

Liquor Licence Application

Instructions

Lodgement

- For details of the lodgement process including the prerequisites and FAQs please see the [lodgement guide](#) for the specific application you are lodging.
- For help with the portal please click on the Help link in the top right corner.

Navigation

- DO NOT use the web browser buttons to move between pages or sections as this will cancel the form.
- Use the section heading links on the left or the Next button below each page to navigate to the next section.
- All fields with a red * are mandatory.
- All mandatory or invalid values will be shown in red with a message.
- New sections might appear/disappear based on how you answer certain questions.

Saving the form

- If at any time you would like to stop filling in this form you can save it by clicking the Save button below the form.
- If the form is left idle on a page for longer than 30 minutes the application will close and will not be saved.

Cancelling the form

- To Cancel the lodgement of the form, navigate away from it by closing the browser window or following a different link on the menu.

Progress

- The sections bar on the left give an indication of your progress.

Applicant Details

Details of the applicant applying for the grant of a liquor licence.

Applicant Ref	Category	Type
187284	Organisation	Government Department

Name

City of Kalamunda

Address

50 Railway Road KALAMUNDA WA 6076

Please specify the contact person for this application, including a contact number and email.

Contact Person Name

Branwen Smith

Email

branwen.smith@kalamunda.wa.gov.au

Telephone

08 9257 9616

Mobile

Existing Liquor Licence

Is an existing liquor licence currently attached to the premises?

Yes No

Licence Type

Where is the proposed premises situated?

- Western Australia (excluding Christmas and Cocos Islands)
 Christmas Island
 Cocos Island

Please select below the type of licence you wish to apply for.

Special Facility Licence

What is the purpose for which the Special Facility Licence is required?

- Amusement Venue
 Auction
 Bed and Breakfast
 Catering
 Education and Training Course
 Education and Training Institution
 Foodhall
 Online Wine Sales
 Packet / Transport
 Reception or Function Centre
 Room Service Restaurant
 Sports Arena
 Theatre or Cinema
 Tourism
 Works Canteen

If the liquor licence is granted are you able to commence trading immediately?

- Yes No

Trading Hours

The trading hours for each Special Facility Licence are determined by the Licensing Authority.

Please specify the proposed trading days and hours that you wish to operate under the licence.

From Monday	to	To Sunday	Ancillary to a meal? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<input type="checkbox"/> Period <input checked="" type="checkbox"/> Anytime <input type="checkbox"/> Anytime to a lodger			Area <input checked="" type="checkbox"/> Metro <input type="checkbox"/> Non-Metro

Ongoing Extended Trading Permits

Do you wish to also apply for an Ongoing Extended Trading Permit in relation to this application?

- Yes No

Premises Details

Please specify the details of the premises to be licenced.

Enter proposed trading name below (if unknown please enter To Be Advised).

Trading name

Kalamunda Performing Arts Centre

Premises address

48 Canning Road, KALAMUNDA WA 6076

Is the premises owned by the applicant?

Yes No

Please attach a Certificate of Title or Certificate of Survey.

Certificate of Title with Sketch 260-117 48 Canning Road KALAMUNDA 6076 - Certificate of Title 260-1

Are there any payments made to any other entity in relation to the turnover of the business?

Yes No

Please note that should the licence be granted and the licensee no longer has exclusive tenure of the licensed premises all rights to the licence will terminate pursuant to s37(5) of the Act.

Section 40 (Certificate of Local Planning Authority)

A section 40 Certificate of Local Planning Authority or Development Approval specifying the type of liquor licence sought is required to be lodged prior to the determination of the application, unless the licensing authority otherwise determines.

Are you able to provide a section 40 certificate or Development Approval now as part of this application?

Yes No

Please attach a section 40 certificate and / or Development Approval.

Section 40 - Special Facilities License for KPAC.pdf

274 KB

Profit Sharing

Please specify the type of the profit sharer you would like to enter.		
Is the profit sharer a		
<input type="checkbox"/> Individual (natural person) <input type="checkbox"/> Body Corporate (a registered company - i.e. Pty Ltd, Inc, Ltd) <input checked="" type="checkbox"/> Partnership (jointly, two or more of the above)		
Please specify below the details of the profit sharer.		
Partnership name	ABN	
Potential Multiple Parties - Performers etc		
Is this address outside of Australia?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Postal Address		
Potential Multiple Parties - performers etc		
NB contact details entered to fulfil form requirements only		
Postcode	Suburb	State
6076	KALAMUNDA	WA
Contact Details		
Work	Mobile	
08 9257 2558		
Email	Preferred way of correspondence	
performing.arts@kalamunda.wa.gov.au	Email	

Briefly describe the nature of the agreement or arrangement.

