

APPLICATION FOR PERMIT TO SERVE ALCOHOL ON SHIRE PROPERTY

(FDRS006)



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

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enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

As determined by [Public Places and Local Government Property Local Law 2016 – Part 3.3](#) - Consuming alcohol on Shire Property requires a Permit and possibly also a Liquor Licence, 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 to be either 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). Contact the Narrogin Courthouse or go online to [Department of Local Government Sport and Cultural Industries – Racing, Gaming and Liquor](#) for more information.

Important: Once authorised by the CEO Shire of Narrogin – This document serves as your Permit to Service Alcohol on Shire Property, please retain and take to your event.

Please provide venue hire approval with this application i.e copy of booking form

A copy of the approved application will be emailed to the Hirer and venue provider.

FUNCTION DETAILS

Name and Details of Event			
Select the Shire-owned venue.	<input type="checkbox"/> Town Hall	Date required	From: .../.../.... To: .../.../....
	<input type="checkbox"/> Mayors' Parlour		
	<input type="checkbox"/> Narrogin Reception Centre	Time Required	From: : am/pm To: : am/pm
<input type="checkbox"/> John Higgins Centre	<input type="checkbox"/> Shire Council Meeting Room	Brief description of the function, eg <i>Private Party, a Club Function, a Community Event</i>	
<input type="checkbox"/> Other			
.....			

APPLICANT DETAILS

Name of Applicant	First Name	Last Name
Contact Details	Phone Number:	
	Email Address:	
Request is on behalf of - (name of Applicant Group / Business)		

This request is for permission to:

Serve and consume liquor 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:

- The approved applicant will be in attendance at the event;
- If indoors, all care will be taken to ensure drink is not spilt 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 Narrogin Local Laws, 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 Narrogin or a Police Officer.

Applicant	
Name	Signature

Authorised:

An application for permission to serve alcohol on Shire owned premises must be approved by the Chief Executive Officer of the Shire of Narrogin.

Chief Executive Officer	
Approved / Not Approved	Signature
Conditions	
OFFICE USE:	Approval received by Records Officer: .../.../.... Approval emailed to venue provider: .../.../....
	Applicant Advised: .../.../....