



HUME CITY COUNCIL LIQUOR LICENSING Checklist For Licensed Premises

Hume City Council Planning Permit

A planning permit is required under Clause 52.27 of the Hume Planning Scheme to use land to sell or consume liquor for any of the following:

- A licence is required under the Liquor Control Reform Act 1998
- A different licence or category of licence is required from that which is in force
- The hours of trading allowed under any licence are to be extendedChoose an item.
- The increase of patrons allowed under any licence
- The area that liquor is allowed to be consumed or supplied under a licence is to be increased

Department of Justice – Liquor Licensing

Prior to 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 Department of Justice, Victoria for 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.

This checklist has been prepared to facilitate the faster processing of your application by outlining the minimum amount of information required to assess your proposal. Delays in an application can occur when the information supplied by the applicant is unclear or incomplete. Please follow this checklist to ensure that the correct information is lodged with your application.

All planning permit applications to use land to sell or consume liquor must include the mandatory requirements. All applications should be accompanied by the following information:

- A completed and signed application form;
- A clear and legible full copy of Title (including the diagram) with full details of any restrictions, covenants or agreements. The copy of Title must be no more than 3 months old. A copy of Title can be obtained from:

Land Information Centre Level 10,
570 Bourke Street
Melbourne VIC 3000
Phone: 8636 2831
www.landata.vic.gov.au

- The application fee (note: refer to the fee schedule relating to use applications)

- A written submission detailing the following:
 - Details of your proposal for the land and examples of the types of activities proposed
 - Justification for any variation from standard liquor licensing requirements e.g. hours of operation and/or standard conditions (if applicable). Information can be found at www.justice.vic.gov.au/alcohol
 - An assessment of your application pursuant to Clause 52.27 – Licenced Premises of the Hume Planning Scheme
 - The proposed maximum number of patrons and staff likely to be on the premises at any one time and the impact on the surrounding area
 - The hours of operation of the licensed premises
 - The cumulative impact of any existing licensed premises and the proposed licensed premises or the amenity of the surrounding area
 - If the application is to vary an existing liquor licence, a copy of the existing liquor licence or details must be submitted.
- A PDF copy of fully dimensioned site layout plans at a scale of 1:100 with the plans showing the following:
 - The title boundaries and dimensions
 - A location plan showing the proximity of the premises from residential properties (if any) in the immediate vicinity
 - The location of the licensed area (red line area)
 - Rubbish storage areas - bottle storage and removal arrangements, including hours of pick up
 - The location of all buildings and uses on the site, internal details of the buildings, the proposed use of the components of the building etc
 - How the venue will manage patrons entering and leaving the venue, including security and queuing
 - Will the proposal feature background, live or recorded music
 - What type of transport and/or car parking is available.
- A Noise and Amenity Action Plan may be required depending on the nature of use or proximity to residential properties. This could be discussed at a pre-application meeting.

Please note it is vital that the planning permit application description outlines why a planning permit is sought and the type of Liquor Licence being applied for.

Other Permits/Regulations you may need to consider:

Once you have obtained the necessary planning and Liquor Licence permits you may also need to consider:

Food safety and health regulations – depending on the type of business you are running and if you are serving food.

- Building permit – if the 'class' or category/type of the building occupancy/use changes
- Local laws if you wish to occupy part of the footpath for items such as tables and chairs, umbrellas etc.

Disclaimer: Please note this checklist is for standard information required for lodgement. Additional information may be required by the assessing planning officer after registration.

