



APPLICATION FOR A SECTION 39 CERTIFICATE

All applications are deemed addressed to the Chief Executive Officer of the City of Greater Geraldton.

APPLICANT DETAILS

Applicant Name: _____

Address: _____

Postal Address: _____

Phone Number: _____ Mobile Number: _____

Email Address: _____

DETAILS OF PREMISE

Premise Name: _____

Address: _____

Type of Premise: _____

The proposed activities for which the application is sought: _____

Number of Patrons to be accommodated: _____

Size of Licensed Area: _____ square metres (m²)

Number of existing Public Toilets: *Female* _____ *Male* _____

APPLICATION FEE

\$178.00

FUTHER INFORMATION TO BE SUBMITTED

A scaled floor/site plan showing the area in which the licence is sought.

A copy of the completed Liquor License Application form.

Signature: _____

Date: _____



A Certificate of Local Health Authority issued under Section 39 of the *Liquor Control Act 1988* is required by the Department of Racing, Gaming and Liquor for;

- A new liquor licensing applications; and
- Applications for any alterations to existing licensed premises, including hotels, taverns, cabarets, liquor stores, special facility licenses, restaurants, club licenses or for any premise as required by the Department of Racing, Gaming and Liquor.

In accordance with Section 39 of the Act, an applicant for a license is required to submit local government certificates demonstrating compliance with;

- The Health Act;
- The Local Government Act;
- The Local Government (Miscellaneous Provisions) Act; and
- Any other written law relating to sewerage and drainage.

A **Section 39** form is available from the department's website;

<http://www.rgl.wa.gov.au/liquor/liquor-applications/department-roles/the-role-of-local-government>

The Issuing Officer must see evidence that:

- Certificate of Classification has been issued under the Local Government Act – Building Regulations 1989.
- The building complies with the *Health (Public Buildings) Regulations 1992*.
- A Certificate of Electrical Compliance has been received from the electrical contractor.
- Copies of certificates issued as part of the approval process have been received, e.g. structural certificates, certificates of fire retardant treatment etc.
- Emergency evacuation and risk management plans if required, are supplied.
- Where required, a maintenance plan from the installer of a mechanical ventilation system.
- Receipt of payment of the prescribed fee has been paid for the issue of Section 39 Certificate.

It is in your interest to liaise with an Environmental Health Officer early to ensure the required documentation is available to avoid delays on issuing the Certificate of Local Health Authority.

PLEASE NOTE

APPLICATIONS FOR A SECTION 40 ARE TO BE DIRECTED TO THE CITY'S TOWN PLANNING DEPARTMENT.

OFFICE USE

GL Account No: **07220803** _____

Date Paid: _____

Receipt Number: _____

Officers Initials: _____