



DEPARTMENT OF RACING,
GAMING AND LIQUOR

RGL FORM



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Department of Racing, Gaming and Liquor
T: 08 9425 1888

www.rgl.wa.gov.au



**AUTUMN 2016
EDITION**

RGL FORM

Renewing your approved manager card

In 2011 the Licensing Authority introduced the Approved Manager Identification Cards which were granted for a period of five years. As a result cards will **start to expire from June 2016**.

The Department will carry out the approved manager card renewal process in stages:

1. An email will be sent four months prior to card expiry requesting those managers whose details have changed to update their information via their online account (**Note: those managers whose cards expire in June should have already received their emails**); and
2. Approximately three months before a card's expiry date, a notice will be sent to the card holder requesting they complete the approved manager renewal process via their online account. Once logged into their account, managers will be required to respond to a series of questions relating to their card renewal; they will also have access to a comprehensive lodgement guide. After the renewal process has been completed, the card will be valid for five years from the original expiry date.

It is important to note that only those managers who have received a renewal reminder will be able to undertake the renewal process as those outside the 90-day expiry period will not have had a renewal option added to their account.

It is imperative that the Department has current email and postal addresses of all approved managers.

Failure to renew an identification card before the expiry date will result in the manager no longer being able to work as an approved manager in Western Australia.

Licensees are reminded to check the approved manager credentials of their staff as it their responsibility to ensure they have an approved manager on the premises at any time that the business is being conducted. Failure to do so may result in a maximum penalty of \$10,000.

Department on the move

After more than 25 years at 87 Adelaide Terrace, East Perth the Department of Racing, Gaming and Liquor will be moving to 140 William Street, Perth.

While the date of the move has not yet been finalised, it is expected to take place around November, 2016.

Naturally, moving office will involve some disruptions to the Department's services, both online and in person, however it is expected that these will be minimal and should not cause too much inconvenience to our customers.

The Department will provide more detailed information about the move and the impact on services in the new financial year.



RGL FORM

ANZAC Day and Good Friday trading conditions

Licensees are reminded of their obligations regarding trading on ANZAC Day and Good Friday as set out in the *Liquor Control Act 1988*. Unless more restrictive hours have been imposed on your licence the following trading hours will apply:

Good Friday (25 March):

Hotels, taverns and small bars are required to close at midnight on Thursday, 24 March – trading is only permitted on Good Friday if liquor is sold and supplied ancillary to a meal supplied by the licensee between the hours of 12 midday and 10pm.

Hotels may sell and supply liquor to lodgers at any time.

Nightclubs are permitted to trade until 3am on Good Friday – they cannot resume normal trading until 6pm, Saturday, 26 March.

The **casino** is not permitted to operate between the hours of 3am and 10pm on Good Friday.

Restaurants can trade at any time on Good Friday provided liquor is served ancillary to a meal. Liquor without a meal permits do not apply on Good Friday.

Clubs are authorised to trade until 12.30am on Good Friday, but only if liquor is sold and supplied ancillary to a meal supplied by the licensee. No other trading is authorised.

Producers are only permitted to trade on Good Friday if liquor is sold and supplied ancillary to a meal supplied by the licensee in a specified dining area between the hours of 12 midday and 10pm.

Liquor stores and **wholesalers** are not permitted to trade on Good Friday.

The permitted trading hours under a **club restricted** licence and a **special facility** licence are specified in the licence conditions. Licensees should check their licence document to ascertain if they are authorised to trade on Good Friday.

ANZAC Day (Monday, 25 April)

Hotels, taverns and small bars are required to close at midnight on Sunday 24 April – they cannot open until 12 midday on Monday April 25. **Hotels** may sell and supply liquor to lodgers at any time on ANZAC Day.

Trading before 12 midday on Monday April 25 is not authorised by an ETPs unless the permit specifies that trading before 12 midday on ANZAC Day is permitted.

In addition to the permitted trading hours, **hotels, taverns and small bars** may seek an ETP for the purpose of holding an ANZAC Day-related function specifically for Returned and Services League (RSL) members and their guests. No general public will be allowed entry to the function.

Nightclubs are permitted to trade until 3am on April 25 – they can then resume normal business hours which, being a Monday is from 6pm.

The **casino** is not permitted to operate between the hours of 3am and 12 midday on Anzac Day.

Club licences are authorised to trade from 12 midday to 12 midnight.

In addition to the permitted trading hours, RSL clubs that hold a **club or club restricted** licence may apply for an ETP to trade between 6 am and 12 midday on ANZAC Day. These permits will be subject to normal trading conditions, that is, liquor may only be sold and supplied to members and guests. Non member ETPs may also be sought.

