



## OCCASIONAL LIQUOR LICENCES

### OCCASIONAL LIQUOR LICENCE APPLICATIONS *Liquor Control Act 1988*

#### *Lodgement Guide*

Occasional liquor licence applications are only accepted online via the Department's website at [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au).

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

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.

IF YOU WANT CONFIRMATION OF WHETHER YOU WILL BE MAKING A SALE OR NOT AT YOUR EVENT PLEASE CONTACT US ON 9425 1888 FOR ASSISTANCE.

#### WHAT ARE THE BENEFITS IN LODGING YOUR APPLICATION ONLINE?

There are benefits of lodging your application online, such as:

- Tracking the progress of your application via our website
- Ability to print off your own permit
- Comfort of doing your application at home
- Easy step by step application process
- Easy payment options

### WHEN MUST YOUR APPLICATION BE LODGED?

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

Number of Persons at Function/Event	Not later than –	Processing Fee
• up to 250 people	14 days	\$51.00
• between 251 and 500 people	14 days	\$105.00
• between 501 and 1000 people	30 days	\$214.00
• between 1001 and 5000 people	30 days	\$1055.00
• between 5001 and 10000 people	60 days	\$2142.00
• over 10000	60 days	\$4290.00

Please note that where an occasional licence is to be granted for a function that takes place over a number of consecutive dates, the fee will be based upon the total maximum number of persons expected to be present in the licensed area at any one time over the consecutive dates.

For example: if the function runs for 2 days and the maximum number of persons expected to be present in the licensed area at any one time is 200, then the fee will apply to 400 persons in total and therefore the fee will be \$103.

#### Late Lodgment Of Applications

Only in exceptional circumstances will the lodgement of a late application be accepted.

APPLICANTS SHOULD BE AWARE THAT THE LATE APPLICATION MAY ALSO BE REFUSED.

#### Payment

Payment for online lodgment can be made by credit/debit card (MasterCard or VISA) 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.

If the fee is paid after the application is submitted, the lodgment period does not commence until the fee is paid. (i.e. If online payment cannot be made and if the fee is paid by some other means, the date of lodgment will be the date the payment is received by our department)

#### Terms and Conditions

If the application for an occasional licence is granted, the person in charge (manager) must ensure that there are:-

- Sufficient facilities and expertise to enable the licence to be operated in a proper manner; and
- Adequate measures to ensure that trading is not conducted in a manner detrimental to the public interest. i.e. Adequate control of the sale of liquor; liquor only sold to bona fide persons attending the function ; no liquor is sold to juveniles; and liquor is not consumed outside of the licensed area, etc.

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

## GETTING STARTED

The first step in order 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.

You will need to create a **user name** and **password** for your account and provide an **email address** in order to create an account. You will also be asked to provide a password question and password answer which will be used to help identify you if you should forget your password.

As your account will be used for all future applications you intend to lodge we highly recommend that the account is created specifically for the entity who will be the applicant for the occasional liquor licence. The applicant is the entity who will be responsible for the sale, provision and consumption of liquor at the event, and also whatever proceeds or promotional gain that may be obtained from the provision of liquor at the event (refer to 'What Constitutes a Sale?' section above).

Once your details have been entered and registered, you will not be required to register your details again. However you can amend your details at anytime by logging into your account using your username and password and click on 'My Account' and then select 'Change My Details'.

### TRAINING REQUIREMENTS

Please note that dependent upon the number of people attending, the applicant, including any person engaged in the sale, supply and service of liquor, may be required to successfully complete a course of training in the responsible service of alcohol. If training is required, the licence holder will need to maintain a training register and retain a copy of the certificate for each employee that has completed the training.

Please refer to the policy on Mandatory Training for further information.

