page allows you to select from a list of available forms for lodgement.

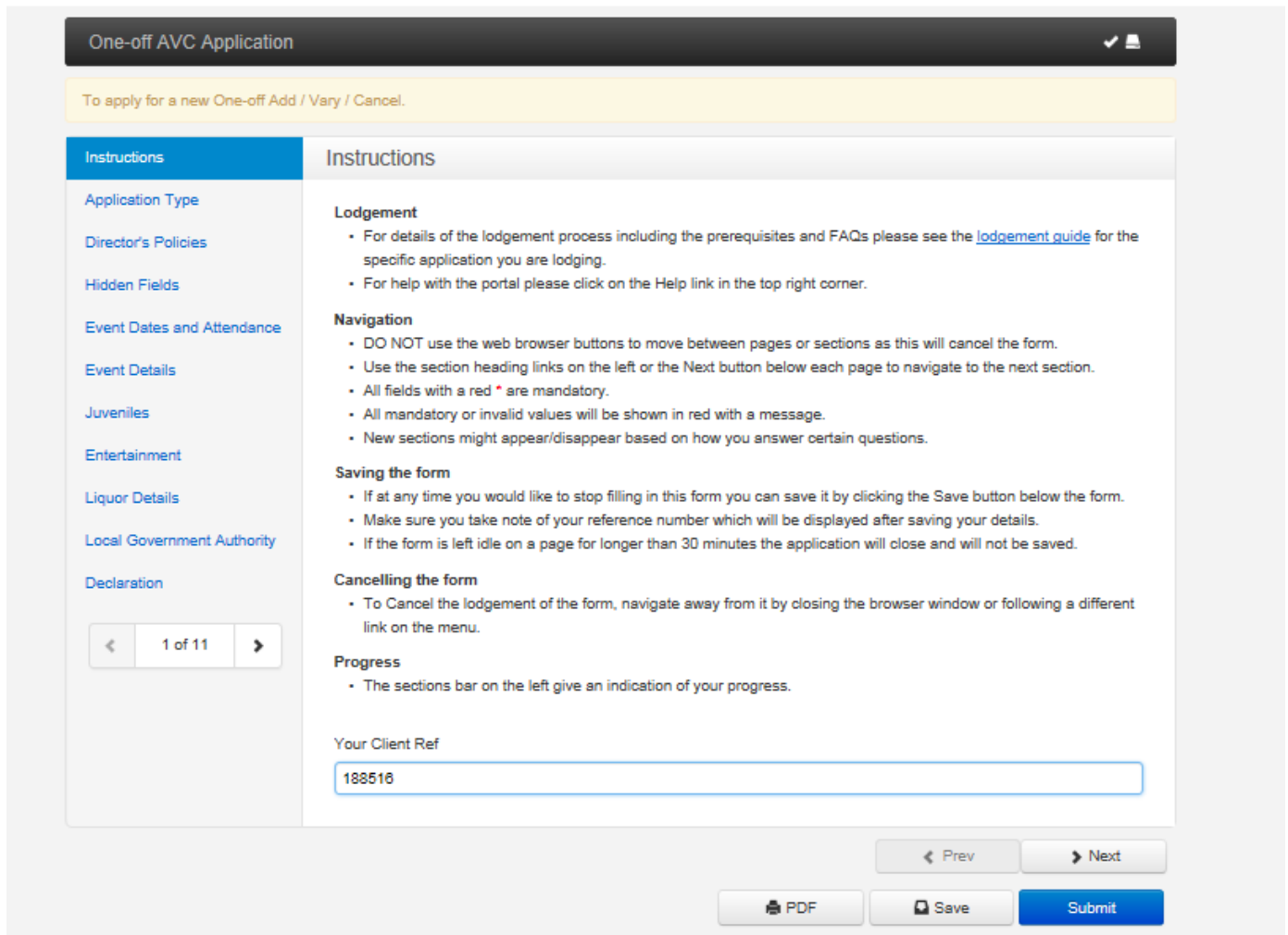
* Group

Liquor

* Type

One-off Add / Vary / Cancel Application

4. Select 'No' to Review the Applicant Details form and click [Continue](#):
 - If the applicant needs to check or update any account details select 'Yes' and update any details prior to starting the application.
5. Fill out the one-off AVC application form:
 - To navigate this form use the [Next](#) and [Previous](#) buttons at the bottom of the page OR click directly on the pages listed on the left.
 - Please use the [Save](#) button often as the form will time out if left open for more than **60mins**.
 - Use the [PDF](#) button to save a copy of all the questions and the answers at any time.



The screenshot shows the 'One-off AVC Application' form. At the top, there is a dark header with the title and a checkmark icon. Below it is a yellow banner with the text 'To apply for a new One-off Add / Vary / Cancel.' The main content area is divided into a left sidebar and a main panel. The sidebar contains a list of sections: 'Instructions' (highlighted), 'Application Type', 'Director's Policies', 'Hidden Fields', 'Event Dates and Attendance', 'Event Details', 'Juveniles', 'Entertainment', 'Liquor Details', 'Local Government Authority', and 'Declaration'. Below the sidebar is a navigation bar with left and right arrows and the text '1 of 11'. The main panel is titled 'Instructions' and contains several sections: 'Lodgement' with two bullet points, 'Navigation' with four bullet points, 'Saving the form' with three bullet points, 'Cancelling the form' with one bullet point, and 'Progress' with one bullet point. At the bottom of the main panel is a text input field labeled 'Your Client Ref' containing the value '188518'. At the bottom of the form are four buttons: 'Prev', 'Next', 'PDF', and 'Submit'.

