



This Information Bulletin briefly explains some of the requirements when applying for a one-off juvenile function taking place on an existing licensed premises as per the *Liquor Control Act 1988* (the Act).

WHAT IS A JUVENILE FUNCTION?

A juvenile function is an event with music and other non-liquor related activities organized specifically for under aged persons to attend at a liquor licensed premises. Approval must be obtained from the Director to permit under aged persons to attend the licensed premises without parental supervision.

The Director will give consideration to applications for approval of underage functions provided there are adequate controls in place and provided the request is in the public interest.

Juvenile functions are aimed at persons aged between 13 and 17 years of age. Persons younger than 13 should be discouraged from attending while persons aged 18 year and above may only attend as a responsible adult for the sole purpose of supervision.

Please note that juvenile functions must be alcohol free.

As a general rule, juvenile functions will not be approved past 11 pm, unless special circumstances apply and unless special transport arrangements have been made. In the case of the districts of Northbridge and the central Perth CBD, juvenile functions will not be permitted.

LODGING THE APPLICATION

There are various aspects of the juvenile function that must be addressed to obtain approval:

- Management Strategy
- Liquor Management
- Music
- Crowd Controllers
- Function Area
- Transport Arrangements
- Police and Council Consent
- No Pass Outs
- Inappropriate Advertising or Promotions

Management Strategy

You must define what management strategy will be in place during the function to ensure it is run appropriately. This includes how your staff will be monitoring the event and how you will respond to incidents.

Liquor Management

Liquor cannot be advertised, sold, supplied or consumed in the part of the licensed premises to be approved for the juvenile function. Any liquor must be removed or securely locked away prior to the start of the function. Please provide details on how this will be managed.

Music

The music being played at the juvenile function must be appropriate for under aged persons. Please explain what steps you will take to manage the music for the function.

Crowd Controllers

The provision of licensed crowd controllers will be considered on a case by case basis.

Function Area

The area to be used for the function must be discrete from the rest of the premises with separate toilets and a separate entrance. Alternatively the entire premises can be used provided the licensee can adhere to the liquor management conditions.

Transport Arrangements

Transport must be arranged for juveniles attending the function to ensure they are able to safely return home at the close of the event. It is the responsibility of the licensee to offer adequate or special transport options as required by the juveniles. Please explain how you will manage transportation at the end of the event.

Please note that all juveniles must vacate the premises at closing time and are to have left the vicinity of the premises with 30 minutes of closing.



Police and Council Consent

The licensee is required to give sufficient notice of the event to the police and the local council. Written consent stating that the authorities are satisfied of the controls that will be in place, must be obtained prior to lodging the application at this Department.

No Pass-Outs

'Pass-Outs' (such as stamps, tickets and wristbands) that enable persons to leave and then re-enter the premises will not be permitted at juvenile functions. The licensee must confirm that no 'pass-outs' will occur during the function.

Inappropriate Advertising or Promotions

The licensee must ensure there is no inappropriate advertising or promotions available for viewing at the function. This includes advertising with the use of terms or innuendos inferring unacceptable activities such as XTC or Rave.

WRITTEN SUBMISSIONS

In addition to answering the questions on the application form applicants must provide written submissions in support of their application. The nature of the event and how it is in the public interest must be outlined.

Licensees should not advertise or promote the function until such time that the application is approved.

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 18** – Notice of Application
- Prescribed **Application Fee** (refer to 'Fee Schedule for Liquor Activities')
- Written Submissions** outlining the reasons in support of the application
- Written Consent** from the relevant Police Drug and Alcohol Unit and relevant local government authority

Applications must be lodged at least 14 days prior to the proposed event.

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	

APPLICATION FOR APPROVAL OF A JUVENILE FUNCTION

(This document should be read and completed in conjunction with the relevant Policy)

LIQUOR CONTROL ACT 1988

Section 126A

The Director will give consideration to applications for approval of underage functions on licensed premises provided that there are adequate controls in place, and provided that the request is in the public interest. Licensees are reminded however that these functions should target juveniles between the ages of 13 and 17 years of age. Persons aged younger than 13 should be discouraged from attending while persons aged 18 years and above may only attend as a responsible adult for the sole purpose of supervision.