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

### Details required to register a new account and password:

If the applicant is an **individual**:

- name
- date of birth
- postal address
- contact details (fax, sms/mobile and e-mail)

If the applicant is a **partnership**:  
(please be aware you will be required to provide details of all entities within the partnership)

- name of partnership and names of all parties within the partnership
- date of birth for each individual person within the partnership (if applicable)
- postal address
- contact details (fax, sms/mobile and e-mail)

If the applicant is a **body corporate** (i.e. Company, Inc Club):

- name of the body corporate as per official documentation (i.e. certificate of incorporation)
- postal address
- contact details (fax, sms/mobile and e-mail)

If the applicant is an **unincorporated body** (i.e. P&C, sporting clubs):

- name of the unincorporated body
- postal address
- contact details (fax, sms/mobile or e-mail)

Please note that if the applicant is an unincorporated body, the application form will request the nomination of a trustee (individual person) to hold the licence on their behalf. The trustee will then be considered the licence holder (licensee) if the application is approved and a licence is issued.

**Details required in order to fill out the Occasional Liquor Licence Application form:**

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

**Event Details**

- The number of people who will be attending or the maximum number of persons the venue can hold
- Types of liquor and how it will be served
- Door charges (if applicable)
- Entertainment Details (i.e. concerts, cabaret, etc)
- Crowd Controller Details (numbers, hire company, etc)
- Catering or Volunteer Food Services

**Trustee Details** (Only if the applicant is an unincorporated body)

- Name of individual
- Date of Birth
- Postal Address
- Contact Details (fax, sms/mobile and e-mail)

**Approved Manager Details**

- Name of individual
- Date of Birth
- Postal Address
- Contact Details (fax, sms/mobile and e-mail)

**Profit Sharing Details** (If applicable)

- Description of the profit sharing arrangement
- Name of Profit Sharer
  - Date of Birth (if profit sharer is an individual)
  - Postal Address
  - Contact Details (fax, sms/mobile and e-mail)

**Premises Details**

- Name of premises
- Street Address
- Map of licensed area within premises (if area cannot be defined by building walls)
- Name of Premises Owner or Representative of Premises Owner
  - Date of Birth (if premises owner is an individual)
  - Postal Address
  - Contact Details (fax, sms/mobile and e-mail)

**Payment**

You will be asked to pay for the application once the online form has been fully submitted. Please refer to the section on payment and fees on page 2 of this lodgment guide.

## ATTACHING ADDITIONAL DOCUMENTS

The licensing authority will generally only accept complete applications. Therefore, please ensure that all documentation is provided with your application to avoid delays. Electronic lodgment of these documents is preferred, as it may allow for a prompt assessment of your application.

*Please note that all of these documents can be attached after the application has been lodged if you do not have them prior to completing the application form.*

### Map of the Licensed Area

If the proposed function/event is to be held outdoors, or in an area of the premises that cannot be defined by building walls, you will need to attach a map showing the proposed licensed area.

### Premises Owner Consent

If you have a letter giving you consent to use the premises as a resort for liquor then you are encouraged to attach it to your application. If the premises are a school we will require a letter from the principal giving you permission to use the premises. If you do not have formal written consent to use the premises your application can proceed without it, with the exception of school premises.

## APPROVAL OF APPLICATION

Please note that, unless otherwise indicated, if your application is approved a copy of your occasional licence and licensed area map (if applicable) will be sent to the Applicant/Licensee via email. A copy of this licence and licensed area map will also be forwarded to the Liquor Enforcement Unit or Drug and Alcohol office responsible for your shire/region.

### Advertisements

If you have prepared advertisements prior to lodging your application please provide a copy. Please note that the advertising must comply with the Responsible Promotion of Liquor Policy that can be found on our website under Directors Policy Guidelines > Licences (General/Operational).

### Event Submissions

If your event is considered to be a high risk scenario such as the sale of packed liquor, or large events such as concerts, please provide submissions detailing the purpose of the event and how the event is in the public's interest.

Public Interest submissions should show specific reasons why this event is in the public interest and how it will be managed in accordance with the act and how it will not cause undue disturbance, annoyance or negatively impact the locality.

*If you are unable to attach these documents online you can either send it in by mail, fax or email quoting the activity number related to your application.*