

Shire of Broome

Section 39 (Liquor Licensing) Certificates

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 39 Certificate from the relevant local government. Section 39 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 <http://www.rgl.wa.gov.au/>

Section 39 Certificate (Local Health Approval)

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 Act 1911 and relevant regulations*, the *Food Act 2008*, *Shire of Broome Health Local Laws 2006*, the *Local Government Act 1995* and the *Local Government (Miscellaneous Provisions) Act 1960*.

Local governments are able to 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 requiring that music not be amplified over a specified level.

Details of Application

To obtain a Section 39 Certificate the applicant must submit the following information to the Shire of Broome:

- 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 attached form.

A fee applies for Section 39 certificate requests as per Shire of Broome current schedule of fees and charges

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.



**Shire of Broome
Liquor Licence Application & Inspection Request
(Section 39 Certificate)**

I _____ of _____
(Full name in BLOCK LETTERS) (address in BLOCK LETTERS)

request the Shire of Broome to undertake an inspection of and provide a Section 39 Certificate for the premises known as:

_____ situated at:
(Name of premises in BLOCK LETTERS)

(Address of premises in BLOCK LETTERS)

I have paid the current scheduled fee as payment for this service.

Signature

Date

Contact Phone Number: _____

Please note this form is to be submitted with the completed '*Liquor Control Act 1988 Certificate of Local Health Authority – Section 39*' application form below or available from www.rgl.wa.gov.au (refer Liquor, Liquor Licensing, click The Role of Local Government).

SHIRE USE

Paid	
Receipt No	
Debtors No	
Synergy No	
Notification	Registration

<i>Office use only</i>	FILE:	ACTION OFFICER:
ACTION	Noted	Responded
RECORD NO		
FURTHER REFERRAL ACTION OFFICER ACTION REQUIRED	NOTE OR RESPOND	Already Received by EMAIL / FAX

**CERTIFICATE OF LOCAL GOVERNMENT
LIQUOR CONTROL ACT 1988
Section 39**

THIS SECTION TO BE COMPLETED BY THE LOCAL GOVERNMENT

I, (full name) _____

being the (title) _____

for the (name of Local Government) _____

hereby certify that the premises known as _____

and situated at _____

Postcode _____

comply with all relevant requirements under the *Health Act 1911*, under the *Food Act 2008*, under any written law relating to the sewerage or drainage of those premises and under the *Local Government Act 1995* and the *Building Act 2011*;

OR

do not comply with the requirements set out above and could not reasonably be made to comply;

OR

Do not comply with the requirements set out above but could be made to conform if the following requirements were carried out:-

Dated the _____ day of _____

Signature of Authorised Officer

THIS SECTION TO BE COMPLETED BY THE APPLICANT BEFORE SUBMISSION TO THE LOCAL GOVERNMENT

Type of Licence:

- | | | | |
|--|--|---------------------------------------|---|
| <input type="checkbox"/> Casino | <input type="checkbox"/> Hotel (Restricted) | <input type="checkbox"/> Liquor Store | <input type="checkbox"/> Special Facility |
| <input type="checkbox"/> Club | <input type="checkbox"/> Hotel (Tavern) | <input type="checkbox"/> Nightclub | <input type="checkbox"/> Wholesaler's |
| <input type="checkbox"/> Club Restricted | <input type="checkbox"/> Hotel (Tavern Restricted) | <input type="checkbox"/> Producer's | |
| <input type="checkbox"/> Hotel | <input type="checkbox"/> Hotel (Small Bar) | <input type="checkbox"/> Restaurant | |

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

In the case of a **Special Facility Licence** application:

a) What category is sought? *Pursuant to Regulation 9A of the Liquor Control Regulations 1989)*

- | | | |
|--|---|---|
| <input type="checkbox"/> Works Canteen | <input type="checkbox"/> Theatre/Cinema | <input type="checkbox"/> Reception/Function Centre |
| <input type="checkbox"/> Transport | <input type="checkbox"/> Tourism | <input type="checkbox"/> Education & Training Institution |
| <input type="checkbox"/> Education & Training Course | <input type="checkbox"/> Sports Arena | <input type="checkbox"/> Foodhall |
| <input type="checkbox"/> Catering | <input type="checkbox"/> Bed & Breakfast Facility | <input type="checkbox"/> Room Service Restaurant |
| <input type="checkbox"/> Amusement Venue | <input type="checkbox"/> Auction | |

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

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):
