

[July 2024]

This checklist outlines the documents required for planning application lodgement. Including these documents with your application will allow us to commence assessment of the application and can reduce processing time. Additional information may be requested by the assessing planning officer. All referenced forms can be found on the [Moyne Shire Council website](#).

Use this checklist for applications for licensed premises

According to [Clause 52.27](#) of the Moyne Planning Scheme, you may need to use this checklist if any of the following apply:

- 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 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.

For example, using premises such as cafes, restaurants, bars, nightclubs, or bottle shops to sell or serve liquor, increasing hours, licensed floor space, or patron numbers in your already licensed premises. Note that a liquor licence is issued by the [Victorian Commission for Gambling and Liquor Regulation \(VCGLR\)](#). A planning permit or an application for a planning permit may be a necessary document for the approval of a liquor licence, as shown below.



Need help?

For more information on how to apply for a planning permit:

- Visit the [planning department website](#)
- Telephone us on 03 5568 0555
- Email us at moyne@moyne.vic.gov.au
- Meet us by appointment at the Moyne Shire Council office, Princes Street Port Fairy VIC 3284

From 8.45am to 4.45pm, Monday to Friday

Book a pre-application meeting

Before you submit your planning application, we encourage you to book a pre-application meeting with a planning officer for planning advice. Please contact the planning department to schedule a meeting. Meetings will be scheduled at a time that is mutually convenient. You need to provide a description of the proposal, the title and any relevant documents. A pre-application meeting fee may apply.

Minimum requirements for a planning permit application for licensed premises

□ A completed application form

- Application form is available at [planning forms, fees and checklists](#).
- Ensure 'cost of works' is completed when you lodge.

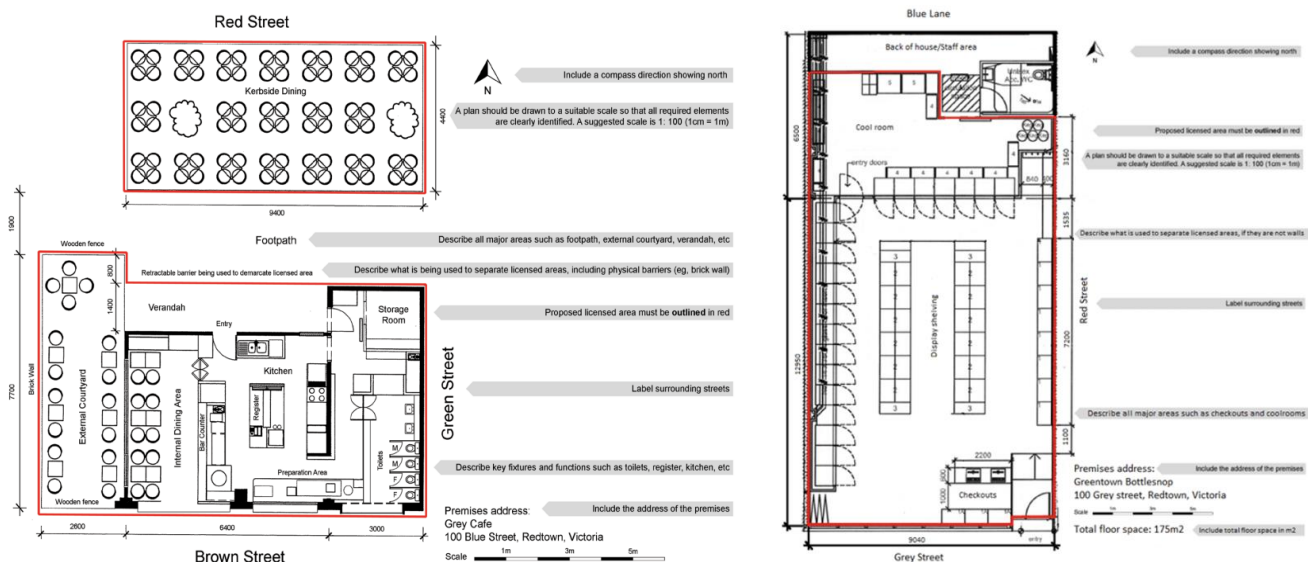
□ A recent copy of the title and the relevant plan for the land (dated no more than 3 months prior to the application)

- A copy of the title and the relevant plan can be obtained online from [Landata](#).
- Provide a copy of any registered covenant and Section 173 agreement if applicable.

