



This Information Bulletin briefly explains some of the requirements when applying to change the name of an existing Cellar Door Operation operated under an Extended Trading Permit by the holder(s) of a Producer's licence as per the *Liquor Control Act 1988* (the Act).

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### WHEN IS AN APPLICATION REQUIRED?

When the holder(s) of a Producer's licence who operate a Cellar Door Operation under an Extended Trading Permit wishes to change the current approved trading name of the Cellar Door Operation an application must be lodged to request the approval of the licensing authority prior to the name being changed.

This application is not used for situations where the licensee wishes to change their trading name in respect of their liquor licensed premises.

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 Generally, the application fee is not refundable, even if the application is refused or withdrawn.

#### 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 23** – Notice of Application
- Prescribed **Application Fee** (refer to 'Fee Schedule for Liquor Activities')

**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 FOR APPROVAL OF CHANGE OF CELLAR DOOR OPERATION  
TRADING NAME  
LIQUOR CONTROL ACT 1988  
Section 116**

**1. DETAILS OF PERMIT/LICENCE**

Please print neatly in **BLOCK LETTERS** with a *black* pen only

- (a) Cellar Door Operation Permit number issued to licensee lodging application: \_\_\_\_\_
- (b) Licence number of licensed Producer lodging application: \_\_\_\_\_
- (c) Name of Licensee lodging application: \_\_\_\_\_
- (d) Existing Cellar Door Operation Trading Name: \_\_\_\_\_
- (e) Address of Cellar Door Operation: \_\_\_\_\_  
 \_\_\_\_\_ Post Code: \_\_\_\_\_
- (f) Daytime contact name: \_\_\_\_\_  
 Telephone number: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

**2. DETAILS OF CHANGE OF CELLAR DOOR OPERATION TRADING NAME**

- (a) Proposed trading name: \_\_\_\_\_
- (b) Has this name been approved by the Australian Securities and Investments Commission? YES  NO
- (c) From what date is approval sought? \_\_\_\_/\_\_\_\_/\_\_\_\_

**3. DECLARATION**

Notice of application is hereby made to change the approved trading name of the Cellar Door Operation in accordance with, and on the basis of, the information set out above. It is declared that:

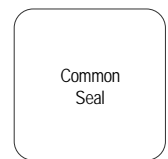
- (a) all information and details provided in this form and in any document lodged in support of the application are true and correct and do not omit any relevant information; and
- (b) each licensed producer that holds an extended trading permit in respect of the Cellar Door Operation has consented to the change in trading name.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ / \_\_\_\_\_

**WHERE THE LICENSEE/PERMIT HOLDER LODGING THE APPLICATION IS A COMPANY THAT HAS A COMMON SEAL:-**

was hereunto affixed in accordance with section 127 of the *Corporations Act 2001* and the Articles of Association in

The common seal of \_\_\_\_\_ the presence of:-



\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Name of Director (Please print clearly)

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Name of Director (Please print clearly)

3. DECLARATION (continued...)

WHERE THE LICENSEE/PERMIT HOLDER LODGING THE APPLICATION IS A COMPANY WHICH DOES NOT HAVE A COMMON SEAL:-

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Name of Director (*Please print clearly*)

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Name of Director (*Please print clearly*)