Producers and **wholesalers** are permitted to trade between 12 midday and 12 midnight on ANZAC Day.

Liquor stores (both metropolitan and country) to trade from 12 midday until 10pm on April 25.

The permitted trading hours for **restaurants** are at any time except from 3am to 12 midday on ANZAC Day, subject to normal trading conditions (that is, liquor must only be sold ancillary to a meal). Liquor without a meal permits do not apply before 12 midday on ANZAC Day.

The permitted trading hours under a **club restricted** licence and a **special facility** licence are specified in the licence conditions. Licensees should check their licence document to ascertain if they are authorised to trade on ANZAC Day.

Licensees are reminded of their obligations regarding trading on ANZAC Day and Good Friday as set out in the *Liquor Control Act 1988*.

For more information call the Department on **9425 1888**.

RGL FORM

Online standard lottery lodgement

The Department recently changed over to an online lodgement system for standard lottery (raffle) applications.

All applications and financial returns will now be processed through the new system.

Where a permit was issued prior to the “go live” date, financial returns can be lodged manually with the return form that was provided when the permit was issued.

To access the online application, applicants will be required create an account with the Department. To create an account, follow the link on the Department’s homepage under the heading Important Notice, then follow subsequent links to the create account section (see screenshots).

The new system features a number of benefits for customers, including:

- Access to various on-line applications, including standard lottery permits;
- Documents that are required to support an application can be attached and uploaded electronically; and
- Financial returns will be lodged electronically.

Those people requiring help to lodge an online application can contact the office on the number below, or visit the Department during business hours where a customer service officer will be available to assist.

Similarly, applications for one-off Extended Trading Permits (ETPs) will also be going online in the next few months. People applying for a one-off ETP will first need to create an account with the Department if they don’t already have one. Following a short transition period, paper-based one-off ETP applications will no longer be accepted by the Department.

For more information call the Department on **9425 1888**.

The three-step process for creating an account is highlighted below and on the following page.

Department of
Racing, Gaming and Liquor

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- Liquor application kits
- Gaming application kits
- Approved Managers FAQ
- Director's Decisions
- Updated Policies
- Liquor Control Act 1988 – Review Report

DRGL Vision

To regulate the liquor and gambling industries with integrity.

The Department of Racing, Gaming and Liquor is responsible for regulating and maintaining the integrity of lawful racing, gambling and liquor activities for Western Australians to participate in.

Important Notice

Please note that from **3rd March 2016**, standard lottery permit applications will need to be lodged electronically. The Department’s new online system will also provide for the electronic lodgement of financial returns. Manual application forms will be discontinued after 2nd March 2016.

The following link will take you directly to the [gaming applications page](#)

Any queries should be referred to the Gambling Search on 9425 1888

RGL FORM

THE LATEST EDITION

The Latest Edition of RGL Form is available.

As a licensee or approved manager, are you sure you are compliant with the liquor laws in WA?

RGL FORM

Forms and Applications

The Department of Racing, Gaming and Liquor has made available for download a selection of forms and application kits relevant to gaming.

You can find the form or application kit you need by navigating through the sub-categories.

A permit may be issued to an organisation on the proviso that the purpose of raising funds is not for private gain or commercial undertaking.

Online Gaming Permit Applications

- Standard Lottery Permit
- Portal User Guide for lodging Standard Lottery Permit Application
- Portal User Guide for lodging Standard Lottery Permit Financial Return

Gaming Permit Applications and Information Kits

- Approval of Premises

Department of
Racing, Gaming and Liquor

View Prohibition Orders

Contact us | Help

Username:

Password:

Create Account [Log in](#)

[Reset Password](#)

Welcome to the Department of Racing, Gaming and Liquor's New Online Portal

From here you can submit an application for an Approved Manager, an Occasional Liquor Licence, a Liquor Restricted Premises or a Standard Lottery Permit. You can also lodge your Annual Liquor Return or Racing Bet Levy returns.

To do any of these please follow the instructions below:

1. Log in using your username and password in the top right hand corner (if you do not an account you will need to click on the create an account button in the top right hand corner and follow the instructions)
2. Click on the "New Lodgement" option (this option is only available once you have logged in).
3. Select the appropriate "group" from the drop down list (e.g. Liquor, racing, gaming)
4. Select the relevant application type in the "Type" drop down

If you encounter any problems and need assistance please contact us on (08) 9425 1888.

To access the online application, applicants will be required create an account with the Department (refer to sections indicated).