



LICENSED PREMISES

Checklist for Planning Permit Applicants

A planning permit is required to use land to sell or consume liquor if any of the following apply:

- A licence is required under the Liquor Control Reform Act 1998
(Please contact the Office of Director of Liquor Licensing on 1300 65 03 67 in this regard)
- A different licence or class of licence is required from that which is in force.
- The hours of trading allowed under any licence are to be extended.
- The number of patrons allowed under a licence is to be increased
- The area that liquor is allowed to be consumed or supplied under a licence is to be increased.

This does not apply if any of the following apply:

- To a limited licence
- To a licence to manufacture liquor
- To a variation that reduces the hours of trading allowed under a licence.
- To a variation that reduces the number of patrons allowed under a licence
- To a variation that reduces the area within which liquor is allowed to be consumed or supplied under a licence.

To ensure that we can process your application as quickly as possible, please read the following checklist carefully and ensure that you have provided all the necessary documentation. If you are unclear on any aspect of your application, we encourage you to arrange an appointment with a planner to discuss your intended proposal.

If all information is not provided at the time of submission, your application will not be lodged.

- Completed Application for Planning Permit form showing the correct address of the land, an accurate description of your proposal, is it signed and dated, have you provided us with a current contact Telephone No.? Is the address you have provided for yourself the address that you would like any mail to be sent to?
- Have you provided a full and current (within 3 months of lodging) copy of certificate of title, including a title plan/diagram showing any relevant covenants and restrictions? (instructions attached)
- Have you provided a written statement providing detail of the existing use and any current liquor licence, including proposed trading hours, proposed liquor licence trading hours, type of liquor licence sought, number of staff employed, number of seats available to the public and number of patrons.
- Have you provided at least 3 sets of a floor and site plan showing the existing and proposed conditions, all relevant dimensions and the internal layout of the premises including seating, bar areas, etc?
All drawings should be A3 size and unbound, unless otherwise negotiated with Council.
- Have you provided a site analysis plan showing surrounding land uses?
- Have you paid the correct application fee, or included with your application the correct fees? For most applications the fee is determined by the cost of the development. If unsure please contact our Planning Business Support Staff.

Please note that this checklist is indicative only and that additional information may be required depending on the particulars of the application.

Our enquiries counter at the St Kilda Town Hall is open at the following times:
8.30am – 6.00pm Monday only
8.30am – 5.00pm Tuesday to Friday