



TOWN OF VINCENT

REQUEST FOR SECTION 39 CERTIFICATE

Please submit your written request for a Section 39 certificate to the Chief Executive Officer (attention to Health Services), detailing:

- the type of Liquor Licence you are applying for in accordance with the Liquor Control Act 1988 (e.g. Restaurant/Small Bar/Tavern/Special Facilities Liquor Licence)
- whether you are requesting a new s.39 or a s.39 as a result of recent Council approved alterations/re-fit of premises;
- whether the premises is ready for a final inspection (this is required prior to issue of s.39).

***Please note:** should you also require a s.40 Certificate, please forward a written request to the Chief Executive Officer (attention to the Town's Planning, Building and Heritage Section).*

PAYMENT OPTIONS

IN PERSON: 244 VINCENT STREET, LEEDERVILLE 6007 Monday to Friday between 8.00am – 5.00pm

**BY MAIL: TOWN OF VINCENT, PO BOX 82, LEEDERVILLE 6902
*Do not send cash through the mail. Complete the Credit Card Payment details below, or forward a cheque or money order made out to the Town of Vincent.***

CREDIT CARD PAYMENT DETAILS:

Please complete the following details, and submit the form in its entirety to the Town of Vincent. Please note American Express and Diners Club are not accepted.

Card No. ____ / ____ / ____ / ____

Expiry Date: ____ / ____

Card Holder's Name: _____ Date: _____

Card Holder's Signature: _____ Amount: \$200.00

Your signature hereon is authority for us to issue a sales voucher for the full amount (shown in the space provided above) and an acknowledgement that the sales voucher, if endorsed "Mail Order", to be treated as having been duly signed by the cardholder. Please forward the entire form with the details clearly completed.

OFFICE USE ONLY Receipt Code: 288L

File No: ENS 0053