Liquor Licence Section 39 Certificate Request

Liquor Licensing
A Liquor Licence from Racing, Gaming and Liquor is required to be obtained for the sale of liquor from a premises. Local government certification is required to be submitted by the applicant to Racing, Gaming and Liquor. The applicant must seek a Section 39 Certificate from the relevant local government.

Section 39 certificates are normally required for all new liquor licensing applications and applications for any alterations to existing licensed premises. Additional detailed information on how to apply for a liquor licence is available on the Department of Local Government, Sport and Cultural Industries website https://www.dlgsc.wa.gov.au/

Section 39 Certificate from Local Government
A certificate issued by a local government under section 39 of the Liquor Control Act 1988 confirms that the premises or proposed premises complies with all the relevant requirements under the Health (Miscellaneous Provisions) Act 1911, under the Food Act 2008, under any written law relating to the sewerage or drainage of that premises under the Local Government Act 1995 and the Building Act 2011.

Local governments can condition Section 39 certificates if a premises has outstanding work to be completed or withhold the certificate until the premises has been made to comply. Local governments may also impose conditions relating to the use of premises, or certain areas of the premises as deemed necessary.

For businesses located on the Perth Airport estate, the City's Environmental Health section can issue Section 39 Certificates to confirm compliance with the relevant legislation.

Section 40 Certificate (Local Planning Approval)
Refer to the Planning Section 40 information sheet.

Details of Section 39 Certificate Request
To obtain a Section 39 Certificate the applicant must submit the following information to the City of Belmont:

- A detailed site plan demonstrating the location of premises to be licensed;
- A detailed internal layout plan of the premises, demonstrating the area of the premises to which the liquor licence will apply;
- Completed City of Belmont Liquor Licence Section 39 Certificate Request form.

The fee for a Section 39 Certificate request is $146.00.

Applicants should ensure that requests for Section 39 certificates are lodged promptly to ensure that the local government has sufficient time to process the application.

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Section 39 Certificate

Liquor Control Act 1988

Liquor Licence Section 39 Certificate Request (Section 39 Certificate)

I _____

(Full name in BLOCK LETTERS)

of _____

(Address in BLOCK LETTERS)

request the City of Belmont undertake an inspection of and provide a Section 39 Certificate for the premises known as:

_____

(Name of premises in BLOCK LETTERS)

situated at: _____

(Address of premises in BLOCK LETTERS)

A $146.00 fee applies for a Section 39 certificate request.

Signature:_____ Date:_____

Contact Phone Number: _____

Email: _____

Please note this form is to be submitted with:

- A completed *'Liquor Control Act 1988 Certificate of Local Government – Section 39'* application form available from https://www.dlgsc.wa.gov.au/racing-gaming-and-liquor/liquor.
- A floor plan of the licensed area with the licensed area clearly outlined.
- A copy of the Certificate of Construction Compliance (form BA17) issued by a practising registered building surveying contractor for newly constructed purpose built buildings **or** a Certificate of Building Compliance (form BA18) issued by a practising registered building surveying contractor for existing buildings. (**Note**: This does not apply on land managed by Perth Airport nor does it exclude the building where required by the *Building Act 2011* to obtain an Occupancy Permit from the Local Government.)

The City of Belmont is collecting your personal information to process the application for a Section 39 Liquor Licence Certificate. Your information will be used to verify your identity, identify the premises for assessment, and award the certificate. Your information may be shared with government agencies or where required by law. The *Liquor Control Act 1988 (WA)* authorises the City to collect this information for the purpose of processing the application. If you

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choose not to provide the requested personal information, we may be unable to provide this service. For more information, or to request access to your personal information, contact the City on (08) 9477 7222 or email belmont@belmont.wa.gov.au.

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