



Applications for licensed premises

Discuss your proposal with a Planning Officer

- Have you discussed your application with a Planning Officer?

The following information **MUST** be provided with all planning applications

- A completed and signed planning permit application form
- A full copy of title (including title plan) and details of any restrictive covenants, agreements or other restrictions on the title. This title must have been searched within the last month. Obtain a copy of title by searching on-line at www.landata.vic.gov.au or by visiting the Land Information Centre at 570 Bourke Street, Melbourne between 8.30am and 4.00pm Monday to Friday
- Application fee – see the Fee Schedule on the *Planning Guides and Links* page
- A letter/submission detailing what is proposed and responding to the relevant provisions of the East Gippsland Planning Scheme – see the *Planning Guides and Links* page
- Plans - see below for details of what is required

Clause 52.27 of the Planning Scheme states that 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
- 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 license is to be increased
- The area that liquor is allowed to be consumed or supplied under a licence is to be increased

The Planning Scheme provides some exemptions from planning approval. Check Clause 52.27 of the Planning Scheme to determine if an exemption applies to your proposal.

In addition to the information required above for all planning applications, the following needs to be provided when applying for a planning permit for licensed premises.

Fully dimensioned plans

- Three copies (A4 or A3) of fully dimensioned plans drawn at a scale of 1:100 or 1:200 which include, as appropriate:
 - The boundaries and dimensions of the site
 - Adjoining roads

Post applications to:

East Gippsland Shire Council
PO Box 1618
BAIRNSDALE VIC 3875

Email applications to:
feedback@egipps.vic.gov.au

Deliver applications to service centres:

Lakes Entrance
Mechanics Street
LAKES ENTRANCE VIC3909

Orbost
1 Ruskin Street
ORBOST VIC 3888

Omeo
Day Avenue
OMELO VIC 3898

Paynesville
55 The Esplanade
PAYNESVILLE VIC 3880

- The location of the area(s) to be licensed including:
 - Internal layout including the layout of seating, tables and bar areas
 - The area in which it is proposed to serve/consume alcohol

Written Submission

It is important to refer to the Department of Planning and Community Development's *Practice Note 61: Licensed premises – assessing cumulative impact* as this sets out the type of information you must provide. Visit the Department of Planning and Community Development's website for more information.

- At a minimum your written statement must include:
 - Liquor licence sought (i.e. on- or off- premises etc)
 - Details of the use (e.g. restaurant) that the liquor licence is to be associated with
 - Opening hours
 - Hours of opening for the liquor licence
 - Number of patrons
 - Measures proposed to minimise any impact on the amenity of the surrounding area

Signage

Refer to the *Planning for advertising signage* checklist on the *Planning Guides and Links* page.

Waiver of car parking

Refer to the *Planning for a waiver of car parking requirements* checklist on the *Planning Guides and Links* page.

Note:

For further information on obtaining a liquor license, visit the Department of Justice website.

Further information may be required for certain proposals. Many properties in East Gippsland are subject to Planning Scheme overlays. These overlays can include matters such as bushfire, erosion, environmental significance, vegetation protection, heritage etc.

An application must address the requirements of any overlays affecting the property. Review the East Gippsland Planning Scheme (see the *Planning Guides and Links* page of Council's website) for further information.

Council encourages the submission of all planning information and plans on CD in PDF format, with three hard copy sets of accompanying plans and information.

For planning forms see the *Planning Guides and Links* page on Council's website.

If your application is not complete it will not be registered and a letter will be sent identifying information required to be provided.

You are encouraged to book a pre-lodgement meeting with a Planning Officer to have preliminary discussions concerning an application (please note Planning Officers are available by appointment only).

If you have any queries or wish to book a pre-lodgement meeting, contact Council's Planning Department on 03 5153 9500 or visit Council Offices at 273 Main Street Bairnsdale, between 8.30am and 5.00pm Monday to Friday.

A planning permit is often only one approval required from Council. Other permits may be required including:

- Building Permit (Council does not issue building permits; these are issued through private building surveyors.), or
- Road Opening Permit (undertaking works within a Council road reserve i.e. vehicle crossover, service connection), or
- Septic Tank Permit. (from Council's Environmental Health Department)