



This Information Bulletin briefly explains some of the requirements when applying for an alteration or redefinition of the licensed premises as per the *Liquor Control Act 1988* (the Act). This is meant to be read in conjunction with the Director's policy 'Standards of licensed premises' available from DRGL or <http://www.rgl.wa.gov.au/>.

WHAT IS AN ALTERATION/REDEFINITION?

When a liquor licence is granted an area is defined in red on plans relating to the premises, which the sale, supply and consumption of liquor must occur. If the licensee wishes to change this licensed area they must submit an application for Alteration/Redefinition (Alt/Redef) and receive approval by the licensing authority prior to any changes taking place.

Common changes made to a licensed area that require an alteration/redefinition application include:

- building changes or new structures;
- interior refurbishments or alterations (other than cosmetic changes);
- redefinition of licensed area;
- changing the use of an area; and
- addition of toilets to increase number of persons permitted in venue.

An application for alteration/redefinition of a licensed premises can be made by either the licensee or owner of the premises.

WHEN DOES AN ALTERATION/REDEFINITION NOT APPLY?

Cosmetic changes that do not alter the licensed area or the fixtures and fittings specified on the defined plans.

LODGING THE APPLICATION

Applicants must lodge *completed* applications at the Department of Racing, Gaming and Liquor. An application should be made using the forms provided in this application kit.

Application Fees

The application fee must be lodged with the application. Please refer to the fee schedule available upon request or on the [Department's website](#). Please note that the application cannot be examined until the fee is received. Generally, the application fee is not refundable, even if the application is refused or withdrawn.

Plans and Specifications

The application must be accompanied by plans detailed the intended result of any changes being made to the premises. Floor plans are to be on at least A3 size paper or larger and drawn to a scale of 1:100.

Plans can be lodged electronically via disc or via email at plans@rgl.wa.gov.au. If lodging via email please include the name of the application and the licensed premises in the subject line.

For full details please refer to the policy on [Standards of Licensed Premises](#).



Please ensure that all documentation is provided with your application to avoid delays. Applications may be returned to the applicant or their solicitor/consultant if the application is incomplete.

- ❖ Department staff will be available between **8:30am and 4:30pm** to assess your application to ensure that it meets the legislative requirements prior to lodgement.
- ❖ 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 - MIMIMUM REQUIREMENTS

- Completed **Form 8** – Notice of Application
- Prescribed **Application Fee** (refer to *'Fee Schedule for Liquor Activities'*)
- Plans and specifications** of licensed premises (refer to Information Bulletin 25 *'Plans and Specifications'* and Director's Policy *'Standards of Licensed Premises'*)
- Certificate of Title**, including sketch of the land
- Letter of Consent from the Freehold Owner of the Premises** where the applicant does not own the freehold of the premises

OTHER DOCUMENTS THAT MAY BE REQUIRED

- Section 40 Certificate** – Certificate of Local Planning Authority to be completed by the Local Government where the alteration/redefinition will result in a change in the use of the premises
- Public Interest Assessment (PIA)** submissions (refer to Director's Policy *'Public Interest Assessment'* and the [PIA Form 2A](#)) will be requested by the licensing authority if required after the application has been lodged



Office Use Only	
Paid Date	
Receipt No.	
Amount Paid	

**NOTICE OF APPLICATION FOR APPROVAL OF ALTERATION/REDEFINITION
 LIQUOR CONTROL ACT 1988**

Sections 68 & 77

Please print neatly in **BLOCK LETTERS** with a *black* pen only

1. DETAILS OF LICENSEE AND APPLICANT

(a) Licence number: _____

(b) Name(s) of Licensee: _____

(c) Name and Address of Licensed Premises: _____
 _____ Post Code: _____

(d) Is the applicant, in this case, the licensee? YES NO

If **NO**, (i) Name of applicant: _____

(ii) Address for service of documents: _____
 _____ Post Code: _____

(iii) Status of applicant (eg. owner, lessor): _____

(e) Daytime Contact Name: _____

Telephone number: () _____ E-mail: _____

2. DETAILS OF APPLICATION

Describe the alteration or redefinition to be approved: _____

3. CONSENT OF THE OWNER/LESSOR

Has the consent of any owner and/or lessor of the premises been obtained? YES NO If **YES**, attach a copy

4. DECLARATION

The applicant declares that all the information in this form and in any supporting documents is true and correct and no relevant information has been omitted.

