One Off Add, Vary or Cancel

Information Bulletin & Lodgement Guide

This Information Bulletin briefly explains some of the requirements when applying to add, vary or cancel a condition of a permanent liquor licence for a one-off occasion as per the *Liquor Control Act 1988* (the Act).

WHAT IS A ONE-OFF ADD, VARY OR CANCEL?

A one-off Add, Vary or Cancel (AVC) application is used where the licensee wishes to change an imposed condition on their liquor licence for a specific event or occasion. This application is designed to allow you to trade in a manner you are not currently permitted to do for a one-off event. You can choose to add a new condition, vary an existing condition or cancel an existing condition.

This type of one-off application is also used for licence types where the conditions are not pre-determined by the Act such as a special facility and club restricted liquor licences.

For events where you do not need to alter your conditions but merely wish to extend the licensed area or trading hours predetermined by the Act please refer to the one-off extended trading application kit.

LODGING THE APPLICATION

Applicants must lodge *completed* applications at the Department of Racing, Gaming and Liquor. An application should be made using the forms provided in this application kit.

Application Fees

The application fee must be lodged with the application. Please refer to the fee schedule available upon request or on the <u>Department's website</u>. 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 Generally, the application fee is not refundable, even if the application is refused or withdrawn.

When must your application be lodged?

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

Submissions

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

If you intend to extend your licensed area to include an area not covered by your existing liquor licence then you will also need to provide the written consent of the freehold owner and a map outlining the desired trading area, indicating how it will be delineated.

ENTERTAINMENT CONDITION

One-off AVC applications can be used to vary the entertainment condition for events where adult entertainment is being offered.

The licensee will need to provide detailed submissions demonstrating the following:

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

Please refer to the Director's policy "Entertainment Condition" available on our website for more information.

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.

Email: rgl@rgl.wa.gov.au Web Site: www.rgl.wa.gov.au

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

DO	CUMENTATION TO BE LODGED - MINIMUM REQUIREMENTS
Plea	se tick boxes to show item lodged with application and sign and date at the bottom.
	Completed Form 11D – Notice of Application
	Prescribed Application Fee (refer to 'Fee Schedule for Liquor Activities')
	Written Submissions outlining the details of the application and reasons in support of the variation
ОТІ	HER DOCUMENTS THAT MAY BE REQUIRED
	The written consent of the freehold owner/landlord for occasions where the application is made in respect of an area that is not part of the licensed premises
	A Map outlining the proposed licensed area for occasions where the application is made in respect of an area that is not part of the licensed premises
l con	firm that the required documentation accompanying this application is attached.
 App	licant/agent signature and date

Email: rgl@rgl.wa.gov.au Web Site: www.rgl.wa.gov.au



Office Use Only		
Paid Date		
Receipt No.		
Amount Paid		

NOTICE OF APPLICATION TO ADD, VARY OR CANCEL CONDITION OF A LICENCE OR PERMIT FOR A SPECIAL OCCASION OR FUNCTION

LIQUOR CONTROL ACT 1988 Sections 64 & 68

	Please print neatly in BLOCK LETTERS with a <i>black</i> pen only
1.	DETAILS OF LICENSEE
(a)	Licence number:
(b)	Name of Licensed Premises:
(c)	Address of Licensed Premises:
	Post Code:
(d)	Name of Licensee:
(e)	Daytime contact Name: Email:
	Daytime Telephone number: () Mobile:
	Fax number: ()
2.	
(a)	Does the application relate to the licence or to an extended trading permit relating to that licence?
(b)	If it relates to an extended trading permit what is the number of that permit?
(c)	Date and time of function/s Date:/ Commencing:am/pm Finishingam/pm
(d)	What part of the defined licensed premises will be used?
(e)	If application is for extended area, is the area adjacent to the defined licensed area? YES \ NO \ If YES, describe the area:
(f)	If application is for extended area, is the extended area "off-site" from the defined licensed area? YES NO If YES, describe the location and area:
(g)	Describe the special occasion or function, and what new condition, variation or cancellation is sought:
(h)	Will entertainment be provided? YES NO If YES, what type of entertainment and who will provide it?

