

Planning application checklist

Liquor licences and restaurants/cafes



Merri-bek
City Council

This brochure will help you know:

- What information is needed for your planning permit application
- Common concerns that arise with such proposals

What information is needed for my planning application?

- A completed and signed application form. This can be obtained from Council's website or the Council's Planning counter at 90 Bell Street, Coburg.
- A copy of the Certificate of Title no older than 3 months and a full copy of any registered restrictive covenants on the land. A copy of title can be obtained from Land Titles at www.land.vic.gov.au.
- The application fee (refer to planning fee schedule on Council's website).

The following may be required depending on your proposal. To determine what information would be required for your unique proposal, arrange a pre-application meeting with a council planner.

- An existing plan at a scale of 1:100 to show your subject site in its current condition. Plan to include
 - Existing uses on adjoining properties
 - The built form, scale and character of the existing site and surrounding development
 - Nearest residential properties
 - Location of habitable room windows facing the subject site
- A plan of your proposal at a scale of 1:100 which shows:
 - The Title boundaries, dimensions of the site and adjoining roads.
 - The location of all buildings and uses proposed on the site, internal details of the buildings, the proposed use of the components of the building, and the total

For more information, call 9240 1111 to speak to a planning officer, or visit the Coburg Civic Centre at 90 Bell Street, Coburg.

floor area to be occupied by the proposed use(s) or activities.

- If new buildings and works proposed, levels of the site and the difference in levels between the site and surrounding properties.
 - All driveway, car parking and loading areas.
 - Existing and/or proposed vehicle crossovers, including the distance of the proposed crossover to the canopy and trunk of any street tree located on the street frontage.
 - Proposed landscape areas.
 - All external storage and waste treatment areas.
 - Details of any signage proposed, including location, size and whether the sign(s) are illuminated.
 - Onsite seat layout (a minimum of 75 per cent of the floor area available to the public must be provided for seating).
- For licensed premises, provide a Red-line plan to

Council's Commercial Priority service

The Commercial Priority service fast tracks new and expanding business proposals. Your proposal may qualify for Commercial Priority if it is a supportable proposal that is lodged with all the required information. Talk to a Council planner for more information.

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 City Council - www.merri-bek.vic.gov.au.

Learn more about planning permit applications in Council's "Guide for Applicants", available on the Merri-bek City Council web site.

indicate where the service of alcohol will occur on the site, the location of bottle storage and removal arrangements, including hours of pick up. Also nominate the licence type proposed. The Red-line plan must not include any areas outside the site i.e. footpath.

- A written description of how the proposal will operate on the land including:
 - Proposed days and hours of operation.
 - The total number of patrons on the site including indoor and outdoor seating areas.
 - Maximum number of staff
- If the proposal requires a reduction of car parking spaces pursuant to the requirements of Clause 52.06 of the Merri-bek Planning Scheme a justification is required. If the reduction is more than 10 car parking spaces a car park report prepared by a suitably qualified person to justify the proposed reduction in car parking may be required.
- For licence premises applications – Clause 52.27 (Licensed Premises) of the Merri-bek Planning Scheme requires consideration of 'the cumulative impact of any existing licensed premises and the proposed licensed premises on the amenity of the surrounding area'. The following information is required to enable Council to assess the cumulative impact of the proposal:
 - Location of existing licence premises within a 500-m radius of the subject site.
 - Within a 500-m radius of the subject site, how many and what type of licensed premises (especially high capacity venues and packaged liquor outlets) operate after 11pm?
 - Are meals proposed to be served or is food available?
 - Will the proposal include background, live or recorded music?

Refer to the Department of Transport and Planning's Practice Note on Cumulative Impact for more details www.planning.vic.gov.au/___data/assets/pdf_file/0026/97325/PPN61-Licensed-premises_Assessing-cumulative-impact_June-2015.pdf

What concerns commonly arise with liquor licences and restaurants/cafes?

Noise and anti-social behaviour

Noise and anti-social behaviour are common issues that arise from restaurants, cafes and liquor licence premises. This is particularly the case for proposals near houses and apartments and proposals for outdoor areas for food and liquor service. Hours of operation, patron management plans and acoustic measures to buildings or fencing are common considerations to reduce these concerns.

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	पंजाबी	Nepali	9280 0751			