



## INFORMATION ON THE ISSUE OF CERTIFICATE OF LOCAL HEALTH AUTHORITY – SECTION 39 LIQUOR CONTROL ACT 1998

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

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

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

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

### CERTIFICATE OF LOCAL HEALTH AUTHORITY PROCEDURE

- Submit application paperwork and appropriate fee,
- Contact an Environmental Health Officer at the City to arrange for an inspection of the premises requiring a Certificate of Local Health Authority beforehand;
- A Certificate of Local Health Authority will only be issued unconditional if all outstanding work has been completed; and
- If a Section 39 is conditioned a license will not be granted by Department of Racing, Gaming and Liquor. It is therefore of little benefit to request a Certificate of Local Health Authority if there are still outstanding works to be completed.

### DOCUMENTATION REQUIRED BY THE CITY

The issuing officer must see evidence that that:

1. A Certificate of Classification has been issued under the Local Government Act - Building Regulations 1989.
2. The building complies with the Health (Public Buildings) Regulations 1992.
3. A Certificate of Electrical Compliance has been received from the Electrical Contractor.
4. Copies of certificates issued as part of the approval process have been received, e.g. structural certificates, certificates of fire retardant treatment etc.

5. Emergency evacuation and risk management plans if required, are supplied.
6. Where required, a maintenance plan, from the installer of a mechanical ventilation

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.