



Application to Consume Alcohol on Council Property

shire of Ashburton
reef to range

This application is a request for permission to consume alcohol at a Council facility **ONLY**. Approval to sell or supply alcohol **MUST** be obtained from the Department of Local Government, Sport and Cultural Industries, Office of Racing, Gaming and Liquor. Please refer to <https://www.dlgsc.wa.gov.au/racing-gaming-and-liquor/liquor/liquor-applications> or phone 1800 634 541. *Please note applications for an occasional licence and this permit must be made 14 days in advance of the event date.

Part A – Applicant Details

Name:

Postal Address:

Phone:

Email:

Organisation (if applicable):

Part B – Event Details (Applicant to complete)

If you wish to apply for multiple events please attach a schedule with your event date, times, contact person and number for each event.

Use of any glass (including bottles) requires separate approval. Please confirm if glass will be used and attach a written request to do so. Yes No

Venue:

Date of Event:

Number of people attending:

Purpose of Event:

Event Times:

to

Total Hours of Event:

Total Hours of Alcohol Service (**Max. 6 hours**):

Application Type: BYO Supply/Distribution* Sale of Alcohol*

*The permit holder must ensure that the function is supervised and managed by the holder of an Unrestricted or Restricted Manager Approval and all staff selling or supplying liquor hold a current Responsible Service of Alcohol Certificate (RSA)

Total attendees does not exceed 100 and service of alcohol a maximum 2hrs Yes No

Total attendees does not exceed 75 and service of alcohol a maximum 4hrs Yes No

Have you received an Occasional Licence through the Office of Racing, Gaming & Liquor (If yes please attach to this application) Yes No

Part C – Declaration (Applicant to complete)

I agree and undertake that in the event of this application being approved by Council, the following conditions will be strictly adhered to:

1. Only invited guests or bona fide members of the applicants' group, organisation or club will consume liquor on the premises and no others.
2. Liquor will not be consumed, supplied or made available to any persons under the age of 18 years.

I acknowledge that I have read and understood Council Policy *REC01 Consumption of Alcohol on Shire of Ashburton owned and managed properties*

Applicant Signature:

Date:

High risk events may have their application refused or be asked to provide additional information such as evidence of a Risk Management Plan or security guards.

Part D – Lodgement Information

You can lodge this completed application by mail or in person at any Shire of Ashburton Office:

Lot 246 Poinciana Street (PO BOX 567) TOM PRICE WA 6751

Ashburton Avenue (PO BOX 92) PARABURDOO WA 6754

Lot 307 First Avenue (PO BOX 20) ONSLOW WA 6710

Lot 198 Pannawonica Drive (PO BOX 263) PANNAWONICA WA 6716

Office Use Only

Payment Details (Customer Service Officer to complete)

Application Fee (per event as per adopted fees and charges): \$

EFTPOS Cash Cheque Receipt No.:

Approval (Executive Assistant/Responsible Officer to complete)

Application approved by Director Community Services: Yes No

Application approved by DLGSC if required & copy of licence attached: Yes No

Applicant Notified Brochure given to Applicant Local police notified

Responsible Officer Name:

Position:

Signature:

Date: