This Information Bulletin briefly explains some of the requirements when applying for a club liquor licence as per the *Liquor Control Act 1988* (the Act). This is meant to be read in conjunction with Bulletin ‘New Licence Applications’ available from DLGSC or the Department’s website.

**WHAT IS A CLUB LICENCE?**

A club consists of a body or group of persons who join together to further some sporting, social, political, literary or other legitimate aim.

A club licence under section 48 of the Act, authorises the sale and supply of liquor to members of the club. In essence, the supply of liquor is secondary to the primary objects of the club.

**WHAT IS THE DIFFERENCE BETWEEN A CLUB LICENCE AND CLUB RESTRICTED LICENCE?**

There are two types of club licences under section 48 of the Act. Each licence authorises the sale and supply of liquor to members of the club, their bona fide invited guests and visitors.

A club restricted licence is a club licence that has the following restrictions:

- It may not sell packaged liquor; and
- The trading hours are specified in the conditions of the licence.

**CONDITIONS THAT WILL APPLY**

Both a club and club restricted licence are subject to the following conditions:

- An up to date register of members must be available for inspection at the club premises;
- The club must ensure that its rules are not contravened.

In respect to the sale and supply of liquor, liquor may only be sold and supplied to:

- a member of the licensee club and to the guests of that member in the company of that member, for consumption of the licensed premises. A member cannot be accompanied by more than five guests (or other number imposed on the licence) at any one time;
- a member holding a private function at the club with an unlimited number of guests, if the sale of liquor is at the expense of the member (i.e. guests cannot purchase their own drinks). This is only authorised if the club constitution provides for it; and
- a member and the guests of that member (without limitation to number) can be served liquor ancillary to a meal supplied by the licensee club (in accordance with the constitution).

**VISITORS**

Visitor means a person, other than a member, who:

- is at least 40km from their usual place of residence; and
- is visiting the club while travelling in the course of a holiday, leisure or business; and
- is required to pay a fee to the club.

**CLUB TRADING HOURS**

The trading hours under a club restricted licence are determined by the Director on a case by case basis.

A licensee is authorised by a club licence to operate during the following trading hours:-

- Monday to Friday from 6 a.m. to 12 midnight (to 12.30 a.m. if ancillary to a meal supplied by the licensee);
- Saturday from 6 a.m. to 1 a.m. the following morning;
- Sunday from 10 a.m. to 10 p.m.;
- No trading is permitted prior to noon on ANZAC Day.
- No trading is permitted on Good Friday or Christmas day, except for liquor sold ancillary to a meal supplied by the licensee from 12 noon to 10 p.m.;
- New Year’s Eve is extended from the normal finishing time until 2 a.m. the following day.

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**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.
Please ensure that all documentation is provided with your application to avoid delays. To assist with this please complete the checklist below and submit with your application. Applications may be returned to the applicant or their solicitor/consultant if the application is incomplete.

❖ Please note that during the processing of the application, applicants may be required to have their fingerprints taken at their nearest Police Station in order to fulfil probity requirements.

❖ All Director’s Policies, Information Bulletins and Application Packs referred to below are available from DLGSC or at www.rgl.wa.gov.au.

❖ A club can only apply for a licence if it is a genuine club, which has existed and been well managed for at least 12 months.

DOCUMENTATION TO BE LODGED - MINIMUM REQUIREMENTS

This checklist is to be completed and submitted with your application. Please tick boxes to show item lodged with application and sign and date at the bottom.

☐ Completed Form 3 – Notice of Application

☐ Completed Form 21 – Further applicant/premises details

☐ Prescribed Application Fee (refer to ‘Fee Schedule for Liquor Activities’)
Cheques are to be made payable to the Department of Local Government, Sport and Cultural Industries.

☐ Plans and specifications of licensed premises (refer to Information Bulletin 25 ‘Plans and Specifications’ and Director’s Policy ‘Standards of Licensed Premises’)

☐ Section 39 Certificate – Certificate of Local Government to be completed by the Local Government. This certificate is not required to be lodged at the same time as the application if the applicant is seeking the conditional grant of a licence. The certificate, however, must be lodged prior to the issue of the licence.

☐ Section 40 Certificate/Development Approval – Certificate of Local Planning Authority to be completed by the Local Government or Development Approval specifying the type of liquor licence sought and all conditions. The certificate or development approval is not required to be lodged at the same time as the application, however, the application cannot be determined until the certificate or development approval has been provided, unless the licensing authority otherwise determines.

☐ Certificate of Title, including sketch of the land

☐ Harm Minimisation – House Policy, Code of Conduct and management Plan (refer to Director’s Policy ‘Harm Minimisation’)

☐ Membership List – An up to date list of members and their membership category.

