



This Information Bulletin briefly explains some of the requirements when applying to allow the sale of liquor not ancillary to a meal on a Restaurant liquor licence 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](http://www.rgl.wa.gov.au/ExtendedTrading).

### WHAT IS A RESTRICTED LIQUOR WITHOUT A MEAL PERMIT?

A Restricted Liquor Without a Meal application is used where the licensee wishes to sell liquor for consumption on the premises whether or not ancillary to a meal.

This application type is only applies where the premises will be restricted to no more than 120 persons (including staff) on the licensed premises at any one time.

If your restaurant can accommodate more than 120 persons you can still apply for this type of permit provided you agree to restrict the number of persons who can be on your premises at any one time to no more than 120 persons.

If you wish to sell liquor without a meal without restricting your premises to 120 persons please refer to the [Permanent Extended Trading](#) application kit available on our website.

Please be aware of the following when applying for a Restricted Liquor Without a Meal permit:

- It is your responsibility to ensure that the service of liquor without a meal complies with relevant Local Government requirements before making this application.
- No more than 120 persons can be on your premises at any one time. This includes customers, staff and any other person who remains on the premises.
- Liquor without a meal can only be served to persons who are seated at a table and the liquor must only be consumed whilst persons are seated at a table.
- Liquor without a meal can only be served between:
  - 6am – 12 midnight Monday to Saturday; and
  - 10am – 12 midnight on Sunday.

### 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.

Please note that this application can be submitted with an application for the grant of a new Restaurant Liquor Licence without incurring an additional fee.

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

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

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Applicant/agent signature and date



Office Use Only	
Paid Date	
Receipt No.	
Amount Paid	

**NOTICE OF APPLICATION FOR AN EXTENDED TRADING PERMIT  
LIQUOR WITHOUT A MEAL - RESTAURANT LIMITED TO A MAXIMUM OF 120 PERSONS  
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: 606 - _____
(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 _____

**DECLARATION**

By applying for an extended trading permit to serve liquor without a meal as a restaurant that holds a maximum of 120 persons, I solemnly declare that the following details are true and correct:

1. The maximum number of persons that can be on my premises at any one time is 120 or less; or
2. Whilst the maximum number of persons that can be on my premises is more than 120, I consent to limit this number to 120 and have my licence conditioned accordingly.

**INFORMATION**

1. The maximum number of persons that can be on the premises (including outdoor areas such as footpaths and alfresco) can be 120 and this includes patrons, staff and any other person who remains on the premises.
2. The licence and permit will be conditioned to state that a maximum of 120 persons can be on the premises at any one time, however if the restaurant only has approval for a lesser number of persons (through Local Government or any other approval) it must operate according to the more restrictive requirement.
3. This application is not required to be accompanied by a certificate from the Local Government Authority to show that the premises complies with local planning laws. However, the licensee is still responsible for ensuring that the service of liquor without a meal complies with any relevant Local Government requirements.
4. The licence and permit will be conditioned to state that liquor can only be consumed by persons who are seated at a table and the supply of liquor restricted to table service by staff of the licensee.

## 2. LICENSEE CONSENT

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

### 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 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 ( *Please print clearly*)

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

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

### 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 ( *Please print clearly*)

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

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

### 3. 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: [rql@rql.wa.gov.au](mailto:rql@rql.wa.gov.au) Web Site: [www.rql.wa.gov.au](http://www.rql.wa.gov.au)



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

<b>DESCRIPTION</b> <i>(Please note: Fees are generally not refunded if an application is not approved)</i>	<b>FEE</b>
<b>ADD, VARY OR CANCEL</b> a condition of a licence or permit	
<b>Permanent</b>	
• Club restricted licence	\$43.00
• Any other type of licence	\$237.00
<b>One-Off</b> <i>(for a period of 21 days or less)</i>	
• Club restricted licence	\$43.00
• <sup>1</sup> 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
<b>Alteration or redefinition</b> of a licensed premises	\$399.00
<b>APPROVAL OF MANAGER</b>	
Application for <b>Approval of Manager lodged at Australia Post</b>	\$168.00
<b>Upgrade from restricted licence to unrestricted licence</b>	
• Lodged at Australia Post	\$56.00
• Lodged online	\$15.00
<b>Renewal of Manager's Approval (Identification Card) for a period of five years</b>	
• Application for renewal lodged at Australia Post	\$164.00
• Lodged online	\$126.00
<b>Replacement identification Card</b>	
○ Lodged at Australia Post	\$52.00
○ Lodged online	\$10.00
<sup>4</sup> Approval of <b>person in position of authority</b>	\$159.00
Approval to <b>conduct non-liquor business on licensed premises</b>	\$221.00
<b>Change of name of licensed premises</b>	\$73.00
<b>EXTENDED TRADING PERMIT</b>	
<b>Ongoing</b>	
• 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
<b>EXTENDED TRADING PERMIT</b> <i>continued</i>	



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

<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</li> </ul>	<b>\$43.00</b>
<ul style="list-style-type: none"> <li>• <sup>1 &amp; 3</sup>For all other licence types <ul style="list-style-type: none"> <li>○ Up to 500</li> <li>○ Between 501 and 1,000</li> <li>○ Between 1,001 and 5,000</li> <li>○ Between 5,001 and 10,000</li> <li>○ Over 10,000</li> </ul> </li> </ul>	<b>\$110.00</b> <b>\$226.00</b> <b>\$1137.00</b> <b>\$2275.00</b> <b>\$4560.00</b>
<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</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></li> </ul>	<b>No charge</b>
<sup>1 &amp; 3</sup> <b>OCCASIONAL LICENCE</b>	
<ul style="list-style-type: none"> <li>• Up to 250</li> <li>• Between 251 and 500</li> <li>• Between 501 and 1,000</li> <li>• Between 1,001 and 5,000</li> <li>• Between 5,001 and 10,000</li> <li>• Over 10,000</li> </ul>	<b>\$53.00</b> <b>\$110.00</b> <b>\$226.00</b> <b>\$1137.00</b> <b>\$2275.00</b> <b>\$4560.00</b>
<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</li> <li>• 3 or more</li> </ul>	<b>\$277.00</b> <b>\$556.00</b>
<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>