



This Information Bulletin briefly explains some of the requirements when applying for a protection order as per the *Liquor Control Act 1988* (the Act). This is meant to be read in conjunction with Bulletin 'Transfer of Licence' available from DRGL or www.rgl.wa.gov.au.

WHAT IS A PROTECTION ORDER?

Liquor licences are issued to a specific entity (individual person, company, or partnership) known as the licensee which authorises that entity to sell liquor at a specified place known as the licensed premises. Only the licensee may use the liquor licence. The liquor licence is not considered property in the normal sense, but it is a *personal right* vested in the licensee.

A protection order authorises a person to sell and supply liquor at a licensed premises as if that person were the licensee. It is used in situations where the licensee is no longer able to operate their own licensed premises and a separate entity intends to carry on the business until the licensee resumes control of the premises or a transfer of licence application can be made.

A protection order is generally only granted for a period of three months and will not be renewed unless special circumstances warrant it.

WHO MAY BE GRANTED A PROTECTION ORDER?

An application for the grant of a protection order can be made under certain circumstances (refer to next page).

DO I HAVE AUTHORISATION TO CARRY ON BUSINESS WITHOUT A PROTECTION ORDER?

The Act provides flexibility to allow persons other than the licensee to carry on business under the licence on a temporary basis in certain situations without the need to apply for a protection order. This is called 'Interim Authorisation'.

A relevant entity make take over the business and trade under the licence without the Director's approval, however, must, **within 7 days of exercising that right, give written notice to the Director of that fact.** This written notice must set out when the right was exercised and upon what basis (see table below). In some of these cases approval must be sought to exercise the interim authorisation (refer to next page).



CIRCUMSTANCES WHERE AN APPLICATION FOR A PROTECTION ORDER MAY BE LODGED?

Circumstance	Applicable Entity
a) Licensee vacates licensed premises or ceases to carry on business.	<ul style="list-style-type: none"> Owner, lessor or mortgagee of licensed premises; or Nominee of above.
b) Licence operation is suspended.	<ul style="list-style-type: none"> A person who can show that they will thereby suffer loss; or Nominee of above.
c) Person with interim authorisation who wants to carry on business longer than 28 days.	<ul style="list-style-type: none"> A person with interim authorisation; or Nominee of above.
d) Any event or circumstance which may lead to the grant of interim authorisation where a transfer of licence is proposed to be lodged.	<ul style="list-style-type: none"> The proposed transferee; or Nominee of above.
e) A hotel or liquor store serving the community in a rural area has ceased to carry on business.	<ul style="list-style-type: none"> Relevant local shire/council; or Nominee of above.

CIRCUMSTANCES WHERE AN APPLICATION FOR A PROTECTION ORDER IS NOT REQUIRED FOR THE FIRST 28 DAYS OF CARRYING ON BUSINESS

Circumstance	Applicable Entity
a) Death of an individual licensee.	<ul style="list-style-type: none"> Executor of licensee's estate; Other person who has grant of administration of licensee's estate; Relative or legatee of licensee*; or Nominee of above*.
b) Individual licensee becomes permanently disabled through accident, physical or mental illness, or infirmity.	<ul style="list-style-type: none"> Person authorised or appointed by law to administer the licensee's affairs; Relative of licensee*; or Nominee of above*.
c) Licensee is insolvent under administration, within the meaning of Corporations Law.	<ul style="list-style-type: none"> The person who has lawful control of the licensed premises; or Nominee of above*.
d) Company licensee becomes an externally-administered body corporate, within the meaning of Corporations Act.	<ul style="list-style-type: none"> The person who has lawful control of the licensed premises; or Nominee of above*.

The entities marked with an asterisk require prior approval from the licensing authority before trading can commence.



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.

- ❖ 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 fulfill probity requirements. Moreover, all Director's Policies, Information Bulletins and Application Packs referred to below are available from DRGL or at www.rgl.wa.gov.au.

DOCUMENTATION TO BE LODGED - MINIMUM REQUIREMENTS

Please tick boxes to show item lodged with application and sign and date at the bottom.

- Completed **Form 13** – Notice of Application and **prescribed fee** (refer to 'Fee Schedule for Liquor Activities')
- Certificate of Title**, including sketch of the land if specified
- Lease Agreement** or similar document in the case where the applicant is not the freehold owner of the premises. This document must give the applicant exclusive right to occupy the premises (pro forma evidence of tenure document available in the application kit)
- A **Written Submission** explaining the circumstances surrounding the application
- Completed **Personal Particulars** form (LLD/5 or LLD/5A) for each person involved – in the case of a limited company each director, and in the case of a proprietary limited company each director and shareholder

OTHER DOCUMENTS THAT MAY BE REQUIRED

- Trust Schedule** – a copy is required where the applicant is a trustee for a trust. The Schedule must details each primary or specified beneficiary and/or unit holder. In the case of a company this information is also required in respect of the directors and shareholders if they are trustees in their own right
- Where any of the people involved hold office or are 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 premises
- Where any of the people involved has been previously bankrupt and the bankruptcy has been discharged, a letter evidencing the discharge of the bankruptcy must be lodged.
- If the applicant is a corporation a company extract showing all current directors may be required (this can be obtained from the Australian Securities and Investments Commission)