Continued over...
OTHER DOCUMENTS THAT MAY BE REQUIRED

- Completed Personal Particulars form (LLD/5 or LLD/5A) for the trustee in the case of an unincorporated club

- Training Certificate – A trustee for an unincorporated club must lodge evidence of completing the course for Management of Licensed Premises (refer to Director’s Policy ‘Mandatory Training’)

- Where in the case of an application by a trustee for the unincorporated club, who holds office or is employed in the Public Service of the State or Commonwealth or in any agency or instrumentality of the Crown, a letter from the Department which employs that person stating that they have no objection to the person being involved with a licensed premises

- Where in the case of an application by a trustee for the unincorporated club, who has been previously bankrupt and the bankruptcy has been discharged, a letter evidencing the discharge of the bankruptcy must be lodged.

- Form 16 – if the applicant is seeking to share in the proceeds of the business conducted under the licence (refer to Application Pack “Profit Sharing”).

I confirm that the required documentation accompanying this application is attached.

__________________________________
Applicant/agent signature and date
This Information Bulletin briefly explains some of the requirements when applying for a liquor licence as per the *Liquor Control Act 1988* (the Act). For information regarding applications for an Occasional Liquor Licence refer to ‘Occasional Lodgement Guide’ available from Department Local Government, Sport and Cultural Industries (DLGSC) or at [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au).

When a licence is granted, it is granted to a specified entity (the licensee). The licence allows only the licensee to sell liquor and from a specified place (the licensed premises).

If the licensee wishes to sell the licence to another entity then the applicant who wishes to purchase or be assigned the licence must apply to the Department to take over the licence (transfer of licence application). It is important to note that settlement cannot take place until prior approval has been given by the licensing authority. For information regarding applications to transfer a liquor licence, please refer to the application kit on the Department’s website.

Approval can also be given by the licensing authority for the licensee to operate the licence at a place other than the licensed premises (removal of licence). For further information regarding applications for the removal of a liquor licence, please refer to the application kit on the Department’s website.

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

Section 35 of the Act sets out who can make an application for a liquor licence. An application can be made by -
- an individual person;
- a company;
- an association; or
- two or more of the above, jointly.

In respect of an application by a company, any person who will occupy a position of authority as a director or shareholder in any shareholding company with an interest in the business under the licence is required to be approved and their name(s) must be stated on the application.

### Important Information

**Section 34** of the Act sets out that applications cannot be granted if the applicant is –
- bankrupt or has assigned his/her estate for the benefit of his/her creditors;
- incapable of managing his/her affairs because of a mental disorder;
- under sentence of imprisonment;
- under receivership or official management, or is in liquidation (companies only);
- disqualified from holding a licence, or holds a licence which has been suspended, as a result of previous disciplinary proceedings;
- a juvenile (i.e. less than 18 years of age); and
- a Commonwealth or State public servant (including employees of Crown instrumentalities), unless the licensing authority is satisfied that there is no conflict of interest between the applicant’s employment and the operation of the licence.

### SECTION 46 LICENCES

**Section 46** of the Act provides for the grant of a special facility licence for a prescribed purpose. The Act further provides that a special facility licence should not be granted if granting or varying a licence of another class, or imposing, varying or cancelling a condition on a licence of another class, or issuing an extended trading permit in respect of another class of licence, would achieve the purposes for which the special facility licence is sought.

The licensing authority may substitute an alternative type of licence where an applicant seeks the grant of a special facility licence, but in the view of the licensing authority a licence of another class would be adequate for the purpose. Furthermore, an existing special facility licence cannot be varied to such an extent that a licence of another class, with or without permits, would achieve the same purpose. Accordingly, the licensing authority may convert an existing special facility licence to a licence of another class.

For further information regarding special facility licences please refer to the application kit available from DLGSC or [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au).
PLANS AND SPECIFICATIONS

Plans of the proposed premises are required to be lodged with the application in order for the licensing authority to define the area in which the sale, supply and in some cases, the consumption of liquor will occur if the licence is granted (section 66). Please refer to Bulletin ‘Plans and Specifications’ available from DLGSC or www.dlgsc.wa.gov.au.

PUBLIC INTEREST ASSESSMENT

In the case of an application for the grant of a licence, the applicant may be required to demonstrate that the application is in the public interest, having regard to the likely health and social impacts on the community and sub-groups within the community.

The public interest assessment will require the applicant to satisfy the licensing authority that it is in the public interest for the application to be granted.

