

Checklist for licensed premises

Planning applications to use land to sell or consume liquor



Merri-bek
City Council

This checklist applies to applications where a planning permit is required to use land to sell or consume liquor under the provisions of the Merri-bek Planning Scheme. It is vital that a planning permit application description describes why a planning permit is sought. The type of Liquor License being applied for should also be placed in the description i.e. an “on-premises License”.

Other planning scheme controls may affect your proposal. Please check the planning scheme requirements before submitting an application by visiting the Department of Transport and Planning website or attending the City Development Branch enquiries counter at the Merri-bek Civic Centre.

Pre-application meetings

Council encourages applicants to meet with Planning Officers before lodging an application. These meetings are designed to advise applicants whether proposals are generally consistent with the Merri-bek Planning Scheme before they are lodged. Planning staff also assist applicants to become fully aware of the standard and extent of documentation they are required to provide in order to reduce or avoid the need for Council to request further information.

Liquor Licensing

A Liquor License is also required pursuant to the *Liquor Control Reform Act 1998*. This is different to a planning permit. Before lodging a planning permit application you should contact the Victorian Commission for Gambling and Liquor Regulation, www.vcqlr.vic.gov.au, for details on the most suitable type of license and application requirements.

Submit a planning permit application online

- You need to register first as a user with Council Online Services before you can submit a planning permit application online.
- Once you are a registered user, sign in and lodge a planning permit application.
- As part of the online application process, you pay the fee online with Visa or MasterCard.

All planning applications to use land to sell or consume liquor must include:

- A completed and signed application form.
- A legible, full and current copy of title showing the search statement including details of any unregistered dealings. The title must be no older than 3 months and show all boundaries, easements and a full copy of any registered restrictive covenants on the land.
- The application fee.

Required information from applicants

Please note that information associated with a licensed premises application is to be submitted electronically.

- A fully dimensioned site layout plan at a scale of 1:100. A3 set of plans, to scale, should be provided. The plans should show:
 - The title boundaries and dimensions.
 - A location plan showing the proximity of the premises from residential properties in the immediate vicinity.

Additional requirements

To enable proper consideration of the application, Council reserves the right to request additional information pursuant to Section 54(1) of the *Planning and Environment Act, 1987*.

Other planning scheme controls may affect your proposal. Please check the planning scheme requirements before submitting an application by visiting the Merri-bek Council website.

If planning approval is also required for development, advertising signs, car parking waiver and/or for other reasons, the relevant checklists should also be consulted. All approvals being sought should be included in one application.

- The location of all buildings and uses on the site, internal details of the buildings, the proposed use of the components of the building, location of any stage, DJ booth and dance floor.
 - The location of the licensed area (red-line area).
 - Total numbers of patrons to be accommodated on the premises and the allocation of these patrons to identified areas.
 - Location of all doors and windows within the premises.
 - Entry and exit locations.
 - Rubbish storage areas.
 - Bottle storage and removal arrangements, including hours of pick up.
- A written report of the existing and proposed use(s), which contains the following information:
- Details of the existing and proposed hours of operation of the premises and details of any proposed special events.
 - Details of the provision of music including the frequency and hours of entertainment provided by live bands, live music (DJ), amplified music and any other forms of entertainment.
 - A 'cumulative impact assessment'. The State Government has produced a practice note to assist in undertaking this assessment: www.planning.vic.gov.au/_data/assets/pdf_file/0026/97325/PPN61-Licensed-premises_Assessing-cumulative-impact_June-2015.pdf.
 - Security arrangements including the number of personnel and their hours of operation and pass-out arrangements.
 - Numbers of seats required for the proposed use, if applicable.
 - Lighting within the site and security lighting outside the premises.
 - Noise attenuation measures (if proposed), including the recommendations of the any acoustic report submitted in support of the proposal.
 - How the proposal meets the requirements of the Merri-bek Planning Scheme, including the provisions of Clause 52.27 of the Merri-bek Planning Scheme.

To find out more

Visit our website

www.merri-bek.vic.gov.au

Call us

9240 1111

Visit us in person

Merri-bek Civic Centre
90 Bell Street
Coburg 3058

Merri-bek Language Link

Italiano	Italian	9280 1911	Türkçe	Turkish	9280 1914	普通话	Chinese (Simplified)	9280 0750
Ελληνικά	Greek	9280 1912	Tiếng Việt	Vietnamese	9280 1915	National Relay Service: 13 36 77 or relayservice.com.au		
عربي	Arabic	9280 1913	ਪੰਜਾਬੀ	Nepali	9280 0751			