



# PROFIT SHARING AND MANAGEMENT AGREEMENTS

Information Bulletin No. 24

Liquor Control Act 1988

## INTRODUCTION

When a licence is granted, it is granted to a specified entity (the licensee). The licence allows only the licensee to sell liquor and at a specified place (the licensed premises).

The Liquor Control Act 1988 provides the flexibility whereby licensees may seek to enter into an arrangement or agreement with a third party relating to the conduct of the business under the licence.

Parties to such agreements should be aware that the provisions of the Act override the terms of any management agreement. An application of this nature will not be approved where any terms of an agreement are contrary to the Act or seeks to contract out of the Act.

## REQUIREMENTS FOR PROFIT SHARING ARRANGEMENTS OR MANAGEMENT AGREEMENTS

The licensee's duties and obligations remain the same even with the creation of a profit sharing or management agreement. The licensee always has responsibility for the conduct of the business under the licence and must ensure the business carried on under the licence is personally supervised and managed by natural persons.

Agreements that seek to allow a company or manager to sell liquor on behalf of the licensee will not be approved.

Furthermore, the agreement must not contradict section 37(5) of the Act. This means that the licensee must retain exclusive possession of the whole of the licensed premises and can not lease out a portion of the licensed area to a third party.

### Important Information

Applications can not be granted if the applicant is -

- bankrupt or has assigned his/her estate for the benefit of his/her creditors (unless special circumstances apply);
- incapable of managing his/her affairs because of mental disorder;
- under sentence of imprisonment;
- under receivership or official management, or is in liquidation (companies only);
- disqualified from holding a licence, or holds a licence which has been suspended, as a result of previous disciplinary proceedings;
- a juvenile (ie: less than 18 years of age); and
- a Commonwealth or State public servant (including employees of Crown instrumentalities), unless the licensing authority is satisfied that there is no conflict of interest between the applicant's employment and the operation of the licence.

Section 34

Similarly, each person directly or indirectly interested in the application or in the business, or profits or proceeds of the business, to be carried on under the licence must be a fit and proper person to be so interested. Prior to any approval being granted the licensing authority will need to be satisfied that all persons seeking to be involved are fit and proper.

Applications of this nature will only be granted if the licensing authority is of the opinion that it would be in the public interest to approve of such an agreement or arrangement. In submissions for approval, applicants are required to address the public interest issue as to why it is in the public interest that such an agreement should be approved. The onus is on applicants to prove that agreements or arrangements comply with the requirements of the Act as well as to identify clauses that demonstrate such compliance.

Any approval given by the licensing authority does not authorise any person, other than the licensee, to conduct the business under a licence, and does not in any way abrogate the licensee from its obligations and responsibilities under the Act.

For further information regarding profit sharing and management agreements, please refer to the Policy Guideline "Profit Sharing and Management Agreements" available on our website or upon

## 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 the [application kit](#) available upon request or on our website. A Lodgement Guide is also provided in this kit that identifies all documentation which should accompany the application.

Department staff will be available between 8:30am and 4:30pm to assess your application to ensure that it meets the legislative requirements prior to lodgement.

## APPLICATION FEES

The application fee must be lodged with the application. Please refer to the fee schedule [available on our website](#) or upon request. 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.*



# PROFIT SHARING AND MANAGEMENT AGREEMENTS

*Lodgement Guide and Checklist*

*Liquor Control Act 1988*

## Documentation to be lodged

The licensing authority will generally only accept complete applications. Therefore, please ensure that all documentation is provided with your application to avoid delays.

