

Section 40 Certificate Checklist



March 2019

A Section 40 Certificate is required to be obtained from Local Authority under the Liquor Licensing Act to confirm the sale of Liquor is in accordance with the Local Planning Scheme, an approved use or existing planning approval from Local Council.

The following information is required to be submitted for Council to determine if a Certificate may be issued.

A Section 39 Certificate may also be required, this is a separate application submitted to Council's Environmental Health Department. Please check with Department of Racing, Gaming and Liquor for instruction on the Certificates that are required for your specific premises.

Applications containing insufficient information significantly increase processing times and delay all applications. Priority is given to processing complete applications. **INCOMPLETE APPLICATIONS WILL BE RETURNED.**

If you have any queries please contact Council's Planning Services on (08) 97805 220.

Please complete this checklist prior to submitting your application.

ALL APPLICATIONS SHALL BE ACCOMPANIED BY : (If lodged electronically a printing fee will be charged)	Tick
Section 40 Application and Questionnaire to be fully completed (Signed by ALL Landowners and dated)	
Copy of current Certificate of Title and Deposited Plan.	
Planning Fee - As per Council's Fees and Charges Schedule (fee due on lodgment)	
SITE PLANS (1 copy) (preferred scale of not less than 1:500) including: <ul style="list-style-type: none"> • Plan Details - Scale, lot/street number(s), address, owner's name, drawn by, date drawn, north arrow • Lot boundaries, dimensions & street frontages • Existing (and Proposed) building/s and/or land use (Scheme Use Classification) • Existing/proposed parking, access ways and crossovers • Show all existing vineyards if license is for a producer's license • Show proposed licensed area if license is for consumption of liquor 	
FLOOR PLANS (1 copy) including <ul style="list-style-type: none"> • Total Floor Area – Indicate the Floor Area of proposed Use(s) • Licensed area to be highlighted 	

SECTION 40 CERTIFICATE CHECKLIST