PROCESS – GRANT OF LIQUOR LICENCE NOT REQUIRING A PUBLIC INTEREST ASSESSMENT

1. PREPARING YOUR APPLICATION

Seek Local Government approval for type of licence - application for the liquor licence can still be lodged and processed in parallel with an application to the Local Government

You are required to lodge a section 39 Certificate of Local Government (health) and a section 40 Certificate of Planning Authority or another form of planning approval prior to the licence being activated, if granted

Prepare documentation as per lodgement guide

Lodge the application online via Portal

Relevant Licence Types:

- \Rightarrow Small Bar^{1, 2 & 5}
- \Rightarrow Restaurant^{1 & 3}
- \Rightarrow Wholesaler
- \Rightarrow Producer⁴
- \Rightarrow Club/Club Restricted
- \Rightarrow Special Facility^{1 & 6}

2. APPLICATION PROCESSING

Application assessed for compliance, including suitablility of applicant and premises, such as:

- Applicant details, including police checks.
- •All documentation lodged in support of the application.
- Plans and suitability of the proposed premises.

DLGSC emails applicant the following:

- Acknowledgement letter requesting any outstanding documents and fees.
- Schedule of Requirements letter detailing premises requirements.

Police reports sought from WA Police

Further documentation assessed when lodged in response to the above

Application referred for determination

If premises not complete and/or s39 & s40 certificates not lodged; the application, if approved, will result in the licence being conditionally granted in the first instance until deemed suitable for full licence issue.



¹ Can include Extended Trading Permit for Area (Alfresco).

- ² Can include Extended Trading Permit for Ongoing Hours.
- ³ Can include Extended Trading Permit for Liquor Without a Meal restricted up to, or over, 120 persons.
- ⁴ Can include Extended Trading Permit for Cellar Door Operation.
- ⁵ Ongoing Hours Extended Trading Permit will be subject to advertising and require public interest submissions.
- ⁶ Requirement for public interest submissions will be advised once the application is assessed.