2. DETAILS OF APPLICATION (COI	nra)			
(i) How will be the liquor be sold?	Direct	Part of entry/cover charge		
How will the liquor be served?	Unsealed containers	Sealed containers for take away		
(j) How many persons are expected to a	ttend?			
(k) How many persons will be in the licer	nsed area at any one time?_			
(I) Does the applicant seek approval to s	share profits from the function	n? YES NO		
If YES , give details of other person/s (i) Name:				
(ii) Address:				
(m) Local Government Authority in which				
3. DECLARATION				
I declare that all details are true and corre	ect and no relevant information	on is omitted.		
Dated the	day of			
WHERE THE LICENSEE IS A COM	PANY THAT HAS A COMM	ON SEAL:-		
The common seal of was hereunto affixed in accordance vand the Articles of Association in the	vith section 127 of the <i>Corpol</i> presence of:-	rations Act 2001		
Signature of Director		Name of Director (<i>Please print clearly</i>)		
Signature of Director		Name of Director (<i>Please print clearly</i>)		
WHERE THE LICENSEE IS A COMPANY THAT DOES NOT HAVE A COMMON SEAL:- Executed in accordance with section 127 of the Corporations Act 2001 and the Articles of Association				
Signature of Director		Name of Director (<i>Please print clearly</i>)		
Signature of Director		Name of Director (<i>Please print clearly</i>)		
WHERE THE LICENSEE IS ONE OR MORE INDIVIDUAL PERSONS:-				
Signature of Licensee		Signature of Witness		
Signature of Licensee		Signature of Witness		

3. PAYMENT DETAILS Entering your credit card details below, you give consent for the appropriate a	application fee to be deducted from your card
Card Type: Visa MasterCard	Copy of Receipt (email only): YES NO
Card Number:	Expiry Date:
Cardholder's Name:	Cardholder's Signature:
Email Address:	



FEE SCHEDULE FOR LIQUOR ACTIVITIES

EXTRACT FROM LIQUOR CONTROL REGULATIONS 1989

EFFECTIVE AS FROM 1 JANUARY 2017

DESCRIPTION (Please note: Fees are generally not refunded if an application is not approved)		FEE
ADD, VARY OR CANCEL a condition of a licence or permit		
Permanent		
Club restricted licence		\$43.00
Any other type of licence		\$237.00
One-Off (for a period of 21 days or less)		
Club restricted licence		\$43.00
 ¹Any other licence type if the anticipated number of patrons is: 		4
o Up to 500		\$110.00
o Between 501 and 1,000		\$226.00
o Between 1,001 and 5,000		\$1137.00
o Between 5,001 and 10,000		\$2275.00
o Over 10,000		\$4560.00
Alteration or redefinition of a licensed premises		\$399.00
APPROVAL OF MANAGER		
Application for Approval of Manager lodged at Australia Post		\$168.00
Upgrade from restricted licence to unrestricted licence		
Lodged at Australia Post		\$56.00
Lodged online		\$15.00
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Renewal of Manager's Approval (Identification Card) for a period of five years		
Application for renewal lodged at Australia Post		\$164.0
Lodged online		\$126.00
Replacement identification Card		
 Lodged at Australia Post 		\$52.00
o Lodged online		\$10.00
⁴ Approval of person in position of authority		\$159.00
Approval to conduct non-liquor business on licensed premises		\$221.00
Change of name of licensed premises		\$73.00
EXTENDED TRADING PERMIT		
Ongoing		
Alfresco	\$348.00	
 Liquor without a meal (not restricted to 120 persons) 	\$466.00	
Liquor without a meal (restricted to 120 persons or less)	\$53.00	
Associations Liquor without a mean (restricted to 120 persons or less) \$348.00		
 Associations Hours, dining, late delivery, restaurant with accommodation \$1168.00 		
Cellar Door Operation (producers only):		
- new cellar door operation (one licensee only)	\$345.00	
- new cellar door operation (two or more licensees) – applications must be	\$345.00 plus \$2	290.00 per
lodged concurrently	additional licer	isee
	4000	
- existing cellar door permit where an additional licensee is seeking approval	\$290 per additi	onal
to operate under a permit	licensee	
EVIENDED TRADING DEDMIT continued		
EXTENDED TRADING PERMIT continued		



