



This Information Bulletin briefly explains some of the requirements when applying to extend the trading hours or licensed area of a permanent liquor licence for a one-off occasion as per the *Liquor Control Act 1988* (the Act).

This bulletin should 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 ONE-OFF EXTENDED TRADING PERMIT?

A One-Off Extended Trading Permit (ETP) application is used where the licensee wishes to extend their predetermined trading hours or licensed area for a specific event or occasion. This application is designed to allow you to trade in your usual manner for longer or in an area not usually considered part of your licensed area for a one off event.

This one-off application type is predominantly used for licence types whose conditions are pre-determined by the Act such as Liquor Stores and Hotel liquor licences.

For events where you need to trade in a way not currently permitted by your licence conditions, please refer to the One-Off Add, Vary or Cancel a Condition of the Licence application kit.

### 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.

### One Off ETP Types

There are three different One-Off ETP types:

- Extended Hours and/or Area

- Non Members Functions
- Cocktail Functions

### Extended Hours and/or Area

This permit type is used to extend the hours and/or area for a one off event to be held on or adjacent to the existing liquor licensed premises. If you intend to extend your licensed area to include an area not covered by your existing liquor licence then you will also need to provide the written consent of the freehold owner and an outlined map of the desired trading area.

### Non Members Functions

To be used when Club and Club Restricted liquor licences wishing to hold an event for non-members (persons not members or guests of members). This allows for non-members to purchase liquor directly from the bar without being a member or a guest of a member.

### Cocktail Functions

This type of one off permit allows the licensee of a restaurant liquor licence to serve liquor to patrons not necessarily seated and not ancillary to a meal.

### When must your application be lodged?

Number of Persons on premises for event	Days lodged prior to event date
Up to 500 persons	14 days
501 to 5000 persons	30 days
Over 5000 persons	60 days

### Submissions for Events over 500 persons

In order for the Department to consider an application to extend the licence trading hours or area for events of over 500 persons we require a submission detailing the event and the reasons why you need to make these extensions.

### 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 7** or **Form 7A** – Notice of Application
- Prescribed **Application Fee** (refer to 'Fee Schedule for Liquor Activities')
- Written **Submissions** outlining the details of the application and reasons in support of the extension for events over 500 persons

### OTHER DOCUMENTS THAT MAY BE REQUIRED

- The **written consent of the freehold owner** for occasions where the application is made in respect of an area that is not part of the licensed premises
- A **map outlining the proposed licensed area** for occasions where the application is made in respect of an area that is not part of the licensed premises

**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: \_\_\_\_\_

(d) Name of the owner of the adjacent or "off-site" venue: \_\_\_\_\_

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

(f) Date and times of function/s:  
Date/s:    /    /    Commencing: \_\_\_\_\_ am/pm Finishing: \_\_\_\_\_ am/pm

(g) 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 be 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 be present in the licensed area at any one time? \_\_\_\_\_
- (e) 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
<b>ADD, VARY OR CANCEL</b> a condition of a licence or permit	
<b>Permanent</b>	
• Club restricted licence	<b>\$43.00</b>
• Any other type of licence	<b>\$237.00</b>
<b>One-Off</b> <i>(for a period of 21 days or less)</i>	
• Club restricted licence	<b>\$43.00</b>
• <sup>1</sup> Any other licence type if the anticipated number of patrons is:	
○ Up to 500	<b>\$110.00</b>
○ Between 501 and 1,000	<b>\$226.00</b>
○ Between 1,001 and 5,000	<b>\$1137.00</b>
○ Between 5,001 and 10,000	<b>\$2275.00</b>
○ Over 10,000	<b>\$4560.00</b>
<b>Alteration or redefinition</b> of a licensed premises	<b>\$399.00</b>
<b>APPROVAL OF MANAGER</b>	
Application for <b>Approval of Manager lodged at Australia Post</b>	<b>\$168.00</b>
<b>Upgrade from restricted licence to unrestricted licence</b>	
• Lodged at Australia Post	<b>\$56.00</b>
• Lodged online	<b>\$15.00</b>
<b>Renewal of Manager’s Approval (Identification Card) for a period of five years</b>	
• Application for renewal lodged at Australia Post	<b>\$164.00</b>
• Lodged online	<b>\$126.00</b>
<b>Replacement identification Card</b>	
○ Lodged at Australia Post	<b>\$52.00</b>
○ Lodged online	<b>\$10.00</b>
<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>	
<b>Ongoing</b>	
• Alfresco	<b>\$348.00</b>
• Liquor without a meal (not restricted to 120 persons)	<b>\$466.00</b>
• Liquor without a meal (restricted to 120 persons or less)	<b>\$53.00</b>
• Associations	<b>\$348.00</b>
• Hours, dining, late delivery, restaurant with accommodation	<b>\$1168.00</b>
• Cellar Door Operation (producers only):	
- new cellar door operation (one licensee only)	<b>\$345.00</b>
- new cellar door operation (two or more licensees) – applications must be lodged concurrently	<b>\$345.00 plus \$290.00 per additional licensee</b>
- existing cellar door permit where an additional licensee is seeking approval to operate under a permit	<b>\$290 per additional licensee</b>
<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;">\$43.00</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;">\$110.00</span></li> <li>○ Between 501 and 1,000 <span style="float: right;">\$226.00</span></li> <li>○ Between 1,001 and 5,000 <span style="float: right;">\$1137.00</span></li> <li>○ Between 5,001 and 10,000 <span style="float: right;">\$2275.00</span></li> <li>○ Over 10,000 <span style="float: right;">\$4560.00</span></li> </ul> </li> </ul>	
<sup>2</sup> Grant or removal of a club, club restricted, restaurant, producer's or wholesaler's licence	\$886.00
<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	\$3454.00
Juvenile function (under section 126A)	\$64.00
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;">No charge</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;">\$264.00</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;">\$53.00</span></li> <li>• Between 251 and 500 <span style="float: right;">\$110.00</span></li> <li>• Between 501 and 1,000 <span style="float: right;">\$226.00</span></li> <li>• Between 1,001 and 5,000 <span style="float: right;">\$1137.00</span></li> <li>• Between 5,001 and 10,000 <span style="float: right;">\$2275.00</span></li> <li>• Over 10,000 <span style="float: right;">\$4560.00</span></li> </ul>	
<sup>3</sup> Profit Sharing	\$231.00
<sup>2</sup> Protection order under section 87(1)	\$231.00
<sup>2</sup> Transfer of liquor licence	\$849.00
Vary or substitute plans approved under a conditionally granted licence	\$277.00
<b>ANNUAL LICENCE FEE</b>	
<sup>5</sup> Club Restricted	\$288.00
<sup>5</sup> For all other licence types	\$584.00
<b>Extended Trading Permit – Ongoing:</b>	
<ul style="list-style-type: none"> <li>• No more than 2 <span style="float: right;">\$277.00</span></li> <li>• 3 or more <span style="float: right;">\$556.00</span></li> </ul>	
<b>SEARCH AND SUPPLY FEES</b>	
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"> <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>