

# Licensed Premises



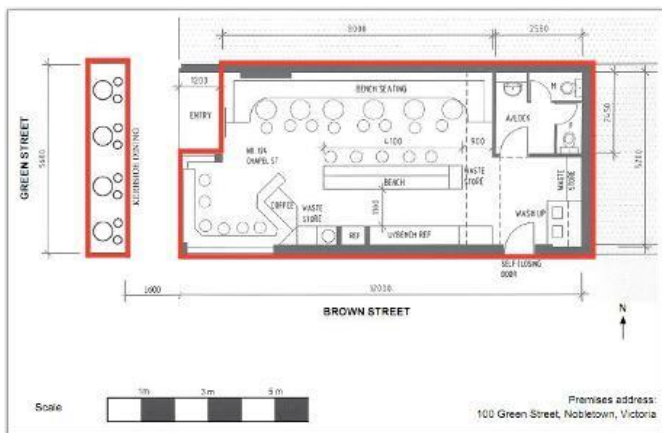
## Liquor Licences

To ensure that licensed premises are situated in appropriate locations and that the impact of the licensed premises on the amenity of the surrounding area is considered.

In most cases, a planning permit is required for the sale and consumption of liquor. This is to ensure that licensed premises are situated in appropriate locations, and to ensure that the impact of the licensed premises on the amenity of the surrounding area is considered.

Common types of liquor licences that require a Planning Permit include: -

- Restaurant and / or Cafe;
- On Premises Liquor Licence (The sale of liquor to people to consume on the premises, and to purchase to take away);
- An increase in area that liquor is allowed to be consumed or supplied (red line);
- An increase in the number of patrons allowed to consume alcohol under an existing licence;
- An increase in the hours of trading allowed under an existing licence.



A planning permit is not required for the following licence types:

- pre-retail licence
- BYO permit
- limited licence
- major event licence.

For a full list of Planning Permit requirements and exemptions, please refer to Clause 52.27 (Licensed Premises) of the Campaspe Planning Scheme.

It should be noted that a licensed premises application can be lodged in conjunction with another use and / or development (e.g. Licensed premises in association with a restaurant).

As well as a planning permit, 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 the Victorian Commission for Gambling and Liquor Regulation (VCGLR). They can provide details on suitable types of Licence and application requirements.

You are encouraged to arrange a pre-application meeting with a Council Planning Officer and Health Department Officer prior to the submission of your application. A pre-application meeting will assist in further identifying any issues with the proposal.

## Application Requirements

The following is a list of information that may be required as part of a planning application:

THE FOLLOWING MUST BE PROVIDED FOR ALL PLANNING APPLICATIONS:	Applicant Use	Council Use Only
<b>All application information should be provided electronically which assists in registration and processing.</b>		
A completed and signed <b>Application for Planning Permit form</b> (available at <a href="http://www.campaspe.vic.gov.au">www.campaspe.vic.gov.au</a> )	<input type="checkbox"/>	<input type="checkbox"/>
The prescribed <b>application fee</b> (schedule of fees available at <a href="http://www.campaspe.vic.gov.au">www.campaspe.vic.gov.au</a> )	<input type="checkbox"/>	<input type="checkbox"/>
A full current copy of the <b>Certificate of Title</b> for the land, printed within the last two months (available online from <a href="http://www.landata.vic.gov.au/tpc">www.landata.vic.gov.au/tpc</a> ) and including title page, lot plan and copy of any instrument (i.e. S173 agreement, covenant):	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>APPLICATION</u></b>		
• A red line plan (to scale and / or dimensioned) defining the area of where alcohol will be served and consumed.	<input type="checkbox"/>	<input type="checkbox"/>
• A written response to Clause 52.27 of the Campaspe Planning Scheme.	<input type="checkbox"/>	<input type="checkbox"/>
• A Patron Management Plan which should address: <ul style="list-style-type: none"> <li>• Staffing and other measures which are designed to ensure the orderly arrival and departure of patrons;</li> <li>• Security and patron behaviour on the premises;</li> <li>• The number of patrons admitted;</li> <li>• Responsible service of alcohol;</li> <li>• Staff training in patron behaviour;</li> <li>• Measures to control noise emissions and protect amenity e.g. safety cameras, barriers and safety guards, availability of taxi's etc.</li> <li>• Emergency contact numbers.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
• Any other plans, photos or supporting information.	<input type="checkbox"/>	<input type="checkbox"/>

Please note that most applications for liquor licences are advertised to affected owners and occupiers.

If the application is in association with a bar, hotel or nightclub that is to operate after 1am a referral to the Chief Commissioner of Victoria Police is required.

A member of the planning team is available to answer any queries and we would encourage all applicants to have a pre-application meeting before lodging an application.