



SHIRE OF DONNYBROOK-BALINGUP

CHECKLIST FOR THE SUBMISSION OF A REQUEST TO ISSUE SECTION 39 & 40 CERTIFICATES

- Submission of Application form;
- Submission of a copy of an existing Planning Approval (for Section 40 Certificate);
- Submission of a written request detailing the following:
 - The trading name of the premises;
 - The proposed hours of operation of the premises;
 - The type of liquor activity: sales, supply, or bring your own (BYO);
 - Whether liquor is to be available without the requirement for a substantial meal;
 - Whether the premises will feature a “bar” style facility and encourage drinking on the premises in a manner similar to a hotel or tavern style premises;
 - What, if any, particular types of persons will the applicants seek to provide for at the premises;
 - Whether liquor will only be sold for consumption on the licensed premises or will be also available for take-away customers in packaged form;
 - Any other matter which may be likely to affect the amenity of the locality in which the premises is located.

Please note that when Section 39 and 40 Certificates are being requested to support a Producer’s Licence application, a Development Application must be approved by the Shire of Donnybrook-Balingup prior to a Section 40 Certificate being issued.

Please note that a Section 39 Certificate cannot be issued until the premises have been inspected by the Shire’s Principal Environmental Health Officer. To arrange an inspection, please call Council’s Health Services on (08) 9780 4205.

Liquor Licensing Act 1988	
APPLICATION FOR SECTION 39 OR 40 CERTIFICATE	

APPLICANT/S	Family name:			
	Other names:			
	Postal address	No:	Street name:	
		Suburb:		Post code:
	Phone numbers: (H)		(W)	
	Fax number:		Email:	
	Certificate requested (please tick)	Section 39 (Health)*	Section 40 (Planning)	
	Signature:		Date:	

PROPERTY OR FACILITY	Facility name:			
	Facility address:	Lot No:	Street name:	
		Suburb:		Postcode:
	Phone number:			
	Fax number:		Email:	

LAND OWNER/S (1. Only necessary if applicant does not own the land referred to above. 2. Details to be provided in respect of each land owner.)	Family name:			
	Other names:			
	Postal address	No:	Street name:	
		Suburb:		Postcode:
	Phone numbers: (H)		(W)	
Fax number:		Email:		

* Please note that a Section 39 Certificate cannot be issued until the premises has been inspected by the Shire's Principal Environmental Health Officer. To arrange an inspection, please call (08) 9780 4205 during Office hours.