6. To complete the form click on Submit.



Form Details Submitted

Your application has been submitted to the Department for processing. Please provide your Application Reference in any dealings with the department regarding this application.

Your Application Reference is: **A000197385**

Fees Payable

Application Ref: A000197385

Amount Due: \$

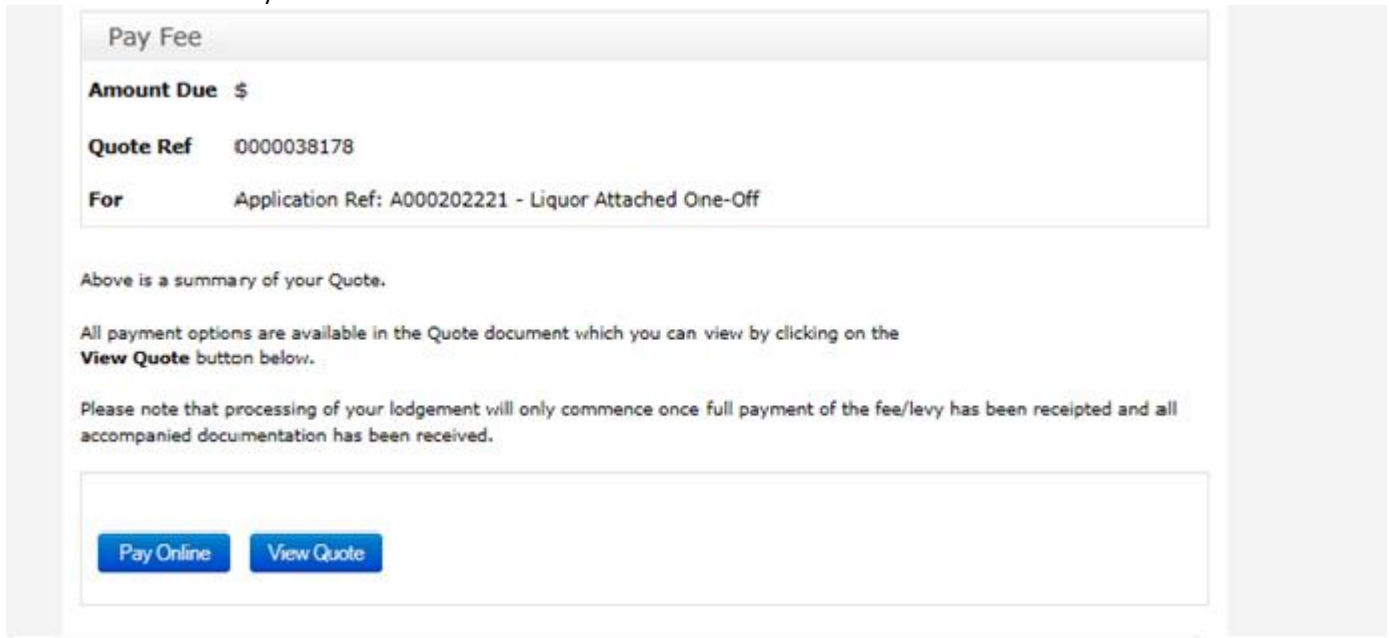
[Continue](#)

[Pay Online](#)

[View Quote](#)

7. Click [Continue](#) to proceed to the Payment section:

- Click on [Pay Online](#) to pay via credit/debit card via the portal.
- Alternatively, click on [View Quote](#) to view all alternative methods of payment; including BPay, Cheque, Money Order and Cash.



Pay Fee

Amount Due \$

Quote Ref 0000038178

For Application Ref: A000202221 - Liquor Attached One-Off

Above is a summary of your Quote.

All payment options are available in the Quote document which you can view by clicking on the **View Quote** button below.

Please note that processing of your lodgement will only commence once full payment of the fee/levy has been received and all accompanied documentation has been received.

[Pay Online](#) [View Quote](#)

Once the application has been submitted and payment made it can be tracked on the [My Account](#) page under [Applications in Progress](#). Please note that payment will take 1-2 business days to process so please ignore the [Outstanding Fees](#) section if payment has already been made. **DO NOT ATTEMPT TO PAY TWICE AS IT MAY RESULT IN A DUPLICATE PAYMENT.**

If the application is approved a permit will be emailed to the nominated email address linked to the account used to lodge the application.

ASSISTANCE

If you are having difficulty creating/accessing your account or lodging your application please contact the Department (08) 6551 4888 and follow the voice prompts to be transferred to the most appropriate officer.

Disclaimer

This Bulletin is designed to provide authoritative information in regard to the subject matter covered, and with the understanding that the Director 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.