

CITY OF BELMONT

Section 40 (Liquor Licensing) Certificates and Application Checklist

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Liquor Licensing

A Liquor Licence from the Department of 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 with the application. Prior to submitting an application for a Liquor Licence, the applicant must seek a Section 40 Certificate from the relevant local government.

Section 40 certificates are required for all new liquor licensing applications and applications for any alterations to existing licensed premises, including hotels, taverns, cabarets, liquor stores, special facility licences, restaurants and club licences. Additional detailed information on how to apply for a liquor licence is available from the Department's website www.rgl.wa.gov.au.

Section 40 Certificate (Local Planning Approval)

A certificate issued by a local government under Section 40 of the *Liquor Control Act 1988* confirms that the premises or proposed premises complies with the local government's Local Planning Scheme.

Local governments are able to condition Section 40 certificates, if the premises can only be made to comply with the planning laws, through the imposition of specified trading restrictions. Usually, any trading restrictions specified by a local government would be imposed by the Liquor Licensing Authority as conditions on any licence issued. For example, such restrictions could include noise levels or hours of operation.

For businesses located at Perth Airport, the City's Planning Department does not issue Section 40 Certificates as it has no jurisdiction over land covered by the *Airport Act 1996*.

Applicants should ensure that requests for Section 40 certificates are lodged promptly to ensure that the City has sufficient time to process the application.

Application Checklist

This checklist has been prepared to ensure development applications are complete and contain all required information to allow for the application to be processed in a timely manner. The City asks that you read the following information and complete the checklist to ensure all information is provided so that your application can be formally accepted.

Please note incomplete applications may not be accepted and may be returned to the applicant to lodge at a future date when all outstanding information is available.

Minimum required information	Applicant Use Only	Council Use Only
<p>One (1) electronic copy of the complete application is required. Electronic plans should be submitted in PDF format and meet the following requirements:</p> <ul style="list-style-type: none"> • unlocked, no security or passwords • to scale • optimised for minimum file size. 	Copy of application provided by: <input type="checkbox"/> CD OR <input type="checkbox"/> Emailed to: planning@belmont.wa.gov.au (Max 10MB) OR <input type="checkbox"/> Online Lodgement	<input type="checkbox"/>
The following information is required:		
<ul style="list-style-type: none"> • Section 40 Application form (describing type of liquor licence which is being sought, the nature of the proposed business, and trading hours). 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Detailed site plan demonstrating the location of premises to be licensed; 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Detailed internal layout of the premises, demonstrating the area of the premises to which the liquor licence will apply; 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Correct fee paid (\$50) – refer to Schedule of Planning Fees. 	<input type="checkbox"/>	<input type="checkbox"/>

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SECTION 40 APPLICATIONS
THIS SECTION MUST BE COMPLETED BY THE APPLICANT
BEFORE SUBMISSION TO THE LOCAL AUTHORITY

Applicant Name: _____

Postal Address: _____

Name of Premises subject of Section 40: _____

Premises Address: _____

APPLICATION DETAILS

Category and Type of Licence: _____

Nature of application and an outline of proposed use of the premises: _____

In the case of a *SPECIAL FACILITY LICENCE* application:

- (a) For what purposes is the licence sought? (Refer to Regulation 9A of the *Liquor Control Regulations 1989*).

- (b) What trading hours are sought?

Monday:	_____ am/pm	to	_____ am/pm
Tuesday:	_____ am/pm	to	_____ am/pm
Wednesday:	_____ am/pm	to	_____ am/pm
Thursday:	_____ am/pm	to	_____ am/pm
Friday:	_____ am/pm	to	_____ am/pm
Saturday:	_____ am/pm	to	_____ am/pm
Sunday:	_____ am/pm	to	_____ am/pm

- (c) Is approval sought to sell and supply liquor on:

Christmas Day YES / NO Good Friday YES / NO ANZAC Day YES / NO

- (d) Is approval sought to sell liquor for consumption off the licensed premises? YES / NO

- (e) Please detail the trading conditions sought and provide an outline on how it is proposed the premises will operate (attached separate submission if necessary):

