

Planning application checklist

Places of assembly

(i.e. places of worship, function centres, art galleries, nightclubs)



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 and dimensions of the site.
 - Adjoining roads.
 - The location of all buildings and uses proposed on the site, internal details of the buildings, the proposed use of the

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

components of the building, and the total 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, area and whether the sign(s) are proposed to be illuminated.
- For licensed premises, provide a red-line plan to indicate where the service of alcohol will occur on the site, the location bottle storage and

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.

removal arrangements, including hours of pick up. Also nominate the licence type proposed. The Red-Line Plan must not include any areas of the footpath in the red line.

- A written description of how the proposal will operate on the land including:
 - Proposed days and hours of operation.
 - Maximum numbers of staff.
 - Details of any music to be played on the site and indicate if it is to be background music.
 - Security arrangements for the venue.
- A Venue and Patron Management Plan that specifies the following:
 - Hours of operation of all parts of the premises
 - Patron capacity
 - Patron security
 - Pass out process
 - Identify all queuing areas provided on private property
 - Complaint handling processes
 - Staff training for patron management
 - Management of outdoor areas
 - Noise attenuation measures
 - Outdoor smoking areas
 - Music provision
 - Lighting outside the premises
 - Rubbish storage and disposal (including hours of disposal and collection)
- If live music is proposed, a written response to Clause 52.43-4 (Live Music and Entertainment Noise). The response to include the detail required by Clause 52.43-4 which is:
 - A site analysis, including plans detailing:
 - The existing and proposed layout of the use, buildings or works, including all external windows and doors
 - The location of any doors, windows and open space areas of existing properties in close proximity to the site.
 - The location of any noise sensitive residential uses within 50 m of the site
 - The days and hours of operation of that venue
 - The times during which live music will be performed.
 - Details of existing and proposed acoustic attenuation measures.
- 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.

- 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
- An acoustic report prepared by a suitably qualified person if located close to houses or apartments.
- Details of all previous known uses occurring on the site. If previous uses are any of the "High Potential" for contamination listed in Table 1 of the Potentially Contaminated Land Practice Note an Environmental Assessment Report by a suitably qualified professional is required.

What concerns commonly arise with place of assembly use?

Car parking

The most common issue arising from places of assembly is the impact of car parking for both patrons and staff. Standardised on-site parking requirements are contained at Clause 52.06 of the Merri-bek Planning Scheme to meet this demand.

If you propose to provide less than the car parking requirements contained at Clause 52.06 council must consider the impact to on-street car parking availability on surrounding properties. An application for a car parking reduction must include justification for Council to review.

Noise

Noise is also a common issue that arises from place of assembly. This is particularly the case for proposals near houses and apartments and if the cafe has any outdoor areas. Hours of operation and acoustic measures to buildings or fencing are common considerations to reduce noise concerns.

Anti-social behaviour

Anti-social behaviour is also a common issue that arises from licence premises. Again, this is particularly the case for proposals near houses and apartments and if any outdoor areas are proposed to be used for liquor service. Hours of operation and patron management plans and acoustic measures to buildings or fencing are common considerations to reduce anti-social behaviour 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			