



This Information Bulletin briefly explains some of the requirements when applying to extend the trading hours or licensed area of a liquor licence on an ongoing basis as per the *Liquor Control Act 1988* (the Act). To be read in conjunction with the Extended Trading Policies available at www.rgl.wa.gov.au/ExtendedTrading.

PURPOSE

An Extended Trading Permit (ETP) application of this nature is used where the licensee wishes to extend their predetermined trading hours or licensed area on an ongoing basis. This application is designed to allow a licensee to trade in your usual manner for longer or in an area not usually considered part of your licensed area.

TYPES OF ETP APPLICATIONS

There are eight permanent ETP application types:

- Alfresco Dining
- Associations
- Dining Area
- Lodgers/Residential accommodation
- Ongoing Hours
- Sell Liquor Without a Meal (Unrestricted)
- Sell Liquor Without a Meal (Restricted)
- Cellar Door Premises

Alfresco Dining

This permit type is used for licensees who wish to provide liquor to patrons seated in an alfresco area adjacent to the licensed premises. Freehold owner consent will be required to consider this application.

Associations

This permit type is used to authorise the licensee of a club (not including club restricted) or special facility licence to sell liquor for consumption on a specified part of the premises to a separate group of persons with a common interest in the use of the premises. For clubs it must be included in the constitution that they allow associations to use a part of their licensed premises.

Dining Area

This permit type is used to authorise the sale of liquor ancillary to a meal in a specified dining area for hotel, nightclub and producer's licences only.

Lodgers/Residential Accommodation

This permit type is used to authorise a restaurant licensee to sell and supply liquor at any time to a lodger who is residing in the residential accommodation operated by the licensee and located at the restaurant premises.

Ongoing Hours

This permit type is used to increase the existing trading hours on the liquor licence. This application requires a public interest submission to be submitted with the application. However, in respect of the public interest submission where a licensee is seeking a further extended trading permit with the same extended hours and other conditions, a brief submission addressing why the permit will cater for the requirement of consumers is all that is required.

Sell Liquor Without Meal (Unrestricted)

This permit type authorises the licensee to sell liquor via table service for consumption on the premises whether or not ancillary to a meal. This application requires a public interest submission to be submitted with the application. However, in respect of the public interest submission where a licensee is seeking a further extended trading permit with the same conditions, a brief submission addressing why the permit will cater for the requirement of consumers is all that is required.

Sell Liquor Without Meal (Restricted to 120 persons)

This application is designed for small restaurants where the total number of persons permitted on the venue (including staff) at any one time does not exceed 120. Please refer to the separate application kit.

Cellar Door Premises

This permit authorises the holder of a producer's licence to sell their liquor product on specified premises on which the licensee would not otherwise be authorised. Please refer to the separate application kit.



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 Notice of Application either **Form 6, Form 6A and Form 6B** (depending upon type of permit sought)
- Prescribed **Application Fee** (refer to 'Fee Schedule for Liquor Activities')

APPLICATION SPECIFIC DOCUMENTS

- Public Interest Assessment (PIA)** submissions (refer to Director's Policy 'Public Interest Assessment' and the [Public Interest Form](#)). Required for **new ETP Ongoing Hours and ETP Liquor Without a Meal over 120 persons applications only**. Where a licensee is seeking a further extended trading permit with the same extended hours and/or other conditions, a brief submission addressing why the permit will cater for the requirement of consumers is all that is required.
- Written **Submissions** outlining the details of the application and reasons in support of the application (*required for ETP Alfresco Dining, ETP Dining Area, ETP Association applications and ETP lodgers/residential accommodation*).
- Plans and specifications** of licensed premises (refer to Information Bulletin 25 'Plans and Specifications' and Director's Policy 'Standards of Licensed Premises').
- A copy of the **Licence to Set Up and Conduct Dining** issued to the licensee by the local authority (required for ETP Alfresco Dining applications only).
- Written confirmation that the applicant has read and understood the standard conditions** set out in the policy on Extended Trading Permits for restaurants to sell and supply liquor without a meal (*required for ETP Liquor Without a Meal applications only over 120 persons*).
- Section 40 Certificate/Development Approval** – Certificate of Local Planning Authority to be completed by the Local Government or Development Approval specifying the type of liquor licence currently approved and all conditions (*applies to ETP Liquor Without a Meal applications over 120 persons*). The certificate or development approval is not required to be lodged at the same time as the application, however, the application cannot be determined until the certificate or development approval has been provided, unless the licensing authority otherwise determines.
- A copy of the **Restaurant Menu** (*required for ETP Liquor Without a Meal applications only*).

