

LICENSED PREMISES PLANNING APPLICATION CHECKLIST

Disclaimer: *This checklist is for standard information required for lodgement. Additional information may be required by the assessing planning officer after registration.*



A planning permit is required under Clause 52.27 to use land to sell or consume liquor for the following:

- A licence is required under the Liquor Control Reform Act 1998.
- A different licence or category of licence is required from that which is in force.
- The hours of trading allowed under any licence are to be extended.
- The increase of patrons allowed under any licence.
- The increase in the red line area.

How to Apply for a Planning Permit

To apply for a permit, simply submit the mandatory requirements on this checklist.

Please note it is vital that the planning permit application description describes why a planning permit is sought and the type of Liquor Licence being applied for.

Electronic Lodgement Guidelines

Council prefers electronic lodgement through the **online services** (new applications).

Amendments, secondary consents, plans and other supporting documentation should be

submitted in digital form as PDF documents contained on a USB, using the online file sharing service or via email at:

planningapplications@maribyrnong.vic.gov.au

Please submit the complete application as a single PDF document, optimised to reduce file size and not encrypted or password protected

The plans must be to scale, rotated to landscape and provided in a PDF format. It is preferred that the plans be converted electronically rather than printed and scanned with the appropriate scale. Any photos are to be provided as jpeg images.

Pre-Application Information

A Liquor Licence is also required pursuant to the Liquor Control Reform Act 1998. Council suggests that prior to lodging a planning permit application you should contact Victorian Commission for Gambling and Liquor Regulation (VCGLR) at www.vcglr.vic.gov.au for details on suitable types of Licence and application requirements.

Mandatory Information

- ☐ A completed and signed application form.
- ☐ The application fee (refer to fee schedule).
- ☐ A current copy of title. The title must be no older than 3 months and must show any registered covenants/ or s173 agreements. A Certificate of Title may be obtained online from LANDATA or by contacting the Land Information Centre.
- ☐ An electronic copy of all plans (see below).

Note: Applications that do not contain these mandatory requirements will not be accepted.

Written Submission

A written submission is required detailing the following:

- ☐ Details of your proposal and examples of the types of activities proposed.
- ☐ Justification for any variation from standard liquor licensing requirements (e.g hours of operation and/or standard conditions).
- ☐ An assessment against the requirements of Clause 52.27 (Licensed Premises) of the [Maribyrnong Planning Scheme](#).
- ☐ Maximum number of patrons and staff likely to be on the premises at any one time.
- ☐ Hours of operation of the licensed premises and hours of pick up for recycling/waste.
- ☐ A copy of the existing liquor licence (if applicable)

Site Plans

Site plan / floor plans drawn to a scale of 1:100 or 1:200 should show the following:

- ☐ Title boundaries and dimensions.
- ☐ Location plan showing the proximity of the premises from residential properties (if any) in the immediate vicinity.
- ☐ Location of the licensed area (red line area).
- ☐ Rubbish storage areas, bottle storage and removal arrangements.
- ☐ Location of all buildings and uses on the site and the internal details of the buildings.

Other Information Required

- ☐ A noise and amenity action plan may be required depending on the nature of the use or proximity to residential properties.
- ☐ A cumulative impact assessment depending on the amount of licensed premises near the vicinity of the site.

Other Permits/Regulations You May Need to Consider

Once you have obtained the necessary Planning and Liquor Licence permits you may also need to consider:-

- Food safety and health regulations – depending on the type of business you are running and if you are serving food.
- Building permit – if the 'class' or category/type of the building occupancy/use changes.
- Local Laws if you wish to occupy part of the footpath for items such as tables and chairs, umbrellas etc.