Where an applicant is lodging an application for an extended trading permit for ongoing extended hours at the same time as an application for the grant of a licence, a separate Public Interest Assessment (PIA) must be lodged for each application as the information and evidence in support of the extended trading permit will be different to that of the grant.

For more details on the public interest assessment, refer to Director’s Policy and the Public Interest Form.

ADVERTISING

The advertising requirements for the grant of a licence (other than an occasional licence), are determined according to the class of licence being applied for and the manner of proposed trade. The maximum advertising period is for 14 days and can include some or all of the following forms of advertising:

1. Undertake a letter drop to residents and businesses within a 200 metre radius of the proposed premises, giving notice of the application and the intended manner of trade (a template notice will be provided by the Department). This notice must be delivered on the first day of the advertising period and must clearly identify the last date by which objections may be lodged with the licensing authority.

2. Serve notice of the application and intended manner of trade on all: schools and educational institutions; hospitals; hospices; aged care facilities; any drug and alcohol treatment centres; any short term accommodation or refuges for young people; child care centres; churches; any local government authority and any local police stations, which may be situated in the specified locality of the proposed premises; and any other such places at the Director’s discretion (a template notice will be provided by the Department). This notice must be served on the first day of the advertising period, clearly identifying the last date by which objections may be lodged with the licensing authority and specifying an address, within the locality, at which the applicant’s PIA submissions may be inspected by interested persons.

3. Display a banner and notice on the site of the proposed premises in a prominent position (forms will be provided by the Department).

4. Make a copy of the PIA submission available for public inspection at the address that has been identified in the letter drop and notice served to the parties in point 2 and 3 above. In addition, the licensing authority will make available on its website for the duration of the advertising period the applicant’s PIA. PIAs are accessible at advertised apps at www.dlgsc.wa.gov.au.

5. Lodge a copy of the House Management Policy, Code of Conduct, and Management Plan, with the application (for further information on these documents, refer to the Director’s policy on Harm Minimisation.)

6. Provide a written declaration that these requirements have been met and that all information contained in the PIA submission is accurate and valid at the date of application.
MANDATORY TRAINING REQUIREMENTS

Prior to the grant of an application for a liquor licence, all new applicants must undertake an examination or complete an approved course of instruction in managing licensed premises and in the responsible service of alcohol (i.e. Course in Management of Licensed Premises).

In addition, within four (4) weeks of commencing employment at the premises, or as otherwise determined by the licensing authority, any person who will be engaged in the sale, supply or service of liquor on proposed licensed premises will be required to successfully complete the nationally accredited Responsible Service of Alcohol unit of competency. 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 more details on the training requirements, refer to policy guideline ‘Mandatory Training’ available from DRGL or www.dlgsc.wa.gov.au.

SUPERVISION AND MANAGEMENT

Section 100 of the Act requires that an approved manager must, unless the Director of Liquor Licensing determines otherwise, be present on the licensed premises at any time that the business is conducted at those premises. It is the obligation of the licensee to ensure that the business is personally supervised at all times by a person holding a valid Approved Manager ID card.

Applications for approval as either a Restricted Manager or an Unrestricted Manager must be lodged online at https://portal.rgl.wa.gov.au/ by the person that will be appointed as a manager at the premises. For more details, refer to policy guideline ‘Approved Managers’ or the lodgement guide available on the Department’s website.

LODGING THE APPLICATION

Applicants must lodge completed applications at the Department of Local Government and Cultural Industries. An application should be made using the forms provided in the application kit relevant to the type of liquor licence being sought, available from DLGSC or www.dlgsc.wa.gov.au. A Lodgement Guide is also provided in this kit that identifies all documentation which should accompany the application.

APPLICATION FEES

The application fee must be lodged with the application. Please refer to the fee schedule available upon request or on the Department’s 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.

LICENCE FEES

An annual licence fee is payable prior to the grant of the licence and on 1 January each year. The licence fee is based on the licence type and any extended trading permits of an on-going nature that are attached to the licence.

EXTENDED TRADING PERMITS

The licensee of a may apply for an extended trading permit (ETP) for an indefinite period or for a one-off function in accordance with section 60 of the Act. Refer to Bulletin ‘Extended Trading Permits’ available from DLGSC or www.dlgsc.wa.gov.au.

There is no fee for ETP applications when lodged with a grant application.