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

Applicant/agent signature and date

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 Web Site: www.rgl.wa.gov.au



Office Use Only	
Paid Date	
Receipt No.	
Amount Paid	

NOTICE OF APPLICATION FOR PROTECTION ORDER

LIQUOR CONTROL ACT 1988

Sections 68 & 87

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: _____

2. DETAILS OF APPLICATION

(a) Name of Applicant: _____

(b) Residential Address/Registered Office (if company): _____
 _____ Post Code: _____

(c) Postal address for service of documents: _____
 _____ Post Code: _____

(d) Contact Person: _____ E-mail: _____
 Telephone: () _____ Mobile: _____

(e) Explain in detail the status of the applicant under section 87 (attach documentary evidence of status):

(f) Does the applicant occupy the licensed premises now? YES NO

(g) Is the applicant already conducting business at the licensed premises under an interim authorisation pursuant to section 86? YES NO

(h) Does the applicant wish to appoint a nominee to carry on the business from the licenced premises?
 YES NO (if Yes, nominee to complete section 4).

(i) For what period is the Protection Order sought? _____

3. COMPANY DETAILS

(a) Date of Incorporation:/...../..... Place of Incorporation: _____

(b) *Full details of each Director, Secretary, Managing Director and Executive Officer:-

_____/...../.....
Name of Director Date of Birth

Address of Director

_____/...../.....
Name of Director Date of Birth

Address of Director

_____/...../.....
Name of Director Date of Birth

Address of Director

(c) *Full details of each shareholder or other member (if the applicant is a proprietary company):

_____/...../.....
Name of Shareholder Date of Birth

Address of Shareholder No & Class of shares held

_____/...../.....
Name of Shareholder Date of Birth

Address of Shareholder No & Class of shares held

_____/...../.....
Name of Shareholder Date of Birth

Address of Shareholder No & Class of shares held

(d) *Where the applicant company or a shareholder or other member of the company in the case of a proprietary company is trustee of or beneficiary under a trust or holds company shares or trust units in trust for another person, provide full details of each such trust or person:

Name of Trust: _____

Name of Beneficiary/Unit Holder Date of Birth

Name of Beneficiary/Unit Holder Date of Birth

*If more information is required please add an attachment

4. DETAILS OF NOMINEE

(a) Name of Nominee(individual/partnership/company): _____

(b) Residential Address/Registered Office (if company): _____

_____ Post Code: _____

(c) Postal address for service of documents: _____

_____ Post Code: _____

(d) Contact Person: _____ E-mail: _____

Telephone: () _____ Mobile: _____

(e) Date of Incorporation:/...../..... Place of Incorporation: _____

(f) *Full details of each Director, Secretary, Managing Director and Executive Officer:- (if company):

_____/...../.....
Name of Director Date of Birth

_____/...../.....
Name of Director Date of Birth

(g) *Full details of each shareholder or other member (if the nominee is a proprietary company)

_____ /...../.....
Name of Shareholder Date of Birth

_____ /...../.....
Name of Shareholder Date of Birth

(h) *Where the nominee company or a shareholder or other member of the company in the case of a proprietary company is trustee of or beneficiary under a trust or holds company shares or trust units in trust for another person, provide full details of each such trust or person:

Name of Trust: _____

*If more information is required please add an attachment

5. 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 APPLICANT 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 APPLICANT 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 APPLICANT IS ONE OR MORE INDIVIDUAL PERSONS:-

Signature of Applicant

Signature of Witness

Signature of Applicant

Signature of Witness

WHERE THE NOMINEE SIGNS:-

Signature of Nominee

Signature of Witness

Signature of Nominee

Signature of Witness

6. 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 Web Site: 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

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

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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

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>	



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

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
^{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	



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

<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



Attach copy
of certificate
of title

EVIDENCE OF EXCLUSIVE RIGHT OF OCCUPANCY AND PROFIT SHARING

SECTIONS 37(5) AND 104 OF THE LIQUOR CONTROL ACT 1988

1. Exclusive Right of Occupancy

I/We _____ being the registered proprietor/director of the company _____ identified as the registered proprietor on certificate of title volume no _____ folio no _____ hereby confirm that **(name of applicant)** _____

_____ will have the exclusive right to occupy the premises and operate a business at **(proposed address**

where liquor will be sold and supplied _____

_____ under a **(specify type of liquor)** _____ licence, upon the grant issue/transfer/removal of the liquor licence (please circle relevant application).

DATED: _____

**Signature of registered proprietor
(Director/Individual/Partner)**

**Signature of applicant
(Director/Individual/Partner)**

2. Profit Sharing

I/We _____ **(name of applicant)** certify that no other person or party is involved in any arrangement or agreement with me/us which will allow them to participate in the proceeds of the business (including percentage rent payment) under the **(specify type of liquor)** _____ licence, upon the grant/issue/transfer/removal of the liquor licence. (If a profit sharing arrangement is proposed under the liquor licence, an application for approval of arrangement or agreement will need to be lodged. Refer to the [application kit](#) in respect of profit sharing and management agreements for further information.

**Signature of Applicant
(Director/Individual/Partner)**