



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

WHAT IS A PERMANENT ADD, VARY OR CANCEL?

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

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.

Where you do not need to alter your conditions but wish to permanently extend the licensed area or trading hours predetermined by the Act please refer to the Permanent Extended Trading application.

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 [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 Generally, the application fee is not refundable, even if the application is refused or withdrawn.

Public Interest Submissions

In order for the licensing authority to consider an application to alter the licence conditions you may be requested to lodge a public interest submission detailing the changes and the reasons why you need to trade in a manner not already permitted on your permanent liquor licence.

For more information please refer to the Director's Policy 'Public Interest Assessment' and the [PIA Form 2A](#) available on our website.

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.

DOCUMENTATION TO BE LODGED - MINIMUM REQUIREMENTS

Please tick boxes to show item lodged with application and sign and date at the bottom.

- Completed **Form 11** – Notice of Application
- Prescribed **Application Fee** (refer to 'Fee Schedule for Liquor Activities')
- (If requested) **Public Interest Assessment (PIA)** submissions (refer to Director's Policy 'Public Interest Assessment' and the [PIA Form 2A](#))

OTHER DOCUMENTS THAT MAY BE REQUIRED

- Evidence of tenure** – with respect to club or club restricted licences seeking to vary the trading hours imposed and where the club is not the freehold owner of the premises. This document must give the applicant exclusive right to occupy the premises during the additional days/hours sought. As the local shire or council will generally be the freehold owner, a letter from the Shire or Council demonstrating evidence of tenure will suffice. Alternatively, a pro forma evidence of tenure document is available in the application kit.
- Written consent from the proprietor of the premises where liquor will be stored and delivered from in respect of wholesalers and producers wishing to store and deliver liquor sold on licensed premises from an off-site storage location.

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

Applicant/agent signature and date



Office Use Only	
Paid Date	
Receipt No.	
Amount Paid	

**NOTICE OF APPLICATION TO ADD, VARY OR CANCEL CONDITION OF A LICENCE OR PERMIT
 (GENERAL)**

LIQUOR CONTROL ACT 1988

Sections 64 & 68

Please print neatly in **BLOCK LETTERS** with a *black* 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) _____ Contact Name: _____
 Contact Number: _____
 Email: _____

2. DETAILS OF APPLICATION

(a) Does the application relate to the licence or to an extended trading permit relating to that licence?
 Liquor Licence Extended Trading Permit

(b) If it relates to an Extended Trading Permit, what is that number of that permit? _____

(c) What new condition, variation or cancellation of the existing condition is sought?

(d) Local Government Authority in which licensed premises is located: _____

(e) What are the reasons in support of the application?

3. DECLARATION

Dated the _____ day of _____ 20 _____

WHERE THE APPLICANT IS A COMPANY THAT HAS A COMMON SEAL

The common seal of _____ was hereunto affixed in accordance with section 127 of the *Corporations Act 2001* and the Articles of Association in the presence of:

Signature of Director

Name of Director

Signature of Director

Name of Director

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

Signature of Director

Name of Director

WHERE THE LICENSEE IS ONE OR MORE INDIVIDUAL PERSONS

Signature of Licensee

Signature of Witness

Signature of Licensee

Signature of Witness

WHERE THE LICENSEE IS A CLUB

The common seal of _____ was hereunto affixed by order of its Committee Member in accordance with its constitution in the presence of:

Signature of Committee Member

Name of Committee Member

Signature of Committee Member

Name of Committee Member

4. PAYMENT DETAILS

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

Card Type:	Copy of Receipt <i>(email only)</i> :
Card Number:	Expiry Date:
Cardholder's Name:	Cardholder's Signature:
Email Address:	

Level 2, Gordon Stephenson House, 140 William Street, Perth Western Australia, 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: rql@rql.wa.gov.au Web Site: www.rql.wa.gov.au



