



The purpose of an occasional liquor licence is to allow the applicant to sell and supply liquor at a special event that cannot be covered under a permanent liquor licence. The sale of liquor must be ancillary to the purpose of the event; Occasional liquor licences cannot be used to operate a business in place of a permanent licence.

All occasional events must be managed by an **Approved Manager**. Please refer to *Approved Managers* on page 2 for more information.



Occasional liquor licence applications must be lodged online via the Department's website at [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au). If you require assistance with the lodgement of your application you can either contact E-Business by phone on 9425 1999 or attend the Department's office and seek assistance from the front counter reception staff. For events being held in regional areas occasional liquor applications for fewer than 500 persons can be lodged on paper through the local court house.




For small occasional events please review the [Exemptions to the Liquor Control Act 1988](#) policy as there are certain instances where the sale or supply of liquor is exempt from the *Liquor Control Act 1988 (the Act)*.

For a list of **Frequently Asked Questions** please refer to page 7-9 of this guide.

#### WHAT CONSTITUTES A SALE?

The *Liquor Control Act 1988* defines a sale as:

- Agree or attempt to sell;
- Offer or expose for the purpose of selling;
- Send, forward or deliver for sale or on sale;
- Barter or exchange;
- Dispose, by lot or chance or by auction;
- Supply, or offer, agree or attempt to supply;
  - In circumstances in which the supplier derives, or would be likely to derive, a direct or indirect pecuniary benefit; or
  - Gratuitously, but with a view to gaining or maintaining custom or other commercial advantage; or
  - Authorise, direct, cause or permit to be done any act referred to in this definition, and includes, in relation to a club, supply to or 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.

EXAMPLES OF A SALE	
	Liquor sold or supplied at an event.
	Liquor supplied at an event where an entry fee is charged to the patron.
	Where a limousine is hired out and includes liquor as part of the hire cost.

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.

**WHEN MUST YOUR APPLICATION BE LODGED?**

The timeframe required for the licensing authority to process the application before the commencement of the event depends on the number of people anticipated to attend. Please refer to the table below –

Number of Persons at Event	Lodge no later than:
• up to 250 people	14 days
• between 251 and 500 people	14 days
• between 501 and 1000 people	30 days
• between 1001 and 5000 people	30 days
• between 5001 and 10000 people	60 days
• over 10000	60 days

If your application is lodged outside of these times you will not be able to proceed without contacting the licensing authority. See *Exemptions for Late Applications* below. For a full list of the fees and charges please refer to [Fees and Charges](#) on our website.

**PAYMENT**

Payment for online lodgement can be made by credit/debit card (MasterCard or VISA only) or BPAY. If you are unable to make an online payment you can post or hand deliver the application fee to our office. Please note that cheques must be made payable to the Department of Racing, Gaming and Liquor and cash should not be sent through the mail.

When the fee is paid the date of lodgement will be the date the payment is received by the licensing authority.

**EXEMPTIONS FOR LATE APPLICATIONS**

If an application has been lodged late you will not be able to proceed from the second page of the occasional liquor licence online form and you are advised to contact E-Business on (08) 9425 1999.

Please have your activity number and/or applicant name on hand so that the E-Business officers can locate your application promptly.

Please be aware that accepting late applications causes other occasional licence applications that have been lodged on time to be held up whilst we consider your application.

We will only issue an exemption if we have the capacity to process the application. Providing you with an exemption code does NOT guarantee approval of your application.

In cases where we cannot accept your late application you may consider conducting your event as a BYO event or organising a caterer with an existing permanent licence to cater liquor for your event. You can also refer to the Exemptions to the Liquor Control Act 1988 policy for more information about event types that do not require a licence to sell liquor.

**APPROVED MANAGER**

All events where an occasional liquor licence applies must ensure that an Approved Manager will be present. An Approved Manager is an authorised person who carries the Approved Manager ID Card and has been pre-approved by the Department to manage licensed venues in Western Australia. However, in the case where the applicant has not previously been issued with an occasional liquor licence, in special circumstances an exemption from this requirement may be granted. You will be required to provide your reasons when completing the electronic form.