Shows are booked into our theatre in a variety of ways, some of which involve us giving the performer a portion of ticket sales. This would be a completely different person for each show. In these cases, ticket sales are kept entirely separate to any bar sales, and the ticket only provides entry into the theatre to watch the show with no alcohol ever included as part of the ticket purchase.

What monetary benefits will the licensee and the other party gain from the agreement or arrangement?

All monies associated with the operation of the bar remain with the City of Kalamunda, and the City of Kalamunda keeps all profits made through the sale of alcohol.

Any other potential parties involved keep a portion of ticket sales income which purchases the patron entry into the theatre, but does not include any alcohol or anything provided by the bar.

The other party sometimes also sells merchandise in the theatre foyer at the end of the show. In some instances the other party will bring their own Eftpos systems to do this, keeping all transactions completely separate to the City of Kalamunda. At other times the merchandise sales will be processed through the City of Kalamunda's Box Office Eftpos system with 100% of monies then forwarded to the other party. Either way merchandise sales are always carried out entirely separately to the monies and the operation of the Theatre bar, and will never include alcohol.

Profit sharing Confirmation**If the application were to be approved the licensee will:-**

1. Maintain responsibility for the conduct of the business under the licence and have total control of the management and supervision of the operation of the business conducted under the licence;
2. Retain an exclusive right to occupy the licensed premises to the exclusion of all others;
3. Collect, and receive all proceeds from the business; and
4. Maintain total control of the business bank account and distribution of any proceeds from the business conducted under the licence.



Please accept these conditions and confirm the information contained in this form is true and correct.

SUBMISSIONS

Please note that the Department may request the lodgement of Public Interest Assessment submissions upon assessment of the application, if deemed necessary.

SUBMISSIONS

Please describe the manner of trade.

Manner of Trade:

Facilities and Services Provided by the proposed premises:

Kalamunda Performing Arts Centre (KPAC) is a multiple-purpose arts venue comprised of a 257-seat Theatre, the Agricultural Hall (220 capacity), the Lesser Hall/ Art Gallery (50 capacity) and the Black Box Theatre (33 Capacity). The venue also includes kitchen facilities and a bar area. A permanent Special Facilities Liquor Licence application is being sought to cover the bar area/ foyer and main auditorium theatre (including all backstage areas and bio-box), to enhance the patron's experience when attending live performances at the theatre.

The Agricultural Hall, Art Gallery/Lesser Hall, kitchen, and kitchen hatch service area are not included in the Permanent Special Facilities Liquor Licence application, due to the fact that most events held in these areas being run by community groups who will individually apply for Occasional Liquor Licenses. This will allow them to carry out their fund-raising activities, including the sale of alcohol.

For the occasional event where the operation of the venue's bar would require licensing of areas not included in the Permanent Special Facilities Liquor Licence application, a temporary extension will be applied for.

depending on the event taking place, the Black Box Theatre is either used as a performance space accessed from the outside veranda area, or as additional backstage area for the Main Theatre.

The Kalamunda Performing Arts Centre Theatre is both a venue for hire and a venue which purchases and promotes its own calendar of events and live performances, covering a wide range of genres including music, musical theatre, drama, comedy, circus, and Fringe style cabaret.

Currently, there are approximately one to three shows per month that are appropriate for alcohol service, and these have been licensed up until now with Occasional Liquor Licenses. The intention of this application is to replace repeated Occasional Liquor Licenses with a Permanent Special Facilities Liquor Licence.

Proposed Manner of Trade:

The proposed manner of trade under the Special Facilities Licence will involve cash and Eftpos sales at the theatre bar, with all drinks being paid for at the time of service. All drinks will be served open, and to be consumed on the premises within the licensed area.

Occasionally events will also call for the following alternative manners of service:

- Drinks included in the event ticket price
- Table service
- Drinks billed at the end of the event, either to the patron before they leave, or to an organisation or individual venue hirer post event

Target Client Base:

As a performing Arts Centre, KPAC aims to serve a diverse audience. Primarily the venue is targeted to people who enjoy live performances and events, while it is each individual event that is aimed towards different demographics, sections of the community and audiences.