- Form 16** - Notice of Application
- Application fee.** Please refer to the fee schedule, [available on our website](#) or upon request.
- A signed copy of the agreement or the arrangement** which is proposed to be entered into. Please note the onus is on applicants to prove that agreements or arrangements comply with the requirements of the Liquor Control Act and to identify clauses that demonstrate such compliance.
- Submissions** addressing why it is in the public interest that such an agreement should be approved.
- Personal Particulars form** - for each person seeking to be approved. If any of the persons to be approved have previously lodged a *Personal Particulars* form within the last two (2) years, that person may lodge a *Declaration of Particulars*.
- A copy of the Trust Schedule** where the person to be appointed is trustee for a trust. The Schedule must detail each primary or specified beneficiary and/or unit holder.
- Where any of the persons seeking to be approved holds office or is employed in the Public Service of the State or Commonwealth or in any agency or instrumentality of the Crown, a letter from the Department which employs that person stating that they have no objection to the person being involved with a licensed premise.

## Taking of Fingerprints

Please note that during the processing of the application, applicants may be required to have their fingerprints taken at their nearest Police Station in order to determine their probity.



Office Use Only	
Paid Date	
Receipt No.	
Amount Paid	

**NOTICE OF APPLICATION FOR APPROVAL OF ARRANGEMENT OR AGREEMENT**  
**LIQUOR CONTROL ACT 1988**

Sections 68 & 104

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

**1. DETAILS OF LICENCE**

(a) Licence number: \_\_\_\_\_

(b) Name of Licensed Premises: \_\_\_\_\_

(c) Address of Licensed Premises: \_\_\_\_\_  
 \_\_\_\_\_ Post Code: \_\_\_\_\_

(d) Name of Licensee: \_\_\_\_\_

(e) Daytime contact Name: \_\_\_\_\_

Telephone Number: (    ) \_\_\_\_\_ E-mail: \_\_\_\_\_

**2. DETAILS OF AGREEMENT OR ARRANGEMENT**

Approval is sought for the licensee to enter into an agreement or arrangement as described below:-

(a) Full name of other party: \_\_\_\_\_  
 Address of other party: \_\_\_\_\_  
 \_\_\_\_\_ Post Code \_\_\_\_\_

(b) Is the agreement or arrangement ongoing or one-off?    Ongoing     One-Off   
 If one-off, please specify start and end date: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_.  
 If ongoing, please specify date the arrangement or agreement is to take effect: \_\_\_\_/\_\_\_\_/\_\_\_\_

(c) Briefly describe the nature of the agreement or arrangement: \_\_\_\_\_  
 \_\_\_\_\_

(d) What monetary benefits will the licensee and the other party gain from the agreement or arrangement:  
 \_\_\_\_\_  
 \_\_\_\_\_

(e) Is the agreement or arrangement in writing? YES  NO     If YES, please attach a copy

**3. DECLARATION**

Notice of application is hereby made for a 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 \_\_\_\_\_ / \_\_\_\_\_

**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*)

**WHERE THE LICENSEE IS ONE OR MORE INDIVIDUAL PERSONS:-**

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

\_\_\_\_\_  
Signature of Witness

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

\_\_\_\_\_  
Signature of Witness

#### 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)



## LIQUOR CONTROL ACT 1988 PERSONAL PARTICULARS

### INSTRUCTIONS

- Please print neatly in **BLOCK LETTERS** with a *black* pen only
- The declaration on the last page **must** be signed and dated where indicated
- If there is insufficient space please provide details on a separate sheet
- **Every question must be answered unless not applicable - if a question is not applicable, please indicate with "N/A"**
- Any omission or false or misleading information may itself lead to the application being refused
- The form must be lodged with the appropriate application form at the office of the Director of Liquor Licensing

### PURPOSE OF FORM LLD/5

Provides personal particulars about any person associated with a liquor licence application in a capacity as a licensee, director, shareholder or a trustee.

Completion of the form by the relevant individuals will amount to compliance with Regulation 13 and Schedule 2 of the *Liquor Control Regulations 1989*, in most cases. If further details are required the applicant will be advised of those requirements.