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NOTICE OF APPLICATION FOR CLUB LICENCE
LIQUOR CONTROL ACT 1988
Sections 48 & 68

Please print neatly in BLOCK LETTERS with a black pen only

1. DETAILS OF APPLICANT

(a) Full name of club: ____________________________________________

(b) Address of club: ____________________________________________
Postcode: __________

(c) Postal address for service of documents: _________________________
Postcode: __________ Email: ________________________________

(d) Address for Service of documents after application is determined: ______
Postcode: __________ Email: ________________________________

(e) Contact Person: _____________________________________________
Email: ________________________________

Telephone Number: ________________________________

PLEASE NOTE THIS COMPLETED FORM WILL BE PUBLISHED TO THE DEPARTMENT’S WEBSITE DURING ANY ADVERTISED PERIOD

(f) Is the application for a Club Restricted Licence? YES □ NO □

(g) Is the licence sought conditional upon the construction or completion of the premises? YES □ NO □

(h) A section 40 Certificate of Local Planning Authority or Development Approval specifying the type of liquor licence sought is required to be lodged prior to the determination of the application. Please specify the date on which an application for planning approval in respect of the proposed premises will/has been lodged with the relevant local government authority __/__/______.

(i) Number of guests per member per day for which approval is sought: _______________

(j) Expected maximum number of patrons to be accommodated on the premises at any one time? _______________

(k) Is the club an incorporated association? YES □ NO □ If YES, date of incorporation: ______/____/______

(l) How long has the club existed and operated? __________________________

(m) What are the primary objects of the club? __________________________

(n) What are the classes of membership and number of members in each class, and the proposed maximum number of members in each class?

<table>
<thead>
<tr>
<th>Class of Membership</th>
<th>Current number of Members</th>
<th>Maximum number of Members</th>
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</table>
2. DETAILS OF APPLICATION

Trading Hours – Club Season: ___________________________ to ___________________________

<table>
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<tr>
<th>Day</th>
<th>Start Time</th>
<th>End Time</th>
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<td>Saturday</td>
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<td>Sunday</td>
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3. DECLARATION

I declare/certify that:
- the information contained in this form, including attachments, is true and correct.
- I am authorised to sign this application on behalf of the applicant entity.

Signature: ___________________________ Date: ___________________________
Signature: ___________________________ Date: ___________________________

Print name and position: ___________________________ Print name and position: ___________________________
Signature: ___________________________ Date: ___________________________
Signature: ___________________________ Date: ___________________________

Print name and position: ___________________________ Print name and position: ___________________________

It is an offence under section 159 of the Liquor Control Act 1988 to make a statement that is false or misleading. Penalty: $10,000.
5. PAYMENT DETAILS

Entering your credit card details below, you give consent for the appropriate application fee to be deducted from your card.

<table>
<thead>
<tr>
<th>Card Type:</th>
<th>Visa ☐ MasterCard ☐</th>
<th>Copy of Receipt (email only): YES ☐ NO ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Number:</td>
<td></td>
<td>Expiry Date:</td>
</tr>
<tr>
<td>Cardholder's Name:</td>
<td></td>
<td>Cardholder's Signature:</td>
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<tr>
<td>Email Address:</td>
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</tbody>
</table>
FURTHER APPLICANT/PREMISES DETAILS
NOTICE OF APPLICATION FOR CLUB LICENCE
LIQUOR CONTROL ACT 1988
Sections 48 & 68
Please print neatly in BLOCK LETTERS with a black pen only

1. DETAILS OF APPLICANT CLUB

Give full details of each principal member of committee of management:

<table>
<thead>
<tr>
<th>Name of President</th>
<th>Date of Birth</th>
<th>Date Elected</th>
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<tr>
<td>Name of Treasurer</td>
<td>Date of Birth</td>
<td>Date Elected</td>
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<tr>
<td>Name of Secretary</td>
<td>Date of Birth</td>
<td>Date Elected</td>
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</tbody>
</table>

2. DETAILS OF PREMISES

(a) Does the club own the licensed premises? YES □ NO □ If NO:

(I) Name of owner: ____________________________
Postal address of owner: ____________________________
Postcode: __________
Phone or Email: ____________________________

(II) Will the club have an exclusive right to occupy the proposed licensed premises? YES □ NO □

(III) What form of tenure of the premises will the club have, including term of tenure? ____________________________

Please note the application cannot proceed to determination unless the applicant has or will have exclusive tenure of the proposed premises. (Club Restricted exclusive tenure is only required during hours requested under the liquor licence.)

(VI) Are there any payments made to the freehold owner or another entity in relation to the turnover of the business? These payments could include rent, marketing, advertising or management fees that are based on the turnover of the business:

Yes* □ No □

*A completed Profit Sharing application form (Form 16) must be lodged if there are payments in relation to the turnover of the business.