The Approved Manager for your event is not required to be a person from your organisation or company; any person who carries the Approved Manager ID Card can be hired or volunteered to manage the liquor at your event. If someone from your organisation or company would like to apply for the Approved Manager ID Card please refer to the Approved Manager Lodgement Guide on our website.

## APPROVAL OF APPLICATION

If your application is approved a copy of your occasional licence and licensed area map (if applicable) will be emailed to the applicant. A copy of this licence and licensed area map will also be forwarded to the Police Liquor Enforcement Unit.

## HOW TO CREATE AN ACCOUNT

The first step to lodge your application online is to create an account. Once an account has been created you can use it for all future occasional liquor licence applications that you may wish to lodge.

The account must be created in the name of the organiser or entity that will be ultimately responsible for the event, otherwise known as the applicant. The applicant must be the individual, partnership, body corporate or unincorporated body that will be purchasing the liquor and receiving any proceeds from the sale or supply of the liquor.

### WHICH ENTITY TYPE ARE YOU?

**Individual:** An individual person who will be purchasing the liquor themselves and retaining all proceeds.

**Partnership:** A group of two or more entities working together to run an event; both are liable and both receive the proceeds for the event.

**Body Corporate:** Any group or organisation that is legally able to be held accountable for their actions; usually defined by 'Pty Ltd' or 'Inc'. This includes all government departments and councils.

**Unincorporated Body:** A group or committee of like-minded individuals who are not an official legal entity but are instead represented by an individual person. You will be required to nominate a trustee (individual) for each occasional licence.

To create your account go to our website [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au) and follow these instructions:

1. On the menu bar click on the **Log In** button
2. Click on **Not Registered? Create a User**
3. Create a New User Account
  - a. Select the purpose of your visit as **Occasional Liquor Licence**
  - b. Input a username and password
  - c. Input the applicant email address
    - i. All approved licenses will be sent to this email address
  - d. Select a password question and answer
    - i. This will enable you to reset your password if forgotten in the future
4. Select your entity type
5. Fill out the contact information for the applicant
6. Once completed you will now be logged on to the website
7. Refer to **How to Lodge an Application** on page 6 to start an occasional liquor licence application

### LOADING BAR

The loading bar will only update when you click the **Next** button.

Once your details have been entered and registered, you will not be required to register your details again. You can amend your details at anytime by logging into your account; refer to *How to Change My Details* on page 5.

**WHAT TO HAVE AT HAND WHEN LODGING YOUR APPLICATION ONLINE**

Please have the following information available for when you commence lodgement of the occasional application form.

**Event Details**

- The number of patrons the licensed area will hold
- The number of persons who will be attending the entire event
- Time(s) and date(s) of the event
- Details of the premises to be licensed
- Map of the licensed area and surrounds (if applicable)
- Types and amounts of liquor
- Entertainment Details (i.e. concerts, cabaret, bands, etc)
- Crowd Controller Details (if applicable)
- Details of the local police office and council office that you have notified of your event
- Written consent from the owner of the premises (if event to be held on school premises consent must be from the principal)
- Any information specific to your event that may assist us in determining the nature of the event (ie Invitations, Flyers, Tickets, Schedules, etc)

**Trustee Details for Unincorporated Bodies**

- Name of individual
- Date of Birth
- Contact Details

**Events with Profit Sharing**

- Description of the profit sharing arrangement including copies of any contracts or written agreements
- Personal and Contact Details of Profit Sharer(s)

**Events with Exhibitors**

- A full list of all participating licensed premises/licensees
- A submission detailing the nature of the event and why exhibitors are involved
- A submission explaining why packaged liquor is required (if applicable)

**Wet Mess/Canteen Applications**

- Copy of the Mining Tenement
- Submissions with hours of operation and packaged liquor requirements
- After the first application a follow up permanent liquor licence for Special Facility – Canteen must be lodged prior to further applications being considered

## HOW TO LODGE AN APPLICATION

To lodge a new occasional liquor licence application you must first be logged into our website using the applicant's account; refer to **How to Create an Account** on page 3 if you do not have an existing account.

