



The purpose of this lodgement guide is to provide guidance for licensees on how to apply to extend the trading hours or licensed area of a permanent liquor licence for a one-off occasion 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](#).

WHAT IS A ONE-OFF EXTENDED TRADING PERMIT?

A One-Off Extended Trading Permit (ETP) application is required where the licensee wishes to extend their permitted trading hours/area or manner of trade as afforded in the Act.

Licensees that hold a special facility licence must lodge a one-off [Add, Vary or Cancel application](#) instead. Please note however, this application cannot be lodged online at present.

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 ETP Types

There are two different One-Off ETP types:

- Extended Hours and/or Area;
- Other (which includes non member, cocktail and nightclub functions and offsite catering).

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 and above | 30 days |

CHOOSING THE CORRECT PERMIT TYPE

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

Extended Hours and/or Area

This permit type is used to extend the hours and/or area for a one-off event to be held on or adjacent to the existing liquor licensed premises. If the licensee intends to extend the licensed area to include an area not covered by the existing liquor licence then the licensee will also need to provide the written consent of the freehold owner and an outlined map of the proposed extended area.

Other (Non Members Functions - Club/Club Restricted Licences)

To be used when the holder of a Club or Club Restricted liquor licence wishes to hold an event for non-members (ie persons not members of the club or guests of members). This allows for non-members to purchase liquor directly from the bar without being a member or a guest of a member. Please note that this application can also include requests to extend the trading hours and/or licensed area.

Other (Cocktail Functions - Restaurant Licences)

This type of one off permit allows the licensee of a restaurant liquor licence to serve liquor to patrons not necessarily seated and not ancillary to a meal. Please note that this application can also include requests to extend the trading hours and/or licensed area.

Other (Nightclub Functions - Nightclub Licences)

The holder of a Nightclub licence may apply for a one-off extended trading permit to waive the requirement for continuous live entertainment for a special occasion or function. Please note that this application can also include requests to extend the trading hours and/or licensed area.

Offsite Catering (limited licence types)

A licensee who has been engaged to cater for a one off function not at the licensed premises may apply for this permit type for a one-off private function.

Submissions for Events over 500 persons

Where it is anticipated that more than 500 persons will be present in the proposed licensed area at any one time during the one-off event or function, submissions must be provided detailing the event and how it will be managed.

Gordon Stephenson House
Level 2, 140 William Street Perth WA 6000

Postal Address: PO Box 6119, East Perth, Western Australia, 6892
Tel: (08) 6551 4888 Facsimile: (08) 9325 1041 Country Callers: 1800 634 541
Email: rgl@rgl.wa.gov.au Web Site: www.rgl.wa.gov.au



Creating an Online Account

Applications for one-off ETPs 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.

e.g. Restaurant 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.

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 a current Liquor 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 ETP 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 these applications are 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.

To avoid the online session timing after 1 hour it is strongly recommended that the application be regularly saved using the Save button.



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

Create Account

* Email

* Confirm Email

3 Register

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.

Create Account

*Username

Your password must be at least 8 characters long, and must contain at least 1 letter and 1 number

*Password

* Confirm Password

6 Register



- 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.

Home Find a Licence View Prohibition Orders

Home > Create Account

Create Account

* Username

Password must contain minimum 6 characters and maximum 20 characters

* Password

* Confirm Password

* Are you a current Liquor Licensee?

Yes No

Register

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

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



How to create an online Extended Trading Permit 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 Extended Trading Permit Application

Submit

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 ETP 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 **1 hour**.
 - Use the [PDF](#) button to save a copy of all the questions and the answers at any time.



One-off ETP Application 4

To apply for a new One-off Extended Trading Permit.

Instructions

Permit Type

Ongoing ETP approval pe...

Director's Policies

Hidden Fields

Event Dates and Attendance

Event Details

Entertainment

Liquor Details

Local Government Authority

Declaration

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Instructions

Lodgement

- For details of the lodgement process including the prerequisites and FAQs please see the [lodgement guide](#) for the specific application you are lodging.
- For help with the portal please click on the Help link in the top right corner.

Navigation

- DO NOT use the web browser buttons to move between pages or sections as this will cancel the form.
- Use the section heading links on the left or the Next button below each page to navigate to the next section.
- All fields with a red * are mandatory.
- All mandatory or invalid values will be shown in red with a message.
- New sections might appear/disappear based on how you answer certain questions.

Saving the form

- If at any time you would like to stop filling in this form you can save it by clicking the Save button below the form.
- Make sure you take note of your reference number which will be displayed after saving your details.
- If the form is left idle on a page for longer than 30 minutes the application will close and will not be saved.

Cancelling the form

- To Cancel the lodgement of the form, navigate away from it by closing the browser window or following a different link on the menu.

Progress

- The sections bar on the left give an indication of your progress.

Your Client Ref

< Prev
Next >

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: | \$109.00 |

Continue

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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 | \$109.00 |
| Quote Ref | 0000028473 |
| For | Licence - 0208169616 - LIA-One-off ETP - Hours |

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.

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