Specific programming and audience section include:

- local residents
- families
- seniors
- students
- tourists and visitors
- arts enthusiasts
- special interest groups

Particular theme or decor of the venue:

The Lesser Hall/ Art Gallery is the original part of the building, built in 1896. Over the years, the venue has been extended in stages, resulting in what is now known as Kalamunda Performing Arts Centre. Each extension endeavored to keep with the historic look of the original structure using red brick and mimicking the traditional architectural style of the late 19th Century. Viewed from the street, the venue's main entrance boasts large gum trees, a rose garden and a festoon lit courtyard.

Inside the multi-space performing arts venue, the main theatre presents with typical modern theatre auditorium and foyer furnishing, while the Black Box Theatre is minimalist and typical of its type. The Agricultural Hall and Lesser Hall/ Art Gallery are historic in appearance and are presented as empty spaces with the look and feel of village halls.

Mandatory Training Requirement

An applicant must provide evidence of training as detailed in the [Director's policy on Mandatory Training](#).

Please attach training certificate.

Mandatory training certificate to be supplied.pdf

67 KB

Harm Minimisation

Please attach a harm minimisation document consisting of a Code of Conduct; House Management Policy and Management Plan as per the [Director's policy on Harm Minimisation](#).

Attach harm minimisation document below

KPAC Code of Conduct_House Management Policy Plan.pdf

145 KB

Section 46 Submissions

Attach section 46 submission below

Do you wish to attach a section 46 submission?

 Yes No**Attach section 46 submissions below**

Section 46 Submission.pdf

48 KB

Section 39 (Health & Building Act)

A section 39 Certificate of Health or Development Approval specifying the type of liquor licence sought is required to be lodged prior to the determination of the application.

Would you like to attach your section 39 documents now?

 Yes No

Default Category for all files

Section 39

Attach Section 39 documents below.

Section 39 - Kalamunda Performing Arts Centre.pdf

202 KB

Category

Section 39

Plans

Plans of the proposed premises are required to be lodged with the application in order for the licensing authority to define the area in which the sale, supply and in some cases, the consumption of liquor will occur if the licence is granted (section 66). Please refer to [Standards of Licensed Premises](#)

Please click on the Select File button below to select the file you wish to upload.

The acceptable formats for uploading documents are:

- Portable Network Graphics (.png)
- Joint Photographic Experts Group (.jpg)
- Graphics Interchange Format (.gif)
- Portable Document Format (.pdf)

Attach Plans and Specifications below

Plan of Proposed Premises .pdf

115 KB

Document Submissions

Below is a list of documents that need to be lodged with your application (including documents already attached). In order to progress your application as efficiently as possible you are strongly encouraged to attach all required documents shown below.

Save this form if you need to obtain electronic copies of any documents not yet attached. If you are unable to obtain electronic copies you will need to submit the required documents by mail or in person however, this may cause a delay to the processing of your application.

	Number of Files	Size in bytes
Certificate of Title <input checked="" type="checkbox"/>	1 files	307360 bytes
Section 40 Certificate <input checked="" type="checkbox"/>	1 files	281067 bytes
Training Certificate <input checked="" type="checkbox"/>	1 files	68907 bytes
Harm Minimisation Submissions <input checked="" type="checkbox"/>	1 files	149309 bytes
Section 39 Submissions <input checked="" type="checkbox"/>	1 files	207853 bytes
Plans <input checked="" type="checkbox"/>	1 files	118610 bytes

Declaration

Is there any other information you wish to provide in support of this application?

Yes No

Is there any other supporting documents you would like to attach?

Yes No

Default Category for all files

Attach supporting documents below.

Gazette - Change to Shire of Kalamunda - Gg1961_055.pdf 1 MB

Category

Certificate of Title/Evidence of Ownership

Attach supporting documents below.

Gazette - City Status.pdf 342 KB

Category

Certificate of Title/Evidence of Ownership

The applicant declares that all the information in this form and any supporting documentation is true and correct and no relevant information has been omitted.

Signatory full name

Branwen Smith

Position of Signatory

Programming and Engagement Lead

No work will be undertaken on the application until payment has been received. If the fee is paid after the application is lodged, the lodgement period is counted from the day the fee is paid.

In addition, it is recommended to save your application before submitting it to ensure that you don't lose any of your information in an unfortunate event.

Once saved, click **Submit** below to proceed to the Payment section.

Submitted By

kalamundapac01

Submitted On

14/3/2024