FEE SCHEDULE FOR LIQUOR ACTIVITIES
EXTRACT FROM LIQUOR CONTROL REGULATIONS 1989
EFFECTIVE AS FROM 1 JANUARY 2017

DESCRIPTION <i>(Please note: Fees are generally not refunded if an application is not approved)</i>	FEE
ADD, VARY OR CANCEL a condition of a licence or permit Permanent <ul style="list-style-type: none"> • Club restricted licence \$43.00 • Any other type of licence \$237.00 One-Off <i>(for a period of 21 days or less)</i> <ul style="list-style-type: none"> • Club restricted licence \$43.00 • ¹Any other licence type if the anticipated number of patrons is: <ul style="list-style-type: none"> ○ Up to 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 	
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 <ul style="list-style-type: none"> • Lodged at Australia Post \$56.00 • Lodged online \$15.00 Renewal of Manager’s Approval (Identification Card) for a period of five years <ul style="list-style-type: none"> • Application for renewal lodged at Australia Post \$164.00 • Lodged online \$126.00 Replacement identification Card <ul style="list-style-type: none"> ○ Lodged at Australia Post \$52.00 ○ 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 <ul style="list-style-type: none"> • 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 \$348.00 • Hours, dining, catering, late delivery, restaurant with accommodation \$1168.00 • Cellar Door Operation (producers only): <ul style="list-style-type: none"> - new cellar door operation (one licensee only) \$345.00 - new cellar door operation (two or more licensees) – applications must be lodged concurrently \$345.00 plus \$290.00 per additional licensee - existing cellar door permit where an additional licensee is seeking approval to operate under a permit \$290 per additional licensee 	



FEE SCHEDULE FOR LIQUOR ACTIVITIES
EXTRACT FROM LIQUOR CONTROL REGULATIONS 1989
EFFECTIVE AS FROM 1 JANUARY 2017

EXTENDED TRADING PERMIT	
One-Off	
Increase hours, extend the licensed area and/or sell liquor to non-members	
<ul style="list-style-type: none"> • Club restricted licence 	\$43.00
<ul style="list-style-type: none"> • ^{1&3}For all other licence types <ul style="list-style-type: none"> ○ Up to 500 ○ Between 501 and 1,000 ○ Between 1,001 and 5,000 ○ Between 5,001 and 10,000 ○ Over 10,000 	\$110.00 \$226.00 \$1137.00 \$2275.00 \$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 section 126A)	\$64.00
Application for Liquor Restricted Premises Declaration:	
<ul style="list-style-type: none"> • Where the applicant is the occupier of the premises • Where the applicant is the owner of the restricted premises; or a prescribed class of persons as defined in the <i>Liquor Control Regulations 1989</i> 	No Charge \$264.00
^{1&3} OCCASIONAL LICENCE	
<ul style="list-style-type: none"> • Up to 250 • Between 251 and 500 • Between 501 and 1,000 • Between 1,001 and 5,000 • Between 5,001 and 10,000 • Over 10,000 	\$53.00 \$110.00 \$226.00 \$1137.00 \$2275.00 \$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:	
<ul style="list-style-type: none"> • No more than 2 • 3 or more 	\$277.00 \$556.00
SEARCH AND SUPPLY FEES	
Address labels for licensed premises	\$142.00
Advertising Banner "Liquor Control Act – Notice of Application"	\$25.00



FEE SCHEDULE FOR LIQUOR ACTIVITIES
EXTRACT FROM LIQUOR CONTROL REGULATIONS 1989
EFFECTIVE AS FROM 1 JANUARY 2017

Copy of a decision of the Commission or Director	
<ul style="list-style-type: none"> For each Additional fee for certification 	<p>\$25.00 \$25.00</p>
Copy of documentation, other than already prescribed, per page	\$4.00
Copy of plan (requires licensee's consent)	
<ul style="list-style-type: none"> For each sheet (up to a maximum of \$200) Certified (for each sheet) 	<p>\$25.00 \$35.00</p>
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	
<ul style="list-style-type: none"> Hardcopy Electronic format 	<p>\$89.00 \$58.00</p>
Search of postcodes	
<ul style="list-style-type: none"> 1 to 10 postcodes More than 10 postcodes 	<p>\$35.00 \$77.00</p>

FOOTNOTES

¹ Where 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 \$226.

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.

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