

## Section 39 Certificate of Local Government – Information Sheet and Payment Form

### What is a Liquor License and why must one be obtained?

A Liquor Licence is required by any person wanting to sell alcohol.

As part of the State Government Department of Racing, Gaming and Liquor's (The Department) licensing requirements, applicants must provide The Department with Local Government (The City) approval under sections 39 and 40 of the *Liquor Control Act 1988*. The Department will not commence processing your application until you can provide them with Local Government Certificates under sections 39 and 40.

The Section 39 Certificate of Local Government approval is to verify that The City is satisfied that the premises to be licensed complies with relevant legislation such as the *Food Act 2008*, *Health Act 1911* and *Building Act 2011* and *Local Government Act 1995*. This process is administered by the City's Environmental Health Officers and cannot be completed until the Section 40 Certificate of Local Planning Authority has been issued.

Section 40 approval is to verify that the City is satisfied that the premises to be licensed meets the City's planning requirements under the *Planning and Development Act 2005* and associated policies.

This process is administered by the City's Planning Officers. Section 40 information is available separately on the City's webpage.

### Section 39 Certificate of 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 [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au).

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.

In most cases an inspection of the premises will need to be completed by the City's Environmental Health Officer in order to confirm compliance with the relevant requirements.

### CHECKLIST for submitting a Section 39 Application

To obtain a Section 39 Certificate, the applicant must submit the following information to the City of Canning:

- Department of Racing, Gaming and Liquor s.39 Application Forms;
- Site plan – showing street and lot numbers (to scale);
- Floor plan – identification of area proposed to be used as part of licence including alfresco areas; and
- Fee for Section 39 Certificate (see attached Payment Form)

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.

<b>OPTION 1</b>	<b>In-person Cash and EFTPOS</b> 1317 Albany Highway, CANNINGTON (Cnr George Street West)
<b>OPTION 2</b>	<b>Cheque</b> POST: City of Canning Locked Bag 80, WELSHPOOL WA 6986 (Cheques made payable to City of Canning)
<b>OPTION 3</b>	<b>Credit Card</b> *A surcharge of 0.40% applies to all payments made by Visa / Master Card Debit Card and a surcharge of 0.60% applies to all payments made by Visa / Master Card Credit Card. (incl. of GST)

**INCOMPLETE FORMS CANNOT BE PROCESSED AND WILL DELAY YOUR APPLICATION**

I (full name), \* \_\_\_\_\_,

authorise City of Canning to deduct \* \$ \_\_\_\_\_,

[**\$104.13** for community/sporting club OR **\$207.16** commercial]

From:

**Please tick appropriate card type:**

Mastercard     Visa     Debit Card

**Card Number:** \*

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

<b>Full Name on Card:</b>	*	
<b>Expiry Date:</b>	*	/ / 20
<b>Phone Number:</b>	*	
<b>Signature:</b>	*	
<b>Date submitted:</b>	*	/ / 20

**Office Use Only**

Date Received:

Amount Received:

Account Number (62) 18404.901 (GST exempt).

Update July 2020  
HPRM D16/123680