□ An electronic copy of scaled and dimensioned floor plan (red line plan)

- The plan is fully dimensioned and scaled to not less than 1:100.
- Show the proposed internal layout including seating areas and the number of tables and seats. Include any areas to be used for patrons outside the site boundaries, such as public spaces or footpaths.
- Show key fixtures and functions such as toilets, cash register, kitchen and any proposed car parking layout.
- Show licensed area marked with a red line, and illustrate how the licensed areas will be separated from non-licensed areas (e.g., walls, fences and barriers)

Examples of a red line plan is provided by VCGLR¹, as shown below.



□ A written submission detailing the proposed operations of the licensed premises

- Type of the liquor licence sought
- Maximum number of patrons
- Hours of operation
- Proposed security measurements (e.g., camera, crowd controllers, lighting inside and outside the premise)
- Training of staff in management of patron behaviour
- Whether live music is proposed to be played on the premise
- Details of consideration of disability standards

¹ Red line plan for licensed premises, Victoria State Government, <https://www.vic.gov.au/red-line-plan>

Other supporting documents

In addition to the above documents, the following documents may also be necessary.

- A cumulative impact assessment
- A noise impact assessment
- A traffic management plan
- An amenity action plan if sensitive uses (residential use, childcare centres, schools) are within 100m of the site
- Consent from the local police

Other permits you may need to consider

- **Liquor Licence** - The VCGLR may require you to provide a planning permit or written permission from the Council with your liquor licence application. You can make a request for a written response by contacting the planning department.
- **Footpath Trading** - You may also require a local law permit if you wish to serve liquor on public land (e.g., footpath and outdoor dining), please contact the local law department to discuss these matters.
- **Food Premises** - The environmental health department is responsible for registering all food businesses as a separate process. Please contact them for more information.
- **Building Permit** - A building permit may be required if you undertake any construction work or occupy a building associated with your business. Please consult with a registered building surveyor to determine whether a building permit is required.

How to lodge your application

Please submit your application electronically by email to moyne@moyne.vic.gov.au. For other lodgement options, please contact Moyne Council.

How to pay your application fee

After we acknowledge the receipt of your application, an invoice will be sent to your preferred contact person's email address. Payment options include mail, in-person, by phone, or via BPAY.

Councils provide services under the *Planning and Environment Act 1987*, which incur fees in accordance with the *Planning and Environment (Fees) Regulations 2016*. For detailed information on application fees, please see [fees \(planning.vic.gov.au\)](http://planning.vic.gov.au).

What happens next

1. Additional information may be requested by the assessing planning officer. A request for further information may be sent to the contact person listed on the application form.
2. Once your application is considered to be complete, the planning officer will decide whether your application needs to be notified or referred to any Referral Authorities under the Moyne Planning Scheme and the *Planning and Environment Act 1987*.
3. You may need to adjust your plans in response to objections from the community, recommendations and decisions made by Referral Authorities.
4. At the end of the notification and referral period, the planning officer will assess the proposal and make a decision to issue a notice of decision, grant a permit, or refuse a permit. You will be informed of the outcome in writing.
5. Upon receiving a planning permit, carefully review the conditions and take note of any that must be complied with before the use and development starts.
6. If you receive a notice of decision to grant a permit, an objector has 28 days to appeal the council's decision to the Victorian Civil and Administrative Tribunal (VCAT). If no appeal is lodged within this period, the planning permit will be issued.
7. You can lodge an application for review with the VCAT if your application is refused by the council, if you are dissatisfied with the conditions, or if a decision has not been made in time.

To get in touch with Council with your application

- Telephone: 03 5568 0555
- Email: moyne@moyne.vic.gov.au
- In person: Moyne Shire Council office, Princes Street Port Fairy VIC 3284