FEE SCHEDULE FOR LIQUOR ACTIVITIES

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One-Off	
Increase hours, extend the licensed area and/or sell liquor to non-members	4
Club restricted licence	\$43.00
183For all other licence types	
Up to 500	\$110.00
o Between 501 and 1,000	\$226.00
o Between 1,001 and 5,000	\$1137.00
o Between 5,001 and 10,000	\$2275.00
o Over 10,000	\$4560.00
² Grant or removal of a club, club restricted, restaurant, producer's or wholesaler's licence	\$886.00
² Grant or removal of a hotel, hotel restricted, tavern, tavern restricted, small bar, casino liquor licence, nightclub, special facility or liquor store licence	\$3454.00
Juvenile function (under section126A)	\$64.00
Application for Liquor Restricted Premises Declaration:	
Where the applicant is the occupier of the premises	No charge
• Where the applicant is the owner of the restricted premises; or a prescribed class of persons as	6264.00
defined in the Liquor Control Regulations 1989	\$264.00
1&3 OCCASIONAL LICENCE	4=0.00
• Up to 250	\$53.00
Between 251 and 500	\$110.00
• Between 501 and 1,000	\$226.00
 Between 1,001 and 5,000 	\$1137.00
 Between 5,001 and 10,000 	\$2275.00
• Over 10,000	\$4560.00
³ Profit Sharing	\$231.00
² Protection order under section 87(1)	\$231.00
² Transfer of liquor licence	\$849.00
Vary or substitute plans approved under a conditionally granted licence	\$277.00
ANNUAL LICENCE FEE	
⁵ Club Restricted	\$288.00
⁵ For all other licence types	\$584.00
Extended Trading Permit – Ongoing:	
No more than 2	\$277.00
• 3 or more	\$556.00
SEARCH AND SUPPLY FEES	
Address labels for licensed premises	\$142.00
Advertising Banner "Liquor Control Act – Notice of Application"	\$25.00
Copy of a decision of the Commission or Director	
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For each	\$25.00
Additional fee for certification	\$25.00
Copy of documentation, other than already prescribed, per page	\$4.00
Copy of plan (requires licensee's consent)	
 For each sheet (up to a maximum of \$200) 	\$25.00
Certified (for each sheet)	\$35.00
Database printout of record of general licence details	\$35.00
Duplicate licence (requires licensee's consent)	\$35.00
Full search of a licence record (requires licensee's consent and will incur additional fees for copies of documents as listed above)	\$52.00
Issue of a summons to a witness	\$20.00
List of licensed premises or owners of licensed premises	
Hardcopy	\$89.00
Electronic format	\$58.00
Search of postcodes	
• 1 to 10 postcodes	\$35.00
More than 10 postcodes	\$77.00

FOOTNOTES

⁵ Annual licence fees for newly granted licences are charged on a quarterly pro-rata basis as follows:

Licence Effective	Fee: Club Restricted	Fee – All Other Licences
1 January - 31 March (100%)	\$288.00	\$584.00
1 April – 30 June (75%)	\$216.00	\$438.00
1 July – 30 September (50%)	\$144.00	\$292.00
1 October – 31 December (25%)	\$72.00	\$146.00

¹Where an application is for a function or event 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/permit area at any one time over the consecutive dates. For example: if a function or event runs for 2 days and the maximum number of persons expected to be present in the licensed/permit area at any one time is 300, then the fee will be calculated on an attendance of 600 people in total and will be \$224.

² In addition to the application fee, new applicants in respect of protection orders and permanent liquor licences (i.e. grant or transfer applications, with the exception of a club or club restricted licence) will pay an additional \$148.00 fee for each individual in a position of authority (including each director and shareholder of a company and adult trust beneficiary or unit holder).

³ In addition to the application fee, new applicants in respect of profit sharing agreements or arrangements will pay an additional \$148.00 fee for each individual who is party to the agreement or arrangement and in relation to whom a background check is sought from the Police Service.

⁴ In addition to the application fee, in respect of a body corporate seeking to be approved as a shareholder in the licensee company after the licence is granted, an additional \$148.00 fee applies for each individual to whom a background check is sought from the Police Service (including each director and shareholder and adult trust beneficiary or unit holder related to that body corporate) other than for the first individual, which will be captured by the application fee.