**REQUEST FOR SEARCH OF LICENSED PREMISES**

*Please also refer to the Director’s policy Inspection of Records and Access to Documents regarding accessing certain documents.*

1. **CONTACT INFORMATION**

Name of Person Requesting Search:

Contact Number:

Email Address:

Postal Address:

1. **PREMISES IDENTIFICATION**

Licence Number:

Name of Licensed Premises:

Address of Licensed Premises:

**PLEASE NOTE THE FOLLOWING**

Written authorisation/consent is required from the current Licensee(s) to access information for:

1. Duplicate/replacement Licenses;
2. Duplicate/replacement Permits;
3. Duplicate/replacement Plans;
4. Work Orders and S117 Lodgements; and
5. Searches of Licensed Premises and/or copies of any documents relating to the Licence or search results.

**Agents and Legal Representatives cannot authorise a search request unless representing the licensee under s17 of the *Liquor Control Act 1988*. If the Licensee is not available to give consent, the applicant may need to lodge a Freedom of Information request**.

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| **SEARCH REQUIRED** |
| **Full Search of Licence Record - $58.50 (Elaborate below)**  *A detailed search of the department’s database to access information relating to an active licensed premises.* |
| **General Search of Licence Record (search of the database of records per licence) - $45.50**  *Please refer to the Directors Policy – Inspection of records and access to documents for further information – Licensee consent not required for a general Search of Licence Record.* |
| **Copy of specific document pertaining to Licensed Premises (other than already prescribed) - $4 per page (Elaborate below)** |

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| **Duplicate/Replacement Licence - $40.00**  **Duplicate/Replacement of Extended Trading Permit - $40.00 (each) - please specify permit number/s:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *(For displaying on licensed premises)*  **Certified copy of Licence for evidence in Court - $58.50**  **Certified copy of Extended Trading Permit for evidence in Court - $58.50** |
| **Supply of historical copy of Licence, Permit or Decision of the Commission (or the former Liquor Licensing Court) or the Director - $30.50 /decision\***  *\*An additional flat fee of $30.50 will apply for certified copies of the above for evidence in court.* |
| **Copy of Plan/s of licensed premises - $30.50/sheet\***  **Copy of Plan/s of extended trading permit - $30.50/sheet\* – permit number/s:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *(For retention on licensed premises)*  Please advise which format you would like any of the above documents to be delivered:  **Hardcopy**  **Softcopy**  *\*Fees are charged up to a maximum of $232.00 for copies of plans*  **Certified copy of Plan/s for evidence in Court - $45.00/sheet**  **Certified copy of Plan/s of extended trading permit for evidence in Court - $45.00** |
| **List of licensed premises or owners of licensed premises**  **Softcopy - $67.00** |
| **Search of Postcodes**  **1 to 10 - $45.00**  **More than 10 - $101.00** |
| **Customised Request (fee is calculated after form submitted)**  Select this option if seeking a tailored data search or other request and provide further details below. Attach a separate document if required. |

1. **SIGNATURE OF APPLICANT**

**Signature of Applicant Date**

**Name of Applicant**

1. **CONSENT OF LICENSEE *if applicable***
2. **Where the licensee is a company that has a common seal:**

The common seal of was hereunto affixed in accordance with section 127 of the *Corporations Act 2001* and the Articles of Association in the presence of:

Signature of Director Name of Director

Signature of Director Name of Director

1. **Where the licensee is a company that does not have a common seal**

Signature of Director Name of Director

Signature of Director Name of Director

1. **CONSENT OF LICENSEE *if applicable* (Continued…)**
2. **Where the licensee is one or more individual persons**

Signature of Licensee Signature of Witness

Signature of Licensee Signature of Witness

1. **PAYMENT DETAILS**

**Invoice/Biller details: write the name you want on the invoice**

Bill To Name (Person(s) or Company):

Biller email:

Biller address:

An invoice with detailed payment options will be provided once the application has been received.

Failure to pay the appropriate fee within thirty (30) days, may result in the search request being set aside for irregularity in accordance with section 16(4) of the *Liquor Control Act 1988.*

Level 2, Gordon Stephenson House, 140 William Street, Perth, WA, 6000

**Postal Address:** PO Box 8349, Perth Business Centre, WA, 6849

**Tel:** (08) 6551 4888 **Facsimile:** (08) 9325 1041 **Country Callers:** 1800 634 541

**Email:** rgl@dlgsc.wa.gov.au **Web Site:** [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au)