

LIQUOR LICENCE PERMIT AND GAMING APPLICATION



CITY OF VINCENT

Applications are to be submitted to Health Services with the appropriate fee (detailed below), and a written submission regarding the application (minimum 14 days prior to the event), and is to include the following:

- A copy of the application submitted to the Department of Racing, Gaming and Liquor; and
- Details of the proposed event, including the proposed extended hours and area (if applicable); and
- Noise control measures.

Please note: In some cases, you will be requested to undertake a letter drop to surrounding residents advising them of the proposed event, and providing them with a mobile contact number should they experience disturbances including noise and antisocial behaviour, as a result of the event. A copy of this correspondence will also need to be submitted to Health Services as part of your application.

Written conditional approval will then be issued by the City to the event organiser, the Local Police Service and the Department of Racing, Gaming and Liquor.

Should you have any queries, please contact Health Services on 9273 6000 or via mail@vincent.wa.gov.au.

APPLICANT DETAILS	
Applicant name	
Postal address	
Mobile number	
Email address	
How many full-time equivalent employees do you intend to employ? (please tick the box that applies to your business)	<input type="checkbox"/> None (sole trader) <input type="checkbox"/> 20-199 (medium business) <input type="checkbox"/> 1-19 (small business) <input type="checkbox"/> 200+ (large business)

SITE DETAILS	
Premises/Trading name	
Address/Location	
Date and times of event	

DECLARATION	
<ul style="list-style-type: none">• I have attached all the requested information for this application.• I understand that submission of this form does not automatically grant approval. I understand that I will receive a formal approval letter from the City's Health Services should the one off liquor licence permit and gaming application be approved.	
Applicant name	
Signature	

To submit your application please email and any attachments to mail@vincent.wa.gov.au

FEES	
These fees are applicable for the 2023/2024 financial year. Payment options on Page 2	
Liquor or gaming assessment fee	\$52.00

PAYMENT OPTIONS

Request an invoice	<input type="checkbox"/>
By mail	CITY OF VINCENT, PO BOX 82, LEEDERVILLE WA 6902 <i>Do not send cash through the mail. Complete the attached Credit Card Payment details, or forward a cheque or money order made out to the City of Vincent</i>
By E-mail	cashier@vincent.wa.gov.au
Telephone	(08) 9273 6000
In Person	244 VINCENT STREET, LEEDERVILLE WA 6007 <i>Monday to Friday between 9:00am – 4:30pm</i>
Credit Card Payment	<p>Please complete the following details, and submit the form in its entirety to the City of Vincent. Please note American Express and Diners Club are not accepted</p> <p>Please charge my (please select): <input type="checkbox"/> Bankcard <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa</p> <p>Credit Card No.: _____ / _____ / _____ / _____</p> <p>Card Expiry Date: _____</p> <p>Please debit my Credit Card with the amount of: \$52.00</p> <p>Cardholder's Name: <i>(as shown on the Card)</i> _____</p> <p>Cardholder's Signature: <i>(as shown on the card)</i> _____</p> <p>Your signature heron 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</p>
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