



## SECTION 40 CERTIFICATE APPLICATION

THIS SECTION MUST BE COMPLETED BY THE APPLICANT BEFORE SUBMISSION TO THE LOCAL AUTHORITY

### APPLICATION DETAILS

Category and Type of License	
Nature of application and an outline of proposed use of the premises:	

### IN THE CASE OF A SPECIAL FACILITY LICENCE APPLICATION

(a) For what purpose is the licence sought? (Refer to Regulation 9A of the <i>Liquor Control Regulations 1989</i> ).						
(b) What trading hours are sought?	Monday		am/pm	to		am/pm
	Tuesday		am/pm	to		am/pm
	Wednesday		am/pm	to		am/pm
	Thursday		am/pm	to		am/pm
	Friday		am/pm	to		am/pm
	Saturday		am/pm	to		am/pm
	Sunday		am/pm	to		am/pm
(c) Is approval sought to sell and supply liquor on	Christmas Day			Yes	No	
	Good Friday			Yes	No	
	Anzac Day			Yes	No	
(d) Is approval sought to sell liquor for consumption off the licensed premises?				Yes	No	

(e) Please detail the trading conditions sought and provide an outline on how it is proposed the premises will operate (attach separate submission if necessary)	
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### APPLICANT DETAILS

Applicant Name						
Contact No						
Email Address						
Name of Premises subject of Section 40						
Premises Address						
Trading Hours	Monday		am/pm	to		am/pm
	Tuesday		am/pm	to		am/pm
	Wednesday		am/pm	to		am/pm
	Thursday		am/pm	to		am/pm
	Friday		am/pm	to		am/pm
	Saturday		am/pm	to		am/pm
	Sunday		am/pm	to		am/pm

Note: Trading hours must be provided with all Section 40 applications to enable the City to confirm compliance with your planning approval. Failure to provide this information may result in delays processing your Section 40 application.

### PAYMENT OPTIONS

Mail	<p>City of Vincent, PO Box 82, Leederville WA 6902</p> <p>Please 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 City of Vincent.</p>
In Person:	<p>244 Vincent Street, Leederville</p> <p>Monday to Friday 8.00am to 5.00pm</p>

## CREDIT CARD PAYMENT DETAILS (only complete this section if paying by credit card)

Please complete the following details – note that American Express and Diners Club are not accepted.

Please charge my (please tick):	Bankcard	Mastercard	Visa
Credit Card Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cardholder's Name (as shown on the Card):	<input type="text"/>		
Cardholder's Signature (as shown on the Card):	<input type="text"/>		

## SECTION 40 CERTIFICATE APPLICATION CHECKLIST

All applications for a Section 40 Certificate must be accompanied by a completed checklist. Incomplete applications will not be accepted and will be returned to the applicant with a list of outstanding items.

### WHAT INFORMATION DO I NEED?

Information	When is it required	Provided (applicant to complete)	Received (City to complete)
City of Vincent Application for Section 40 Certificate form	Always		
Site Plan showing location of the premises to be licensed	Always		
Detailed floor plan of the premises identifying the portion of the building to which the liquor licence will apply.	Always		
Application fee (\$73) *Applications for Section 40 Certificates are treated as requests for written planning advice for the purpose of fee calculation.	Always		

## APPLICANT DECLARATION

I, \_\_\_\_\_ confirm that I have provided all of the information as outlined above with my application. I am aware that the City may require additional information to process my application. I am aware that all correspondence from the City of Vincent will be via the email address I have provided above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only:

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_