Please note that should the licence be granted and the licensee no longer has exclusive tenure of the licensed premises all rights to the licence will terminate pursuant to s37(5) of the Act.
3. DECLARATION – to be completed by club president (or trustee) and secretary

I declare/certify that:

- the information contained in this form, including attachments, is true and correct.
- the applicant understands that all rights to the licence will terminate should it not retain exclusive tenure of the licensed premises. (Club Restricted licensee’s exclusive tenure is only required during hours approved under the liquor licence.)
- I am authorised to sign this application on behalf of the applicant entity.

Signature: __________________________ Date: ____________ Signature: __________________________ Date: ____________

Print name and position: __________________________ Print name and position: __________________________

Signature: __________________________ Date: ____________ Signature: __________________________ Date: ____________

Print name and position: __________________________ Print name and position: __________________________

It is an offence under section 159 of the Liquor Control Act 1988 to make a statement that is false or misleading.
Penalty: $10,000.
LIQUOR CONTROL ACT 1988
PERSONAL PARTICULARS

INSTRUCTIONS

• Please print neatly in BLOCK LETTERS with a black pen only
• The declaration on the last page must be signed and dated where indicated
• If there is insufficient space please provide details on a separate sheet
• Every question must be answered unless not applicable - if a question is not applicable, please indicate with “N/A”
• Any omission or false or misleading information may itself lead to the application being refused
• The form must be lodged with the appropriate application form at the office of the Director of Liquor Licensing

PURPOSE OF FORM LLD/5

Provides personal particulars about any person associated with a liquor licence application in a capacity as a licensee, director, shareholder or a trustee.

Completion of the form by the relevant individuals will amount to compliance with Regulation 13 and Schedule 2 of the Liquor Control Regulations 1989, in most cases. If further details are required the applicant will be advised of those requirements.

PERSONS TO PROVIDE PARTICULARS

This form is to be completed by the following persons in relation to the following applications:

Grant of Licence (except an Occasional Licence) or Transfer of Licence
Where the application is made by:
• two or more individuals jointly - each such person
• a club or association - in the case of an unincorporated association, the person nominated as trustee of the club
• a company - each director of the company and each shareholder of the company (except for public companies)

Approval of a Director or Shareholder
• the director and shareholder

Approval of Persons or Arrangement under Section 104
Where the application is to approve an:
• unlicensed agent - the person to be approved
• agreement or arrangement between the licensee and another person or persons, that other person or persons, or if the other is a company, each director and shareholder of that company

Any other Application
• as specified by the Director of Liquor Licensing

PENALTY - FALSE OR MISLEADING INFORMATION

It is a serious offence to give false information (fine up to $10,000)
Applicants are advised that this form must be completed personally
All information provided should be checked thoroughly before signing
LIQUOR CONTROL ACT 1988
PERSONAL PARTICULARS

ALL QUESTIONS MUST BE ANSWERED
If a question does not apply to you, write Not Applicable or N/A in response.

1. DETAILS OF LICENCE TO WHICH THIS APPLICATION RELATES

(a) Nature of application: ________________________________________________________________

   (ie. transfer of licence, grant of licence, position of authority, etc)

(b) Name of premises/proposed premises: ________________________________________________

2. PERSONAL PARTICULARS OF PERSON TO BE APPROVED

(a) Applicant’s Name(s):

   first name   middle name(s)   surname/family name

(b) Other names: include any maiden name, aliases and other names (legal or otherwise) that you have used or by which you have been known.

   first name   middle name(s)   surname/family name

(c) Date of birth:   Male ☐   Female ☐

   day   month   year

(d) Place of birth: ____________________________________________

   city   state   country

(e) Current Residential Address:

   number   street   suburb   postcode

   Postal Address (if different to residential address):

   number   street   suburb   postcode

(i) Home Telephone:   Work Telephone:   Mobile:

   Email Address: ____________________________________________
2. PERSONAL PARTICULARS OF PERSON TO BE APPROVED (continued…)

(f) Residences - list all addresses (include your current address) at which you have been a permanent resident (for a period of 6 months or more) over the last 5 years

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Number, Street &amp; Suburb</th>
<th>State</th>
<th>Country</th>
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</table>

Please attach a separate sheet if required

(g) If born outside of Australia, date of arrival in Australia:

Citizenship: __________________________________________

(i) If an Australian Citizen by naturalisation, Certificate number: __________________________________

certificate number

(ii) If a non-Australian Citizen: __________________________ passport/identity number

country of issue

(h) Current occupation: __________________________________________

Employer's name: __________________________________________

Employer's address: __________________________________________

<table>
<thead>
<tr>
<th>Number</th>
<th>street</th>
<th>suburb</th>
<th>postcode</th>
</tr>
</thead>
</table>

If the application is granted, do you intend to continue in this occupation? YES ☐ NO ☐