Dated the _____ day of _____ / _____

WHERE THE LICENSEE 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 LICENSEE 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 LICENSEE IS ONE OR MORE INDIVIDUAL PERSONS:-

Signature of Licensee

Signature of Witness

Signature of Licensee

Signature of Witness

5. 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:	



FEE SCHEDULE FOR LIQUOR ACTIVITIES
EXTRACT FROM LIQUOR CONTROL REGULATIONS 1989
EFFECTIVE AS FROM 1 JANUARY 2015

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	\$42.00
• Any other type of licence	\$230.00
One-Off <i>(for a period of 21 days or less)</i>	
• Club restricted licence	\$42.00
• ¹ Any other licence type if the anticipated number of patrons is:	
○ Up to 500	\$107.00
○ Between 501 and 1,000	\$219.00
○ Between 1,001 and 5,000	\$1098.00
○ Between 5,001 and 10,000	\$2197.00
○ Over 10,000	\$4401.00
Alteration or redefinition of a licensed premises	\$386.00
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 <i>(other than transitional approval)</i>	
• Application for renewal lodged at Australia Post	\$163.00
• Lodged online	\$125.00
Renewal of Manager's Approval <i>(transitional)</i>	
• For 1 year	
○ Lodged at Australia Post	\$71.00
○ Lodged online	\$30.00
• For 3 years	
○ Lodged at Australia Post	\$117.00
○ Lodged online	\$76.00
• For 5 years	
○ Lodged at Australia Post	\$163.00
○ Lodged online	\$122.00
Replacement identification card	
○ Lodged at Australia Post	\$52.00
○ Lodged online	\$10.00
⁴ Approval of person in position of authority	\$155.00
Approval to conduct non-liquor business on licensed premises	\$214.00
Change of name of licensed premises	\$72.00
EXTENDED TRADING PERMIT	
Ongoing	
• Alfresco	\$337.00
• Liquor without a meal (not restricted to 120 persons)	\$450.00
• Liquor without a meal (restricted to 120 persons or less)	\$52.00
• Hours, dining, associations, late delivery, restaurant with accommodation	\$1128.00
One-Off: increase hours, extend the licensed area and/or sell liquor to non-members	
• Club restricted licence	\$42.00



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DESCRIPTION <i>(Please note: Fees are generally not refunded if an application is not approved)</i>	FEE
EXTENDED TRADING PERMIT <i>continued</i>	
One-Off	
<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 	<p>\$107.00</p> <p>\$219.00</p> <p>\$1098.00</p> <p>\$2197.00</p> <p>\$4401.00</p>
² Grant or removal of a club, club restricted, restaurant, producer's or wholesaler's licence	\$856.00
² Grant or removal of a hotel, hotel restricted, tavern, tavern restricted, small bar, casino liquor licence, nightclub, special facility or liquor store licence	\$3334.00
Juvenile function (under section 126A)	\$63.00
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 	<p>\$52.00</p> <p>\$107.00</p> <p>\$219.00</p> <p>\$1082.00</p> <p>\$2197.00</p> <p>\$4401.00</p>
³ Profit Sharing	\$224.00
² Protection order under section 87(1)	\$224.00
² Transfer of liquor licence	\$820.00
Vary or substitute plans approved under a conditionally granted licence	\$268.00
ANNUAL LICENCE FEE	
⁵ Club Restricted	\$279.00
⁵ For all other licence types	\$564.00
Extended Trading Permit – Ongoing:	
<ul style="list-style-type: none"> • No more than 2 • 3 or more 	<p>\$268.00</p> <p>\$537.00</p>
SEARCH AND SUPPLY FEES	
Address labels for licensed premises	\$138.00
Advertising Banner "Liquor Control Act – Notice of Application"	\$25.00



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SEARCH AND SUPPLY FEES

Copy of a decision of the Commission or Director	
<ul style="list-style-type: none"> For each Additional fee for certification 	<p>\$25.00 \$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 \$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)	\$51.00
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>\$87.00 \$57.00</p>
Search of postcodes	
<ul style="list-style-type: none"> 1 to 10 postcodes More than 10 postcodes 	<p>\$35.00 \$76.00</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 \$219.

