

Request to Consume Alcohol on Shire Property

Important Information

- 1) Applicants must be 18 years of age and over.
- 2) This application is a request for permission to consume alcohol at a Shire Facility ONLY. Under no circumstances does it give the hirer authorisation to sell alcohol directly or indirectly or charge an entry fee into a function.
- 3) The application must be completed and approved by the CEO or delegate for all hires where alcohol is consumed regardless of whether a Liquor License is required or not.
- 4) Approval to sell liquor must be obtained from the Department of Racing, Gaming and Liquor <https://www.dlgsc.wa.gov.au/racing-gaming-and-liquor>
- 5) If approved, the original permit will be returned to the application. This permit must be ready for inspection at the facility on the date(s) of the scheduled booking.
- 6) This application must be submitted at least five (5) working days prior to the event.

Organisation details				
Organisation				
Address				
Email				
Contact Person		Phone		
Person responsible for the permit to consume and/or sell alcohol				
Name		Phone		
Address				
Function details				
Location				
Date of Function		Start Time		Finish Time
Type of Function			# Attendees	
Alcohol				
Method of Distribution	☐ Supply	☐ Sale	☐ Bring your own	
If providing alcohol, have you applied for a liquor licence?	☐ Yes		☐ No	
Liquor License Number				
Have you liaised with local Police regarding your event?	☐ Yes		☐ No	

Conditions

I/We agree and undertake that in the event of this application being approved by the Shire:

- 1) Only invited guests or bona fide members of the applicant's group, organisation or club will consume alcohol on the premises and no others.
- 2) Alcohol will not be consumed, supplied or made available to any person under the age of 18.
- 3) If it is the intention of the applicant to sell alcohol to any person, or exchange for value, either directly or indirectly, a permit must first be obtained from the Department of Racing, Gaming and Liquor and a copy of this permit is attached to this application.
- 4) Alcohol consumption is restricted to the premises hired only and is not to be consumed outside these premises. **Consumption on public open space or a reserve area is considered illegal.**

The hirer must comply with the provision of the *Liquor Licensing Act 1988*.

Date		Signature of applicant	
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Collection Notice

The Shire of Boyup Brook collects your personal information to manage event registrations, communicate event details, and ensure safety and planning requirements are met.

Your information may be shared with event partners, emergency services, or contractors assisting with event delivery.

Providing this information is voluntary; however, if you do not provide it, you may be unable to register or participate in the event.

For information about access or correction of your personal information, contact:

Shire of Boyup Brook

Phone: 9765 1200

Email: privacy@boyupbrook.wa.gov.au

Office Use Only

Name		Position	
☐ Approved ☐ Not approved			
Justification			
Date		Signature	