If YES, please give details of how you intend to properly carry out your responsibilities under the Act as well as the above position:

__________________________________________

__________________________________________

__________________________________________

(i) Do you hold a current motor vehicle driver's licence? YES ☐ NO ☐

<table>
<thead>
<tr>
<th>Licence Number</th>
<th>State or Country of Issue</th>
<th>Expiry Date</th>
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<th>month</th>
<th>year</th>
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</thead>
</table>


2. PERSONAL PARTICULARS OF PERSON TO BE APPROVED (continued…)

(j) Will your spouse or de facto partner be assisting you in the conduct of the licensed premises? If the answer is yes, please complete the following:

<table>
<thead>
<tr>
<th>Spouse/De facto partner’s full name:</th>
<th>first name</th>
<th>middle name(s)</th>
<th>surname</th>
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<tbody>
<tr>
<td>Date of birth:</td>
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<td>Spouse’s address</td>
<td>Number</td>
<td>street</td>
<td>suburb</td>
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3. MANDATORY KNOWLEDGE REQUIREMENT

(a) Have you completed an accredited training course in liquor licensing requirements and/or responsible server practices?  
   YES ☐ NO ☐  
   If YES,
   (i) Where did you undertake the training course?  
   (ii) Date of approval/graduation: day | month | year  
   (iii) Certificate/Approval number:  
   (iv) Please attach a copy of training certificate

4. LICENSING EXPERIENCE

a) Give details of any liquor licence where you personally are or have been the licensee (in Western Australia or elsewhere)

<table>
<thead>
<tr>
<th>Licence/Premises Name</th>
<th>Premises Address</th>
<th>When Held</th>
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b) Give details of any liquor licence where you are or have been the approved manager (in Western Australia or elsewhere)

<table>
<thead>
<tr>
<th>Licence/Premises Name</th>
<th>Premises Address</th>
<th>When Held</th>
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Please attach a separate sheet if required
5. RECORD OF CONVICTIONS AND LIQUOR INFRINGEMENT NOTICES

a) Have you ever been:
   i) convicted of any offence whatsoever (whether or not resulting in a fine) other than Traffic Infringement Notices not dealt with by a Court eg. speeding either in Western Australia or elsewhere? (Juvenile offences or offences which have been spent under the Spent Convictions Act 1988 do not need to be declared)
   YES □ NO □ If YES, give details of each offence below:

   ii) issued with a Liquor Infringement Notice either in Western Australia or elsewhere?
   YES □ NO □ If YES, give details of each offence below:

   A copy of this form will be provided to the Commissioner of Police who will check the truth of any of the statements made and report on them to the Director of Liquor Licensing. All relevant offences must be declared - it is an offence under section 159 of the Liquor Control Act 1988 to omit information or make a statement that is false or misleading and may result in your application being refused.

<table>
<thead>
<tr>
<th>Date of Offence</th>
<th>Nature of offence</th>
<th>Place of Conviction</th>
<th>Full name under which Convicted</th>
<th>Sentence Imposed</th>
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</table>

b) Have you ever been a director or shareholder of a company which has been convicted of any offence under any legislation, either in Western Australia or elsewhere?
   YES □ NO □ If YES, give details of each offence below:

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<tr>
<th>Date of Offence</th>
<th>Nature of offence</th>
<th>Place of Conviction</th>
<th>Full name under which Convicted</th>
<th>Sentence Imposed</th>
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Please attach a separate sheet if required

c) Have you ever been disqualified from holding or being involved in a liquor licence either in Western Australia or elsewhere?
   YES □ NO □ If YES, give details

<table>
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<tr>
<th>Date of Offence</th>
<th>Nature of offence</th>
<th>Place of Conviction</th>
<th>Full name under which Convicted</th>
<th>Sentence Imposed</th>
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6. **FINANCIAL BACKGROUND**

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<table>
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<tr>
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<tbody>
<tr>
<td><strong>a)</strong></td>
<td>Are you or have you ever been bankrupt, the subject of a sequestration order or creditor's petition or had your estate assigned for the benefit of creditors?</td>
<td>YES □ NO □</td>
</tr>
<tr>
<td></td>
<td>If YES, give full details of the circumstances of the bankruptcy and provide evidence that this matter has been discharged</td>
<td></td>
</tr>
<tr>
<td><strong>b)</strong></td>
<td>Are you or have you ever been a director of a company or shareholder of a Pty Ltd company when it was placed under receivership or official management or in liquidation?</td>
<td>YES □ NO □</td>
</tr>
<tr>
<td></td>
<td>If YES, give full details of the circumstances surrounding the receivership and advise if you are currently liable for any debts as a result of the receivership/liquidation</td>
<td></td>
</tr>
<tr>
<td><strong>c)</strong></td>
<td>Do you know of any proceedings of the type referred to in (a) &amp; (b) above which are pending against you or a company of which you are a director or shareholder?</td>
<td>YES □ NO □</td>
</tr>
<tr>
<td></td>
<td>If YES, give details</td>
<td></td>
</tr>
<tr>
<td><strong>d)</strong></td>
<td>Are you or have you ever been declared bankrupt either as an individual or as a company director or shareholder of a Pty Ltd company?</td>
<td>YES □ NO □</td>
</tr>
<tr>
<td></td>
<td>If YES, give full details, including place and time</td>
<td></td>
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Please attach a separate sheet if required