1. On the menu bar on the website hover the mouse pointer over Liquor
  - a. Click on **Applications** and then **Application Kits**
2. On the page that loads navigate down to **Occasional Liquor Application**
  - a. Click to open and then click on **Proceed with Application** (if applicable)
3. Answer the questions on the form as per the details of your event
  - a. For more information please refer to the **Frequently Asked Questions** on page 6.
4. Proceed through until the form closes and an invoice appears in the main window
5. Follow the instructions to make payment
  - a. Refer to the **Payment** section on page 6 for payment options

Your application is only deemed lodged once payment has been received and receipted by the Department.

**You may track the progress of your application at any time via your account.**

## HOW TO MANAGE EXISTING APPLICATIONS

Once your application has been lodged you are unable to make alterations to the information you have already submitted. If you want to change a detail on your application you can write a submission detailing the changes and attach it electronically to your existing application.

1. Log In to your RGL Account
2. Hover the mouse pointer over **My Account** and select **Manage Applications** from the drop down menu
3. A list will load in the main window of all current pending applications
4. Locate your current activity
  - a. Your activity number will be shown next to your application; quote this number on all correspondence with our department
5. Select **Supply More Info** from the drop down menu and click Go
6. A screen will pop up with information on file naming tips and what file types we accept; scroll to the bottom of this page to locate the attachment field
7. Click the **Select** button to locate the file you wish to attach
  - a. You can click the **Add** button to attach more than one file at a time
8. Click **Upload Attachments** to attach all selected files to the application
9. Click the **Close** button to close the Supply More Info page

If you are unable to attach documents to your application you can post or email the information directly to us:

- Refer all emails to [rgl@rgl.wa.gov.au](mailto:rgl@rgl.wa.gov.au) and put your activity number in the subject line; or
- Reference your activity number on a cover letter and post all documentation to:  
The Director of Liquor Licensing  
PO Box 6119  
East Perth WA 6892

### HOW TO VIEW RECEIPTS AND MAKE PAYMENT

Once your application has been completed the form will close and you are automatically directed to the payment section; an invoice will appear detailing the amount owing on the application, scroll to the bottom of the invoice page and click the **Proceed to Payment Options** button to proceed to the payment gateway.

In the payment options select the title bar for each option (listed below) to view instructions on how to pay via each available method.

- Online – With Credit/Debit Card
  - Click the **Next** button to proceed to the payment gateway
- Online – With BPAY
  - Note down the unique biller code and reference number to pay via online banking
- Offline – With Money Order
  - Make sure the money order is made payable to the Department of Racing, Gaming & Liquor
  - Generate a covering page by clicking **Click to generate remittance slip**
- Offline – With Cheque
  - Make sure the cheque is made payable to the Department of Racing, Gaming & Liquor
  - Generate a covering page by clicking **Click to generate remittance slip**
- Offline – Over the Counter
  - Please note credit card payments are NOT accepted over the counter

### HOW TO VIEW AND PRINT EXISTING LICENSES

Once an application has been approved you are issued with an occasional liquor licence document; this application has now become a 'licence' and can be located under *Manage Licences*.

1. Log In to your RGL Account
2. Hover the mouse pointer over **My Account** and select **Manage Licences** from the drop down menu
3. A list will load in the main window of all current licenses
4. Each licence has a drop down menu with more options
  - a. Supply More Info
  - b. View Documents
  - c. View Receipt
5. Select the option you wish to do and click Go
  - a. Follow the instructions on each page to view or print the information

### HOW TO CHANGE MY DETAILS

If you use an account often it is advisable to check that your contact details are still valid on a regular basis to ensure our processing officers can contact you if necessary and email through your occasional liquor licence if approved. You can update your details through the My Account section of the website once you have logged in.