WHERE THE LICENSEE/PERMIT HOLDER LODGING THE APPLICATION IS ONE OR MORE INDIVIDUAL PERSONS:-

\_\_\_\_\_  
Signature of Licensee

\_\_\_\_\_  
Name of Individual

\_\_\_\_\_  
Signature of Licensee

\_\_\_\_\_  
Name of Individual

#### 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: Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> | Copy of Receipt ( <i>email only</i> ): YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 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: [rgl@rgl.wa.gov.au](mailto:rgl@rgl.wa.gov.au) Web Site: [www.rgl.wa.gov.au](http://www.rgl.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             |
|---|-----------------|
| <b>ADD, VARY OR CANCEL</b> a condition of a licence or permit<br><b>Permanent</b> <ul style="list-style-type: none"> <li>Club restricted licence <span style="float: right;"><b>\$43.00</b></span></li> <li>Any other type of licence <span style="float: right;"><b>\$237.00</b></span></li> </ul> <b>One-Off</b> <i>(for a period of 21 days or less)</i> <ul style="list-style-type: none"> <li>Club restricted licence <span style="float: right;"><b>\$43.00</b></span></li> <li><sup>1</sup>Any other licence type if the anticipated number of patrons is:               <ul style="list-style-type: none"> <li>Up to 500 <span style="float: right;"><b>\$110.00</b></span></li> <li>Between 501 and 1,000 <span style="float: right;"><b>\$226.00</b></span></li> <li>Between 1,001 and 5,000 <span style="float: right;"><b>\$1137.00</b></span></li> <li>Between 5,001 and 10,000 <span style="float: right;"><b>\$2275.00</b></span></li> <li>Over 10,000 <span style="float: right;"><b>\$4560.00</b></span></li> </ul> </li> </ul>  |                 |
| <b>Alteration or redefinition</b> of a licensed premises  | <b>\$399.00</b> |
| <b>APPROVAL OF MANAGER</b><br>Application for <b>Approval of Manager lodged at Australia Post</b> <span style="float: right;"><b>\$168.00</b></span><br><br><b>Upgrade from restricted licence to unrestricted licence</b> <ul style="list-style-type: none"> <li>Lodged at Australia Post <span style="float: right;"><b>\$56.00</b></span></li> <li>Lodged online <span style="float: right;"><b>\$15.00</b></span></li> </ul> <b>Renewal of Manager's Approval (Identification Card) for a period of five years</b> <ul style="list-style-type: none"> <li>Application for renewal lodged at Australia Post <span style="float: right;"><b>\$164.00</b></span></li> <li>Lodged online <span style="float: right;"><b>\$126.00</b></span></li> </ul> <b>Replacement identification Card</b> <ul style="list-style-type: none"> <li>Lodged at Australia Post <span style="float: right;"><b>\$52.00</b></span></li> <li>Lodged online <span style="float: right;"><b>\$10.00</b></span></li> </ul>   |                 |
| <sup>4</sup> Approval of <b>person in position of authority</b>   | <b>\$159.00</b> |
| Approval to <b>conduct non-liquor business on licensed premises</b>   | <b>\$221.00</b> |
| <b>Change of name of licensed premises</b>  | <b>\$73.00</b>  |
| <b>EXTENDED TRADING PERMIT</b><br><b>Ongoing</b> <ul style="list-style-type: none"> <li>Alfresco <span style="float: right;"><b>\$348.00</b></span></li> <li>Liquor without a meal (not restricted to 120 persons) <span style="float: right;"><b>\$466.00</b></span></li> <li>Liquor without a meal (restricted to 120 persons or less) <span style="float: right;"><b>\$53.00</b></span></li> <li>Associations <span style="float: right;"><b>\$348.00</b></span></li> <li>Hours, dining, late delivery, restaurant with accommodation <span style="float: right;"><b>\$1168.00</b></span></li> <li>Cellar Door Operation (producers only):               <ul style="list-style-type: none"> <li>new cellar door operation (one licensee only) <span style="float: right;"><b>\$345.00</b></span></li> <li>new cellar door operation (two or more licensees) – applications must be lodged concurrently <span style="float: right;"><b>\$345.00 plus \$290.00 per additional licensee</b></span></li> <li>existing cellar door permit where an additional licensee is seeking approval to operate under a permit <span style="float: right;"><b>\$290 per additional licensee</b></span></li> </ul> </li> </ul> |                 |
| <b>EXTENDED TRADING PERMIT</b> <i>continued</i>   |                 |



