



Alcohol Consumption on Shire Property Permit Application

Organisation

Address

NOMINATED INDIVIDUAL RESPONSIBLE FOR THE PERMIT TO CONSUME ALCOHOL

Name

Telephone

Address

Date of Function

Start Time of Alcohol
Consumption

Finish Time of Event

Start Time of Function

Type of Function

Venue

Expected number of attendees

ALCOHOL

Method of distribution

Supply

Sale

Liquor license
supplied

BYO

What types of drinks will be available

Non Alcoholic

Low – Mid Strength Beer

Spirits

Wine

Full Strength Beer

SECURITY AND SAFETY

What security measures will be undertaken to protect both Council property and members of the public?

Availability of Security Person

Yes

Restriction of alcohol to underage persons

Yes

Minimum of 1 security person per 100 guests

Yes

Adequate lighting around bar and site

Yes

Adequate security around bar and site

Yes

Have you notified the local police of this event?

Yes

FOOD

When will food be available? _____

What types of food do you intend to make available? _____

Please continue onto the next page

Permit to Consume Alcohol on Shire Properties

In order to supply and/or consume alcohol in/on a Shire owned facility or reserve, an application to consume alcohol must be made at the time of booking facility or reserve.

A permit to consume alcohol on a Shire owned facility or reserve may be issued by the Shire subject to the following conditions:

- a) An application must be made to the Shire by submission of an "Application to Consume Alcohol on Council Property" (appendix 1) at least 14 days prior to the event date. If alcohol is being sold, the Shire must be provided with a copy of the liquor licence as approved by the Department of Racing, Gaming and Liquor, prior to the license period commencing.
- b) The permit holder listed on the "Application to Consume Alcohol on Council Property" is responsible for the safety and wellbeing of all people involved in the event and managing the activity to ensure other users and residents are not impacted.
- c) Local Police are to be informed and advised of any changes or variation to the hours.
- d) The CEO must be satisfied that any application or request to consume alcohol will not cause undue disruption or harm to members of the community, or does not demonstrate potentially significant risk that would result in damage to a shire owned facility or reserve.
- e) Applications for a permit to consume alcohol will only be considered for facilities and reserves within the following time restrictions:

Sunday – Thursday from 11am to 10pm.
Friday and Saturday from 10am to 12am (midnight).

- f) A wedding ceremony on a shire reserve (not to exceed 2 hours) would be permitted.
- g) Compliance with all Shire of Wickepin terms and conditions of venue hire.
- h) A community or corporate event held in/on shire owned facility or reserve, where a Liquor Licence has been successfully obtained from the DLGSC.

Sale of Alcohol on Council Properties

Any proposal to sell alcohol in/on a shire owned facility or reserve, will require the applicant to apply to the DLGSC for a liquor licence, and also to the Shire of Wickepin for a permit to consume alcohol.

The following conditions apply to sale of alcohol on shire premises:

- a) The Shire may provide comment to the DLGSC regarding an application submitted for an Occasional Liquor Licence.

The Department may be advised of the time restrictions on permission to consume alcohol on council premises as per times outlined in Permit to Consume Alcohol section (b) above.
- b) A Liquor Licence from the DLGSC must be in place and a copy supplied to the Shire a minimum of 14 days prior to the event date. A permit to consume alcohol will only be issued after receipt of the liquor licence.
- c) The CEO must be satisfied that any application or request to sell alcohol will not cause undue disruption or harm to members of the community.

It is an offence for juveniles and drunk persons to consume, be in possession of, or be supplied alcohol at functions or events, as regulated by the *Liquor Control Act 1988*.

Should the Shire become aware of breeches to the *Liquor Control Act 1988*, these will be reported to the DLGSC. The Shire may refuse to support any further applications (by that applicant) for a Liquor License, or refuse to provide permission to consume alcohol for future hires of Shire owned facilities and reserves.

I hereby apply for approval to permit the consumption of alcohol at the abovementioned function. I acknowledge that I have read and understood the Alcohol Consumption on Council Facilities Policy and agree to fully adhere to its conditions and requirements:

Signature of Applicant _____

Date _____

Signature of Approving Officer _____

Date _____