



POLICY NO. AP 5.3.14

POLICY STATEMENT

LIQUOR LICENSING ADMINISTRATION

PURPOSE

To provide guidelines for consideration of applications for a certificate of local government (s39) or a certificate of local planning authority (s40).

To provide consent requirements for Occasional Liquor Licence applicants in accordance with the *Liquor Control Act 1988*.

POLICY

1. APPLICATION FOR A CERTIFICATE OF LOCAL GOVERNMENT AND LOCAL PLANNING AUTHORITY

An application to the Licensing Authority for the granting, removal or variation of a Liquor Licence must be accompanied by a Certificate of Local Government (Section 39) or/and Certificate of Local Planning Authority in accordance with the *Liquor Control Act 1988*.

Certificate of Local Government (Section 39)

Confirms compliance of, or the works required to ensure compliance of, the subject premises with the requirements of:

- The *Health (Miscellaneous Provisions) Act 1911*;
- The *Food Act 2008*;
- Any written law applying to the sewerage or drainage of the subject premises;
- The *Local Government Act 1995*; and
- The *Building Act 2011*.

Certificate of Local Planning Authority (Section 40)

Confirms compliance of, or the works required to ensure compliance of, the subject premises with the requirements of written laws relating to planning and any specified planning conditions likely to be imposed if consent is granted.

Such Certificates are to be issued in accordance with all relevant statues, Local Laws, Local Planning Policies, and other relevant Council Policies.

Certificates are to be issued under the authorisation of the following officers:

Certificate of Local Government

- Director Business Services
- Manager Governance and Compliance

Certificate of Local Planning Authority

- Director Planning & Development
- Manager Development Services

**2. CONSENT FOR OCCASIONAL LIQUOR LICENCES**

An Occasional Liquor Licence can only be granted by the Director of Liquor Licensing if an applicant obtains the consent of the occupier, person or authority having control of the premises where the sale, supply or consumption of liquor will take place.

Consent determinations are to be issued under the authorisation of the relevant Manager or Director.

GOVERNANCE REFERENCES

Statutory Compliance	Liquor Control Act 1988 Liquor Control Regulations 1989
Industry Compliance	Department of Local Government, Sport and Cultural Industries
Organisational Compliance	
Process Links	Nil.

POLICY ADMINISTRATION

Directorate		Officer Title		Contact:	
Business Services		Manager Governance and Compliance		9397 3020	
Risk Rating	Low	Review Cycle	Triennial	Next Due:	2021
Version	Decision Reference	Synopsis			
1.	OCM505/14/10/2008	Adopted			
2.	OCM 409/25/08/2009	Minor amendment to reflect changes in State legislation and department name.			
3.	OCM 375/23/08/2011	Reviewed and amended.			
4.	1 September 2014	Reviewed with administrative changes only.			
5.	Exec. Team Meeting 02/10/2017	Administrative changes - name changes for acts, regulations, State Government department and officer titles.			
6.	OCM 303/11/09/2018	Revoked and replaced with admin policy.			
7.	Exec Team Meeting 25/09/2018	Policy renamed to remove legislation and policy rewritten.			
8.	Exec Team Meeting 23/08/2021	Policy amended with minor amendments			