7. **DECLARATION**

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

______________________________
Signature of Person to be Approved  day month year
LIQUOR CONTROL ACT 1988

DECLARATION OF PARTICULARS

ONLY COMPLETE AND LODGE THIS FORM IF AN LLD/5 (PERSONAL PARTICULARS FORM) WAS LODGED IN PREVIOUS 5 YEARS

Please print neatly in BLOCK LETTERS with a black ball point pen only

1. DETAILS OF APPLICANT

(a) Applicant’s Name(s):

________________________________

________________________________

________________________________

________________________________

first name middle name(s) surname/family name

(b) Other names: include any maiden name, aliases and other names (legal or otherwise) that you have used or by which you have been known.

________________________________

________________________________

________________________________

________________________________

first name middle name(s) surname/family name

(c) Current Residential address:

number street suburb postcode

(d) Current Postal address (if different to residential address):

number street suburb postcode

(e) Daytime telephone or mobile number: ______________________________

(f) Email address: ______________________________ Date of Birth: ............../................../........................

(g) Full name of spouse or de facto partner: ______________________________________________

Date of Birth: ............../................../........................

Will your spouse or de facto partner be assisting you in the conduct of the licensed premises?

YES □ NO □

2. DECLARATION

I ____________________________________________________________ declare that I was last approved by the Licensing Authority in ___________________ ___________________ in relation to premises known as ___________________ ___________________ and since being approved:-

□ I have not been convicted of any offences or been issued any infringements.

□ I have not assigned my estate or been declared bankrupt.

□ I have not become employed by the State or Commonwealth Public Service.

If any of these statements are untrue, please provide details: ______________________________

________________________________

________________________________

Signature of Applicant Date

It is a serious offence to give false or misleading information - Maximum penalty $10,000
Information Bulletin No.25

INTRODUCTION

Plans of the proposed premises are required to be lodged with the application in order for the licensing authority to define the area in which the sale, supply and in some cases, the consumption of liquor will occur if the licence is granted.

If the licence is granted, the defined plans must be kept on the premises and be made available for inspection by an authorised officer upon request.

GENERAL REQUIREMENTS AND SPECIFICATIONS

In order to be accepted by the licensing authority, the plans of the proposed premises to which the application relates must include the following –

(a) Floor plans in duplicate, at least A3 size and to a scale of 1:100, of each level of each building forming part of the licensed premises showing the uses of each room; the location of all doors, windows, servery hatches and toilets; and fit out details for all toilets; the floor layout; the location of all bars, any areas that are not part of the building that showing how the boundary will be defined.

(b) a site plan drawn to a suitable scale according the size of the lot showing –

▪ an outline of every building on the relevant lot; and
▪ the boundary of the relevant lot; and
▪ features on the relevant lot such as car parks, vehicle access and adjacent streets and swimming pools; and
▪ the name and location of any street forming part of the boundary of the relevant lot.

(c) a map of the relevant district showing the locality of the relevant premises.

(d) a plan drawn to a scale of 1:100 showing the front external elevation. If the premises is existing, photos of the external buildings will suffice.

(e) in the case of an application to alter the licensed premises, a plan showing those premises as they would be if the proposed alteration or redefinition had taken place, distinguishing the areas of the current licensed premises from the areas of the proposed alteration or redefinition.
OTHER REQUIREMENTS

In addition to the above requirements, the plan must be drawn –

- by any person capable of preparing plans on good quality paper of at least A3 size.

- so as to comply with Australian Standard 1100, Technical Drawing Part 101-1984 General Principles and Part 301-1985 Architectural Drawing of the Standards Australia, and shall show the date of preparation, the scale, the direction of north and the name of the person who prepared the plan.

The specifications to be submitted must include the wall and ceiling finishes and the fit equipment in any bar, toilet or kitchen.