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|  |                  |
|--|------------------|
| <b>One-Off</b>   |                  |
| Increase hours, extend the licensed area and/or sell liquor to non-members   |                  |
| <ul style="list-style-type: none"> <li>• Club restricted licence <span style="float: right;"><b>\$43.00</b></span></li> <li>• <sup>1 &amp; 3</sup>For all other licence types <ul style="list-style-type: none"> <li>○ Up to 500 <span style="float: right;"><b>\$110.00</b></span></li> <li>○ Between 501 and 1,000 <span style="float: right;"><b>\$226.00</b></span></li> <li>○ Between 1,001 and 5,000 <span style="float: right;"><b>\$1137.00</b></span></li> <li>○ Between 5,001 and 10,000 <span style="float: right;"><b>\$2275.00</b></span></li> <li>○ Over 10,000 <span style="float: right;"><b>\$4560.00</b></span></li> </ul> </li> </ul> |                  |
| <sup>2</sup> Grant or removal of a club, club restricted, restaurant, producer's or wholesaler's licence   | <b>\$886.00</b>  |
| <sup>2</sup> Grant or removal of a hotel, hotel restricted, tavern, tavern restricted, small bar, casino liquor licence, nightclub, special facility or liquor store licence   | <b>\$3454.00</b> |
| Juvenile function (under section 126A)   | <b>\$64.00</b>   |
| Application for Liquor Restricted Premises Declaration:  |                  |
| <ul style="list-style-type: none"> <li>• Where the applicant is the occupier of the premises <span style="float: right;"><b>No charge</b></span></li> <li>• 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> <span style="float: right;"><b>\$264.00</b></span></li> </ul>   |                  |
| <sup>1 &amp; 3</sup> <b>OCCASIONAL LICENCE</b>   |                  |
| <ul style="list-style-type: none"> <li>• Up to 250 <span style="float: right;"><b>\$53.00</b></span></li> <li>• Between 251 and 500 <span style="float: right;"><b>\$110.00</b></span></li> <li>• Between 501 and 1,000 <span style="float: right;"><b>\$226.00</b></span></li> <li>• Between 1,001 and 5,000 <span style="float: right;"><b>\$1137.00</b></span></li> <li>• Between 5,001 and 10,000 <span style="float: right;"><b>\$2275.00</b></span></li> <li>• Over 10,000 <span style="float: right;"><b>\$4560.00</b></span></li> </ul>  |                  |
| <sup>3</sup> Profit Sharing  | <b>\$231.00</b>  |
| <sup>2</sup> Protection order under section 87(1)  | <b>\$231.00</b>  |
| <sup>2</sup> Transfer of liquor licence  | <b>\$849.00</b>  |
| Vary or substitute plans approved under a conditionally granted licence  | <b>\$277.00</b>  |
| <b>ANNUAL LICENCE FEE</b>  |                  |
| <sup>5</sup> Club Restricted   | <b>\$288.00</b>  |
| <sup>5</sup> For all other licence types   | <b>\$584.00</b>  |
| <b>Extended Trading Permit – Ongoing:</b>  |                  |
| <ul style="list-style-type: none"> <li>• No more than 2 <span style="float: right;"><b>\$277.00</b></span></li> <li>• 3 or more <span style="float: right;"><b>\$556.00</b></span></li> </ul>  |                  |
| <b>SEARCH AND SUPPLY FEES</b>  |                  |
| Address labels for licensed premises   | <b>\$142.00</b>  |
| Advertising Banner "Liquor Control Act – Notice of Application"  | <b>\$25.00</b>   |
| Copy of a decision of the Commission or Director   |                  |



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|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>For each</li> <li>Additional fee for certification</li> </ul>  | <p><b>\$25.00</b></p> <p><b>\$25.00</b></p> |
| Copy of documentation, other than already prescribed, per page  | <b>\$4.00</b>                               |
| <b>Copy of plan</b> (requires licensee's consent) <ul style="list-style-type: none"> <li>For each sheet (up to a maximum of \$200)</li> <li>Certified (for each sheet)</li> </ul> | <p><b>\$25.00</b></p> <p><b>\$35.00</b></p> |
| <b>Database printout of record of general licence details</b>   | <b>\$35.00</b>                              |
| <b>Duplicate licence</b> (requires licensee's consent)  | <b>\$35.00</b>                              |
| <b>Full search of a licence record</b> (requires licensee's consent and will incur additional fees for copies of documents as listed above)                                       | <b>\$52.00</b>                              |
| Issue of a summons to a witness   | <b>\$20.00</b>                              |
| <b>List of licensed premises or owners of licensed premises</b> <ul style="list-style-type: none"> <li>Hardcopy</li> <li>Electronic format</li> </ul>                             | <p><b>\$89.00</b></p> <p><b>\$58.00</b></p> |
| <b>Search of postcodes</b> <ul style="list-style-type: none"> <li>1 to 10 postcodes</li> <li>More than 10 postcodes</li> </ul>  | <p><b>\$35.00</b></p> <p><b>\$77.00</b></p> |

**FOOTNOTES**

<sup>1</sup> 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 \$224.

<sup>2</sup> 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).

<sup>3</sup> 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.

<sup>4</sup> 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.

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

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