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 AN EXTENDED TRADING PERMIT
(ONE OFF - CLUB LICENCE - FUNCTION FOR NON MEMBERS)
LIQUOR CONTROL ACT 1988
Sections 60 & 76**

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

1. DETAILS OF LICENSEE

(a) Licence number: _____

(b) Name of Licensee: _____

(c) Name of Licensed Premises: _____

(d) Premises Address: _____
 _____ Post Code: _____

(e) Postal Address: _____
 _____ Post Code: _____

(f) Daytime contact Name: _____ Email: _____
 Daytime Telephone number: () _____ Mobile: _____

(g) If the applicant is not the licensee, describe either the relationship to the licensee or the position in the organisation: _____

2. EXTENDED HOURS APPLICATION

(a) Describe the special occasion or function: _____

(b) What part of the defined licensed premises will be used? _____

(c) Date and times of function/s:-
 Date/s: ____/____/____ Commencing _____ am/pm Finishing _____ am/pm

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

3. EXTENDED AREA APPLICATION

(a) Is the extended area adjacent to the defined licensed area of the premises? YES NO
 If YES, describe the area: _____

(b) Is the extended area "off-site" from the defined licensed premises? YES NO
 (i) If yes, please provide a description of the area: _____

(c) Name of the owner of the adjacent or "off-site" venue: _____

(d) Has the owner of the adjacent or "off-site" venue consent to this application? YES NO

(e) Date and times of function/s:-
 Date/s: ____/____/____ Commencing: _____ am/pm Finishing: _____ am/pm

(f) Local Government Authority in which extended area is located: _____

4. GENERAL DETAILS OF APPLICATION

- (a) Describe the special occasion or function: _____

- (b) Will entertainment be provided? YES NO
If YES, what type of entertainment, and who will provide it? _____

- (c) How will the liquor be sold? Direct Part of entry/cover charge
How will the liquor be served? Unsealed containers Sealed containers
(ie for take away)
- (d) How many persons are expected to attend the event? _____
- (e) How many persons will be in the licensed area at any one time? _____
- (f) Does the applicant seek approval to share profits from the function? YES NO
If YES, give details of other person/s concerned:
(i) Name: _____
(ii) Address: _____
(iii) Describe the arrangement and amount of benefit: _____

I declare that all details are true and correct and no relevant information is omitted.

Name of person lodging application (please print)

Telephone

Signature of person lodging application

_____/_____/_____
Date

5. 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:	



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	
• Club restricted licence	\$43.00
• Any other type of licence	\$237.00
One-Off <i>(for a period of 21 days or less)</i>	
• Club restricted licence	\$43.00
• ¹ Any other licence type if the anticipated number of patrons is:	
○ 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	
• Lodged at Australia Post	\$56.00
• Lodged online	\$15.00
Renewal of Manager's Approval (Identification Card) for a period of five years	
• Application for renewal lodged at Australia Post	\$164.00
• Lodged online	\$126.00
Replacement identification Card	
○ 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	
• 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, 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 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
EXTENDED TRADING PERMIT <i>continued</i>	



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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
Copy of a decision of the Commission or Director	



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<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 \$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.

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