

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

## 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:

- ⇒ Small Bar<sup>1, 2 & 5</sup>
- ⇒ Restaurant<sup>1 & 3</sup>
- ⇒ Wholesaler
- ⇒ Producer<sup>4</sup>
- ⇒ Club/Club Restricted
- ⇒ Special Facility<sup>1 & 6</sup>

## 2. APPLICATION PROCESSING

Application assessed for compliance, including suitability 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.

## 3. APPLICATION DETERMINATION

Licence Granted  
Subject to payment of initial licence fee

Application Refused

Subject to Review

The review process does not occur unless a party to proceedings seeks a review of the Director of Liquor Licensing's decision to grant or refuse a licence.

Matter before the Liquor Commission

Decision is subject to appeal to the Supreme Court

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- <sup>1</sup> Can include Extended Trading Permit for Area (Alfresco).  
<sup>2</sup> Can include Extended Trading Permit for Ongoing Hours.  
<sup>3</sup> Can include Extended Trading Permit for Liquor Without a Meal restricted up to, or over, 120 persons.  
<sup>4</sup> Can include Extended Trading Permit for Cellar Door Operation.  
<sup>5</sup> Ongoing Hours Extended Trading Permit will be subject to advertising and require public interest submissions.  
<sup>6</sup> Requirement for public interest submissions will be advised once the application is assessed.