*Please note that applications for approval of juvenile functions **must** be lodged with the Department of Racing, Gaming & Liquor **at least 14 days in advance of the event**. Late applications will not be accepted. Fee is required for an application of this nature. Please refer to the schedule of fees.*

Please complete the following questions:-

Name of Premises: _____

Date/s of Function: _____

Times of Function: _____

Contact Name: _____ Email: _____

Daytime Contact No.: _____ Mobile: _____ Fax: _____

As a general rule, juvenile functions will not be approved past 11 pm, unless special circumstances apply and unless special transport arrangements have been made. In the case of the postal districts of Northbridge and the central Perth CBD, juvenile functions will not be permitted.

1. What management strategy will be in place during the function to ensure it is run appropriately? *(Attach details if space insufficient)*

2. What steps will the licensee take to ensure that liquor is not advertised, sold, supplied or consumed in that part of the premises to which the juveniles will be admitted and will all liquor be removed or securely locked away? *(Attach details if space insufficient)*

3. What steps will the licensee take to ensure that the type of music played is appropriate for juveniles? *(Attach details if space is insufficient)*
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4. Does the licensee undertake to employ two licensed crowd controllers at the entrance to ensure that no intoxicated juveniles are admitted, and that no liquor is carried onto the premises? Does the licensee also undertake to employ one crowd controller per 100 juveniles? *These security staff are to remain on the licensed premises throughout the event and after the event to ensure that the juveniles vacate the premises in an appropriate manner.*
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5. What is the name of the area to be used for the function and is this area discrete from the rest of the premises with separate toilets and a separate entrance? *(Clearly state which area of the premises is to be utilised for this function).*
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6. Will there be adequate or special transport arrangements in place for juveniles to leave the premises? If so, what are they? *Please note that all juveniles must vacate the premises at closing time and are to have left the vicinity of the premises within 30 minutes thereafter.*
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7. The police and local council must be satisfied that adequate controls are in place. For this reason, the licensee **must** give sufficient prior notice to these authorities. Has this consent been given? *(Applications must be accompanied by the written consent of the local Shire Council and the nearest police station.)*
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8. Does the Licensee undertake to ensure that the provision of "pass-outs" during the function is prohibited?
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9. Does the Licensee undertake to ensure that there is no inappropriate advertising or promotions in respect of this function? *For example: the use of terms or innuendos inferring unacceptable activities such as XTC or Rave, are prohibited.*
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10. How many juveniles are expected to attend the function? _____

PLEASE NOTE THAT JUVENILE FUNCTIONS MUST BE SMOKE, DRUG AND ALCOHOL FREE.
Please note that the lodging of an application does not automatically mean that the application will be approved.
Licensees should not advertise or promote the function until such time that the application is approved.

DECLARATION

This application is hereby made for the licence in accordance with and on the basis of the information set out above. It is declared that all information and details provided in this form and in any plan or document lodged in support of the application are true and correct and do not omit any relevant information.

Dated the _____ day of _____

Signature of Approved Manager or Licensee

Name of signatory

Manager Approval Number _____ Expiry Date _____ Class _____

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 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	
• 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 • ^{1 & 3}For all other licence types <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 	
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 No charge • 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> \$264.00 	
^{1 & 3} OCCASIONAL LICENCE	
<ul style="list-style-type: none"> • 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:	
<ul style="list-style-type: none"> • 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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<ul style="list-style-type: none"> For each Additional fee for certification 	<p>\$25.00</p> <p>\$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</p> <p>\$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</p> <p>\$58.00</p>
Search of postcodes <ul style="list-style-type: none"> 1 to 10 postcodes More than 10 postcodes 	<p>\$35.00</p> <p>\$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