



Southern Drive, Busselton WA 6280
 All Correspondence to: The Chief Executive Officer,
 Locked Bag 1, Busselton WA 6280
 Ph: (08) 9781 0444 – Fax: (08) 9752 4958
 Email: city@busselton.wa.gov.au
 Web: www.busselton.wa.gov.au

APPLICATION FOR SECTION 39 OR 40 CERTIFICATE

Liquor Licensing Act 1988

Applicant/s	Family name:			
	Other names:			
	Postal address	No.:	Street name	
		Suburb		Post code
	Phone numbers: (H)		(W)	
	Fax number:		Email:	
	Certificate requested: Please tick appropriate box		<input type="checkbox"/> Section 39 (Health)* <input type="checkbox"/> Section 40 (Planning) <input type="checkbox"/> Section 55 (Planning)	

Property or Facility	Facility name:			
	Facility address:	Lot No.:	Street name:	
		Suburb:		Postcode:
	Phone numbers:			
	Fax number:		Email:	

Land owner/s (1. Only necessary if applicant does not own the land referred to above. 2. Details to be provided in respect of each land owner.)	Family name:			
	Other names:			
	Postal address	No.:	Street name:	
		Suburb:		Postcode
	Phone numbers: (H)		(W)	
	Fax number:		Email:	

Declaration (Making a false statement may be an offence)	I/We declare that all details in this form are true and correct.	
	Signature of applicant/s:	Date:

FEES

RECEIPT NUMBER: _____

Section 39 Certificate	\$195.50	COA: 114230
Section 40 Certificate	\$146.00	COA: 123230



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CHECKLIST FOR THE SUBMISSION OF A REQUEST TO ISSUE SECTION 39 AND 40 CERTIFICATES

Liquor Licensing Act 1988

- Submission of Application form

- Submission of Application fee (Section 39 - \$195.50)
(Section 40/55 - \$146)

- Submission of a copy of an existing Planning Approval (for Section 40/55 Certificate)

- Submission of a written request detailing the following:
 - i. The trading name of the premises;
 - ii. The proposed hours of operation of the premises;
 - iii. Whether liquor is to be available without the requirement for a substantial meal;
 - iv. Whether the premises will feature a “bar” style facility and encourage drinking on the premises in a manner similar to a hotel or tavern style premises;
 - v. What, if any, particular types of persons will the applicants seek to provide for at the premises;
 - vi. Whether liquor will only be sold for consumption on the licensed premises or will be also available for take-away customers in packaged form;
 - vii. Any other matter which may be likely to affect the amenity of the locality in which the premises is located.

Please note that when Section 39 and 40 Certificates are being requested to support a Producer’s Licence application, a Development Application must be approved by the City of Busselton prior to a Section 40 Certificate being issued.

** Please note that a Section 39 Certificate cannot be issued until the premises has been inspected by a City of Busselton Environmental Health Officer. To arrange an inspection, please call the City of Busselton Health Services on 9781 0444.*