1. Log In to your RGL Account
2. When you log in the website opens your **My Account** page by default
  - a. Alternatively you can locate this page by clicking on the **My Account** button
3. Locate the Account Management section at the bottom of the page
  - a. Change My Details
  - b. Change My Password
4. Click on the link you want to update and complete the form as directed

Once your details have been updated you can proceed with lodging new occasional applications; any information will be sent to the new contact details provided.

## FREQUENTLY ASKED QUESTIONS

### Approved Manager Requirements: I do not have an Approved Manager, what should I do?

Provided you will be able to have an Approved Manager in time for your event you may select 'Yes' to this question. If you do not understand what an Approved Manager is please refer to the Approved Manager Lodgement Guide or contact our E-Business section for assistance on (08) 9425 1999.

### Ticket sales: Can I sell tickets to my function/event as soon as I have lodged my occasional licence application?

The Liquor Control Act does not preclude you from advertising or selling tickets to your event once you have lodged the application. However, please be aware that no authority to sell or supply liquor has been granted until the Licensing Authority has issued a licence for the proposed function/event. In addition, **you cannot sell tickets prior to the grant of an occasional licence where liquor is inclusive of the entry ticket/door charge.**

### Premises/Map Attachment: What needs to be on the map?

For the purposes of occasional liquor licences that require maps; a hand drawn floor plan or existing building plan is sufficient to illustrate the location. The map must include any nearby buildings or rooms you wish to use, nearby roads and other identifying features, and the location of bar(s) within the desired licensed area. Please make sure to highlight the area you will be using to sell, supply and consume the liquor at the event.

Microsoft Word, Adobe Photoshop and Paint are relatively easy to use programs for creating simple maps using shapes; alternatively hand drawn maps can be scanned and attached. Refer to *Figure 1* for an example.

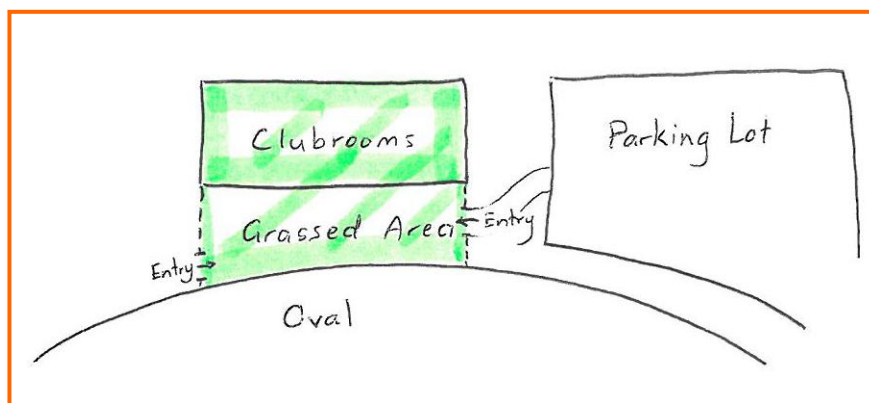


Figure 1- Example of hand-drawn map with shaded licensed area.

### Profit Sharing: I want to donate all my profits to a charity or not-for-profit organisation. Does this count as profit sharing? If this is not profit sharing, what is?

For fundraising events where all proceeds will be delivered to a charity or not-for-profit organisation you are not required to identify the organisation provided it will have no direct involvement with the event.

Profit sharing is where a separate entity involved with the event is receiving proceeds, either directly or indirectly, through the sale or supply of liquor. Examples of profit sharing include:

- Another entity will be charging an entry fee to the premises where the applicant is selling/supplying liquor;
- Running a business promotion where products may be sold and money paid to someone other than the applicant; or
- Another entity will be charging a fee for patrons to participate in entertainment at the event where the applicant is selling/supplying liquor.

