

A Planning Permit is required for a liquor licence where:

- a liquor licence is required under the Liquor Control Reform Act 1988;
- where a different licence or category of licence is required from that which is in force;
- the hours of trading allowed under a licence are to be extended;
- the area that liquor is allowed to be consumed or supplied under a licence is to be increased.

A range of liquor licences are available; further information about the different types of licences can be found at [www.vcglr.vic.gov.au](http://www.vcglr.vic.gov.au)

## An application for a liquor licence should be accompanied by the following information:

**A current copy of Title and details of any registered restrictive covenant or Section 173 Agreement**

A Copy of Title and associated restrictions can be accessed [www.landata.vic.gov.au](http://www.landata.vic.gov.au) The Title must be no older than 60 days old.

**Plans drawn to scale**

The plan should be drawn to a scale of 1:100 or 1:200 and show:

- the internal layout of the premises indicating via a red line, the areas which are proposed to be licensed;
- any external areas which are to be licensed, including details of footpath and any outdoor seating provided;
- location of waste storage areas;
- location of buildings on adjoining sites and their use. Where adjoining properties are residential, the plan should show details of all windows, doors and open space areas of these properties.

**A written submission**

The submission should include:

- Hours of operation
- Patron numbers
- Numbers of seats available
- Assessment from a registered Building Surveyor detailing the patron capacity of the premises (unless patron numbers have been restricted by a condition on a previous Planning Permit).

**For tavern/ hotel/ on premises licence applications a Noise and Amenity Plan**

The following information should be included:

- Identification of noise sources associated with the premises including, but not limited to, music noise, entries and exits, courtyards and outdoor areas.
- Measures to be undertaken to address all noise sources identified, including on and off site noise attenuation measures.
- Procedures to be implemented in the case of complaints by a member of the public, the Victoria Police, Council or an officer of the VCGLR;
- Details of staffing arrangements including numbers and working hours of security staff and on premises manager;
- Hours of operation for all parts of the premises;
- Lighting, including security lighting;
- Details of the provision of music including the frequency and hours of entertainment provided by live bands and DJs;
- Details of waste management, including storage and hours of collection for general rubbish and bottles;
- Any other measures proposed to be undertaken to ensure minimal amenity impacts from the proposed licensed use;
- Assessment of cumulative impact (if required).

**If the premises is currently licensed, and an extension in operating hours is proposed:**

- **A copy of the current licence and plans for the premises;**

The current licence can be obtained from [www.vcglr.vic.gov.au](http://www.vcglr.vic.gov.au)

- **A written justification for the extension in hours.**

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**A completed Application for Planning Permit form**

The form can be accessed from

<https://www.surfcoast.vic.gov.au/Property/Planning-and-building/Apply-for-a-planning-permit>

The type of licence sought should be included in the proposal section of the form.

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**The relevant fee**

The fee schedule can be accessed here

<https://www.surfcoast.vic.gov.au/Property/Planning-and-building/Apply-for-a-planning-permit>

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It is important to note that an Application for Planning Permit is not a Liquor Licence. A Liquor Licence can only be issued by the Victorian Commission for Gambling and Liquor Regulation (VCGLR). The process through the VCGLR requires that Council's regulations are met first.

It is possible to apply for a Liquor Licence from the VCGLR concurrently with your Application for Planning Permit. The VCGLR will not issue your licence until you obtain planning approval from Council. Further information can be obtained from the VCGLR website [www.vcglr.vic.gov.au](http://www.vcglr.vic.gov.au)

Not all liquor licences require planning approval, ie a limited licence, a BYO licence. If you are unsure whether you need a Planning Permit, please contact Council's Planning Department for advice.

**Other regulations to consider**

Footpath Trading Permit – to use the footpath or to allow the placement of anything on it such as tables and chairs, umbrellas or signs. Contact Council's Local Laws team.

Food Safety and Health Regulations – depending on the type of business you are running and if you are preparing or serving food and drink. Contact Council's Environmental Health officers.

Building Permit – for the construction or alteration of buildings or to change the use of a building. Deals with structural adequacy, disability access, toilet provision, capacity and essential safety measures. Contact a registered private building surveyor.

**Disclaimer:** Please note this checklist is for standard information required for lodgement. Additional information may be required by Council when assessing your application.