### PERSONS TO PROVIDE PARTICULARS

This form is to be completed by the following persons in relation to the following applications:-

#### Grant of Licence (except an Occasional Licence) or Transfer of Licence

Where the application is made by:-

- two or more individuals jointly - each such person
- a club or association - in the case of an unincorporated association, the person nominated as trustee of the club
- a company - each director of the company and each shareholder of the company (except for public companies)

#### Approval of a Director or Shareholder

- the director and shareholder

#### Approval of Persons or Arrangement under Section 104

Where the application is to approve an:-

- unlicensed agent - the person to be approved
- agreement or arrangement between the licensee and another person or persons, that other person or persons, or if the other is a company, each director and shareholder of that company

#### Any other Application

- as specified by the Director of Liquor Licensing

### PENALTY - FALSE OR MISLEADING INFORMATION

It is a serious offence to give false information (fine up to \$10,000)  
Applicants are advised that this form must be completed personally  
All information provided should be checked thoroughly before signing

LIQUOR CONTROL ACT 1988 LLD/5

## PERSONAL PARTICULARS

**ALL QUESTIONS MUST BE ANSWERED**

*If a question does not apply to you, write Not Applicable or N/A in response.*

### 1. DETAILS OF LICENCE TO WHICH THIS APPLICATION RELATES

- (a) Nature of application: \_\_\_\_\_  
(ie. transfer of licence, grant of licence, position of authority, etc)
- (b) Name of premises/proposed premises: \_\_\_\_\_

### 2. PERSONAL PARTICULARS OF PERSON TO BE APPROVED

- (a) Applicant's Name(s):

\_\_\_\_\_

first name

middle name(s)

surname/family name

- (b) Other names: include any maiden name, aliases and other names (legal or otherwise) that you have used or by which you have been known.

\_\_\_\_\_

first name

middle name(s)

surname/family name

- (c) Date of birth: 

--	--	--	--	--	--	--	--	--	--

 Male  Female

day

month

year

- (d) Place of birth: \_\_\_\_\_

city

state

country

- (e) Current Residential Address:

\_\_\_\_\_

number

street

suburb

postcode

Postal Address (if different to residential address):

\_\_\_\_\_

number

street

suburb

postcode

(i) Home Telephone: 

--	--	--	--	--	--	--	--	--	--

Work Telephone: 

--	--	--	--	--	--	--	--	--	--

Mobile: 

--	--	--	--	--	--	--	--	--	--

Email Address: \_\_\_\_\_





**2. PERSONAL PARTICULARS OF PERSON TO BE APPROVED (continued...)**

(j) Will your spouse or de facto partner be assisting you in the conduct of the licensed premises? If the answer is yes, please complete the following:

Spouse/De facto partner's full name: \_\_\_\_\_  
first name middle name(s) surname

Date of birth: 

--	--	--	--	--	--	--	--

  
day month year

Spouse's address \_\_\_\_\_  
Number street suburb postcode

**3. MANDATORY KNOWLEDGE REQUIREMENT**

(a) Have you completed an accredited training course in liquor licensing requirements and/or responsible server practices?  
 YES  NO

If YES,

(i) Where did you undertake the training course? \_\_\_\_\_

(ii) Date of approval/graduation: 

--	--	--	--	--	--	--	--

  
day month year

(iii) Certificate/Approval number: \_\_\_\_\_

(iv) Please attach a copy of training certificate

**4. LICENSING EXPERIENCE**

a) Give details of any liquor licence where you personally are or have been *the licensee* (in Western Australia or elsewhere)

Licence/Premises Name	Premises Address	When Held

b) Give details of any liquor licence where you are or have been *the approved manager* (in Western Australia or elsewhere)

Licence/Premises Name	Premises Address	When Held

c) Give details of any liquor licence where you are or have been *a director, shareholder or other person in a position of authority* in a licensee company (in Western Australia or elsewhere)

Licence/Premises Name	Premises Address	When Held

Please attach a separate sheet if required

**5. RECORD OF CRIMINAL OFFENCES**

- a) Have you ever been:-
- i) convicted of *any offence whatsoever* (whether or not resulting in a fine) other than Traffic Infringement Notices not dealt with by a Court eg. speeding either in Western Australia or elsewhere? (Juvenile offences or offences which have been spent under the *Spent Convictions Act 1988* do not need to be declared)  
 YES  NO  If YES, give details of each offence below:-
- ii) issued with a Liquor Infringement Notice either in Western Australia or elsewhere?  
 YES  NO  If YES, give details of each offence below:-