**Responsible Service of Liquor: There are three questions in the application form that ask me what I am going to tell my staff and how I am going to manage my event. I don't understand how to answer these questions? Why do you need to know what I am telling my staff?**

The purpose of these questions is to identify how you intend to manage liquor in a responsible manner at your event (i.e. controlling intoxicated persons; juveniles; responsible server practices etc). The idea is to make you think about how you want to run your event to minimise alcohol-related harm from occurring.

For example:

- Will your staff be advised of any incident procedures for the event?
- Will there be a limit on the number of drinks your patrons may purchase? How will your staff manage this?
- How will your staff recognise and manage intoxicated persons?
- How will your staff recognise and manage juveniles at the event?
- How will you advise patrons of the responsible drinking practices (i.e. house-keeping, signage etc)?
- How will you ensure that all patrons are clear of the consequences should an alcohol related incident occur?
- If you are holding the event inside how will you manage access to the building and licensed area(s)?
- If you are holding the event outside how will the licensed area be clearly defined and how will it be maintained?
- How will you control access to liquor at the event?

**Exhibitors: Wineries want to get involved with my event and offer tastings to the patrons. Can they do this?**

Large events such as festivals and community orientated events will occasionally encourage wineries to take part and help promote rural areas and encourage tourism. Exhibitors are the people who will be using your event as a means to offer tastings and take orders to further promote their business. There is also the option to allow for packaged liquor sales in certain circumstances where patrons can purchase and take liquor home for consumption away from the occasional licensed premises.

This type of occasional event is only considered if there is a clear link between the nature of the event and the exhibitors wishing to participate; for example a 'Field Day' where local food and wine makers have gathered to promote the region and encourage tourism.

A submission is required with applications to outline how the exhibitors fit in with the nature of your event as well as a full list of all the licensed premises that wish to be included. If packaged liquor sales are requested you will need to provide details on why and how you intend to prevent purchasers from drinking the packaged liquor at the event.

If approved your application will have a condition on it that permits the exhibitors to operate off your occasional licence and will include a complete list of the participating exhibitors.

**Juveniles: My event is a family friendly event; can children come into the licensed area?**

Children can enter and remain on licensed premises only in the company of a parent or guardian. It is the occasional licence holder's responsibility to enforce this within the licensed area. For events where children will not be accompanied by a parent it is advisable to fence off a section of the venue solely for the purpose of selling and supplying liquor.



### **Crowd Control: Do I need crowd controllers?**

The purpose of crowd controllers at occasional licensed events is to manage the number of people within the licensed area as well as usual crowd control requirements. High risk events such as concerts benefit from good crowd controllers as they can make the difference between a well managed event and possible disaster.

The term 'crowd controllers' refers exclusively to licensed crowd controllers only. Bar staff or local volunteers offering to manage crowds is not acceptable as crowd controllers under the Security and Related Control Act.

If deemed necessary you may be requested to hire crowd controllers if your event is considered high risk despite the number of patrons.

In this regard, the crowd control requirements will be determined on the merits of the application and the level of risk to the community the premises/events may present. Consideration of such applications and the crowd controller requirements will be subject to the initiatives the applicant proposes to implement to minimise risk.

Crowd controller requirements will be determined on a case-by-case basis depending on the nature of the licensed premises/event and the initiatives proposed by the applicant to mitigate risk. The licensing authority may determine that the security requirements can be met through the use of a combination of: licensed crowd controllers, licensed security officers, approved managers or responsible service of alcohol marshals. However, a minimum number of crowd controllers determined by the licensing authority may be required.

### **General: I finished my application but I need to change something! What do I do?**

When you have completed your application we do not allow you to alter the online form. The online form is designed to respond to the numbers provided, dates given and questions you answer; any changes may result in additional/reduced fees, new maps/plans or different liquor licence conditions/requirements. We prefer that you deal directly with a processing officer when requesting changes so they can advise you of any additional fees or requirements. Refer to *How to Manage Existing Applications* section on page 5 for more information on how to request changes to your application.