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.
## THIS SECTION TO BE COMPLETED BY THE LOCAL GOVERNMENT

I, (full name) ______________________

being the (title) ______________________

for the (name of Local Government) ______________________

with respect to an application by ____________________________________________

(Name of applicant)

hereby certify that the premises known as ______________________

and situated at ____________________________________________

_________________________________________ Postcode ____________

☐ comply with all relevant requirements under the Health Act 1911, under the Food Act 2008, under any written law relating to the sewerage or drainage of those premises and under the Local Government Act 1995 and the Building Act 2011;

OR

☐ do not comply with the requirements set out above and could not reasonably be made to comply;

OR

☐ Do not comply with the requirements set out above but could be made to conform if the following requirements were carried out:-

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Dated the ______________________ day of ____________________________

_________________________________________

Signature of Authorised Officer
Type of Licence:

- Casino
- Club
- Club Restricted
- Hotel
- Hotel (Restricted)
- Hotel (Tavern)
- Hotel (Tavern Restricted)
- Hotel (Small Bar)
- Liquor Store
- Nightclub
- Producer's
- Restaurant
- Special Facility
- Wholesaler's

Nature of application and an outline of proposed use of the premises

In the case of a Special Facility Licence application:

a) What category is sought? Pursuant to Regulation 9A of the Liquor Control Regulations 1989)

- Works Canteen
- Transport
- Education & Training Course
- Catering
- Amusement Venue
- Theatre/Cinema
- Tourism
- Sports Arena
- Bed & Breakfast Facility
- Auction
- Reception/Function Centre
- Education & Training Institution
- Food Hall
- Room Service Restaurant
- Online Wine Sales

b) What trading hours are sought?

- Monday: __________ am/pm to __________ am/pm
- Tuesday: __________ am/pm to __________ am/pm
- Wednesday: __________ am/pm to __________ am/pm
- Thursday: __________ am/pm to __________ am/pm
- Friday: __________ am/pm to __________ am/pm

c) Is approval sought to sell and supply liquor on:

- Christmas Day: YES ☐ NO ☐
- Good Friday: YES ☐ NO ☐
- ANZAC Day: YES ☐ NO ☐

d) Is approval sought to sell liquor for consumption off the licensed premises: YES ☐ NO ☐

e) Please detail the trading conditions sought and provide an outline on how it is proposed the premises will operate (attach separate submission if necessary):

_____________________________________________________

_____________________________________________________

_____________________________________________________

_____________________________________________________
THIS SECTION TO BE COMPLETED BY THE LOCAL AUTHORITY

I, (full name) ........................................................................................................................................................................

being the ..................................................................................................................................................................................

>Title

for the ................................................................................................................................................................................................

(Name of Local Planning Authority)

with respect to an application by ....................................................................................................................................................

(Name of applicant)

hereby certify that the premises known as ........................................................................................................................................

and situated at ................................................................................................................................................................................................

.................................................................................................................................................................................................. Post Code.......................  

☐ will comply with all relevant planning laws, namely;

................................................................................................................................................................................................

OR

☐ would comply with the relevant planning laws if consent were to be given by the following authority;

................................................................................................................................................................................................

(i) It is not known whether the authority will give their consent; or

(ii) It is known that the authority will give that consent subject to the following probable condition/restrictions;

................................................................................................................................................................................................

OR

☐ will not comply with the relevant planning laws for the following reasons:-

................................................................................................................................................................................................

................................................................................................................................................................................................

Dated the ........................................................................................................ day of ........................................

Signature of Authorised Officer
APPLICATION DETAILS

Category and Type of Licence: ..........................................................................................................................

Nature of application and an outline of proposed use of the premises: ............................................................................................................................................................................

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In the case of a SPECIAL FACILITY LICENCE application:-

(a) For what purpose is the licence sought? (Refer to Regulation 9A of the Liquor Control Regulations 1989)

............................................................................................................................................................................

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(b) What trading hours are sought?

   Monday: ........................................ am/pm to ........................................ am/pm
   Tuesday: ........................................ am/pm to ........................................ am/pm
   Wednesday: ........................................ am/pm to ........................................ am/pm
   Thursday ........................................ am/pm to ........................................ am/pm
   Friday ........................................ am/pm to ........................................ am/pm
   Saturday ........................................ am/pm to ........................................ am/pm
   Sunday ........................................ am/pm to ........................................ am/pm

(c) Is approval sought to sell and supply liquor on:-

   Christmas Day YES □ NO □  Good Friday YES □ NO □  Anzac Day YES □ NO □

(d) Is approval sought to sell liquor for consumption off the licensed premises? YES □ NO □

(e) Please detail the trading conditions sought and provide an outline on how it is proposed the premises will operate (attach separate submission if necessary):

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Page 2 of 2