A copy of this form will be provided to the Commissioner of Police who will check the truth of any of the statements made and report on them to the Director of Liquor Licensing. *All relevant offences must be declared - it is an offence under section 159 of the Liquor Control Act 1988 to omit information or make a statement that is false or misleading and may result in your application being refused.*

Date of Offence	Nature of offence	Place of Conviction	Full name under which Convicted	Sentence Imposed

- b) Have you ever been a *director or shareholder of a company* which has been convicted of any offence under any legislation, either in Western Australia or elsewhere?  
 YES  NO  If YES, give details of each offence below:-

Date of Offence	Nature of offence	Place of Conviction	Full name under which Convicted	Sentence Imposed

- c) Have you ever been disqualified from holding or being involved in a liquor licence either in Western Australia or elsewhere?  
 YES  NO  If YES, give details


Please attach a separate sheet if required

**6. FINANCIAL BACKGROUND**

a) Are you or have you ever been bankrupt, the subject of a sequestration order or creditor’s petition or had your estate assigned for the benefit of creditors? YES  NO

If YES, give full details of the circumstances of the bankruptcy and provide evidence that this matter has been discharged

b) Are you or have you ever been a director of a company or shareholder of a Pty Ltd company when it was placed under receivership or official management or in liquidation? YES  NO

If YES, give full details of the circumstances surrounding the receivership and advise if you are currently liable for any debts as a result of the receivership/liquidation

c) Do you know of any proceedings of the type referred to in (a) & (b) above which are pending against you or a company of which you are a director or shareholder? YES  NO

If YES, give details

d) Are you or have you ever been declared bankrupt either as an individual or as a company director or shareholder of a Pty Ltd company? YES  NO

If YES, give full details, including place and time

Please attach a separate sheet if required

**7. DECLARATION**

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

\_\_\_\_\_

Signature of Person to be Approved

day		month		year			

### DECLARATION OF PARTICULARS

ONLY COMPLETE AND LODGE THIS FORM IF AN LLD/5 (PERSONAL PARTICULARS FORM) WAS LODGED IN PREVIOUS 5 YEARS

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

#### 1. DETAILS OF APPLICANT

(a) Applicant's Name(s):

\_\_\_\_\_

first name

middle name(s)

surname/family name

(b) **Other names:** include any maiden name, aliases and other names (legal or otherwise) that you have used or by which you have been known.

\_\_\_\_\_

first name

middle name(s)

surname/family name

(c) Current Residential address:

\_\_\_\_\_

number

street

suburb

postcode

(d) Current Postal address (if different to residential address):

\_\_\_\_\_

number

street

suburb

postcode

(e) Daytime telephone or mobile number: \_\_\_\_\_

(f) Email address: \_\_\_\_\_ Date of Birth: ...../...../.....

(g) Full name of spouse or de facto partner: \_\_\_\_\_

Date of Birth: ...../...../.....

Will your spouse or de facto partner be assisting you in the conduct of the licensed premises?

YES  NO

#### 2. DECLARATION

I \_\_\_\_\_ declare that I was last approved by the Licensing Authority in \_\_\_\_\_ in relation to premises known as \_\_\_\_\_ (Year) \_\_\_\_\_ (Month)

\_\_\_\_\_ and since being approved:-

- I have not been convicted of any offences or been issued any infringements.
- I have not assigned my estate or been declared bankrupt.
- I have not become employed by the State or Commonwealth Public Service.

If any of these statements are untrue, please provide details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ / ...../...../.....

Signature of Applicant

Date

***It is a serious offence to give false or misleading information - Maximum penalty \$10,000***



**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	



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

<ul style="list-style-type: none"> <li>• For each</li> <li>• Additional fee for certification</li> </ul>	<p><b>\$25.00</b> <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> <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> <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> <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>