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 \$145.00 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 \$145.00 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 \$145.00 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%)	\$279.00	\$564.00
1 April – 30 June (75%)	\$209.25	\$423.00
1 July – 30 September (50%)	\$139.50	\$282.00
1 October – 31 December (25%)	\$69.75	\$141.00



PLANS AND SPECIFICATIONS

Information Bulletin No.25

Liquor Control Act 1988

INTRODUCTION

Plans of the proposed premises are required to be lodged with the application in order for the licensing authority to define the area in which the sale, supply and in some cases, the consumption of liquor will occur if the licence is granted.

If the licence is granted, the defined plans must be kept on the premises and be made available for inspection by an authorised officer upon request.

LODGING PLANS ELECTRONICALLY

Applicants are encouraged to lodge plans in an electronic format wherever possible, with PDF a preferred format.

GENERAL REQUIREMENTS AND SPECIFICATIONS

In order to be accepted by the licensing authority, the plans of the proposed premises to which the application relates must include the following –

- (a) Floor plans in duplicate, at least A3 size and to a scale of 1:100, of each level of each building forming part of the licensed premises showing the uses of each room; the location of all doors, windows, servery hatches and toilets; and fit out details for all toilets; the floor layout; the location of all bars, any areas that are not part of the building that showing how the boundary will be defined.
- (b) a site plan drawn to a suitable scale according the size of the lot showing –
 - an outline of every building on the relevant lot; and
 - the boundary of the relevant lot; and
 - features on the relevant lot such as car parks, vehicle access and adjacent streets and swimming pools; and
 - the name and location of any street forming part of the boundary of the relevant lot.
- (c) a map of the relevant district showing the locality of the relevant premises.
- (d) a plan drawn to a scale of 1:100 showing the front external elevation. If the premises is existing, photos of the external buildings will suffice.
- (e) in the case of an application to alter the licensed premises, a plan showing those premises as they would be if the proposed alteration or redefinition had taken place, distinguishing the areas of the current licensed premises from the areas of the proposed alteration or redefinition.

OTHER REQUIREMENTS

In addition to the above requirements, the plan must be drawn –

- by any person capable of preparing plans on good quality paper of at least A3 size.
- so as to comply with Australian Standard 1100, Technical Drawing Part 101-1984 General Principles and Part 301-1985 Architectural Drawing of the Standards Australia, and shall show the date of preparation, the scale, the direction of north and the name of the person who prepared the plan.

The specifications to be submitted must include the wall and ceiling finishes and the fit equipment in any bar, toilet or kitchen.



Disclaimer

This Bulletin is designed to provide authoritative information in regard to the subject matter covered, and with the understanding that the Director is not passing legal opinion or interpretation or other professional advice.

The information is provided on the understanding that all persons undertake responsibility for assessing the relevance and accuracy of its contents.

LIQUOR CONTROL ACT 1988 CERTIFICATE OF LOCAL PLANNING AUTHORITY – SECTION 40

Reverse side to be completed by applicant BEFORE SUBMISSION TO THE LOCAL AUTHORITY

THIS SECTION TO BE COMPLETED BY THE LOCAL AUTHORITY

I, (full name)

being the

(Title)

for the.....

(Name of Local Planning Authority)

with respect to an application by

(Name of applicant)

hereby certify that the premises known as.....

and situated at.....

.....Post Code.....

will comply with all relevant planning laws, namely;

OR

would comply with the relevant planning laws if consent were to be given by the following authority;

- (i) It is not known whether the authority will give their consent; or
- (ii) It is known that the authority will give that consent subject to the following probable condition/restrictions;

.....
.....

OR

will not comply with the relevant planning laws for the following reasons:-

.....
.....

Dated the day of

Signature of Authorised Officer

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

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 purpose 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 (attach separate submission if necessary):

.....

.....

.....