

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 (to find out contact the Victorian Commission for Gambling and Liquor Regulation on 1300 182 457 or visit www.vcglr.vic.gov.au)
- A different licence or class of licence is required from that which is currently in force.
- The hours of trading allowed under a 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 proposal.

Your application must include the following items, otherwise your application will not be lodged:

- A fully completed **Application for Planning Permit form**.
 - Ensure you have entered the correct address of the land, an accurate description of your proposal, a current email address and phone number, that the Applicant address is the correct postal address, and that the form is signed and dated.
- A full and current copy of the **Certificate of Title** (dated within 3 months of your application), including the title plan/diagram showing any relevant covenants and restrictions. Provide confirmation that the present boundaries are the same as the title boundaries.
- 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.
- Drawings (plans)** including but not limited to a floor and site analysis plan showing the existing and proposed conditions including surrounding land uses, all relevant dimensions and the internal layout of the premises including seating, bar areas, etc.
 - Drawings must be **A3 size**, include a north arrow (not required on elevations), be to scale (i.e. 1:100 @ A3), and include a scale bar.

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

Please also refer to the liquor licencing information at www.portphillip.vic.gov.au/liquor-licencing.htm

Apply online for your planning permit – visit www.portphillip.vic.gov.au/apply-for-planning-permit.htm