

Application for Permit to Serve Alcohol on Shire Property

Shire of West Arthur
 PO Box 112
 31 Burrowes Street
 Darkan WA 6392
 T: (08) 9736 2400
 E: shire@westarthur.wa.gov.au



Consuming alcohol on Shire property requires a Permit and possibly a Liquor license, depending on the function or event. If alcohol is to be served at an event, an authorised “Application for Permit to Serve Alcohol on Shire Property” is required if alcohol is consumed, served, or sold on Shire property. If alcohol is to be sold at your event or function, then approval from the Shire **and** an Occasional Licence from the Department of Local Government, Sport and Cultural Industries will be required – please allow at least fourteen (14) days before your event to obtain this.

About selling alcohol at your event: If you intend to sell alcohol, it is your responsibility to obtain the appropriate licence for your event and retain a copy of the Approved Licence, together with this application (once approved). Go online to the [Department of Local Government, Sport and Cultural Industries – Racing, Gaming and Liquor](#) for more information.

Important: Once authorised by the CEO of Shire of West Arthur, this document serves as your Permit to Serve Alcohol on Shire Property; please retain it and bring it to your event.

FUNCTION DETAILS			
Name and Details of Event			
Select the Shire-owned venue	<input type="checkbox"/> Arthur River Hall	Date Required	From: to:
	<input type="checkbox"/> Darkan Town Hall	Time Required	From: to:
	<input type="checkbox"/> Pioneer Hall	Brief description of the function <i>e.g. Private Party, Club Function, Community Event</i>	
	<input type="checkbox"/> Other		

Applicant's Details			
Applicant Name:			
Telephone Number:		Mobile Number:	
Email Address:			
The request is on behalf of: (name of Applicant Group/Business)			

This request is for permission to:	
<input type="checkbox"/> Serve and consume liquor	<input type="checkbox"/> Consume (BYO) – patrons supplying own liquor only
NB: If you intend to sell alcohol, it is your responsibility to obtain the appropriate licence (see instructions above).	
I agree that should this request be approved, the following conditions apply:	
<ul style="list-style-type: none"> • The approved applicant will be in attendance at the event; • If indoors, all care will be taken to ensure drink is not split on the floors • If indoors, no liquor will be consumed outside the building 	
THE SERVING OF LIQUOR TO MINORS IS AN OFFENCE AND IS PROHIBITED	
Non-observance of any of the Shire of West Arthur requirements at any time during the course of the hire will result in the withdrawal of this permit, which may be cancelled forthwith without notice at any time by an authorised representative of the Shire of West Arthur or a Police Officer.	

APPLICANT	
Name	Signature
Date/...../.....

AUTHORISED	
The Chief Executive Officer of the Shire of West Arthur must authorise an application for permission to serve alcohol on Shire-owned premises.	
Chief Executive Officer	
Authorised/Not Authorised	Signature
Date/...../.....
Conditions	
OFFICE USE:	Approval Recorded /...../..... Applicant Advised /...../.....