

# Planning Application - Checklist 8

## Licensed Premises

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



### Introduction

This checklist applies to applications requesting permission to sell liquor. Obtaining permission to sell liquor is a two-step process;

**Step 1** – Obtain a planning permit from Council for the sale and/or consumption of liquor at a property. This approval runs with the land and is generally not linked to a specific person/business. Planning permits generally do not need to be renewed, but may contain an expiry or lapse date.

**Steps 2** – Obtain a liquor license from the Victorian Commission for Gambling and Liquor Regulation (VCGLR). A liquor license is generally tied to both the land and the operator (the licensee) and must be renewed, usually on an annual basis.

Council and the VCGLR may impose different restrictions, for example on hours of operation and/or patron numbers. It is up to the venue operator to ensure compliance with the most restrictive permission.

Certain liquor license types do not require Council permission (step 1 above), such as limited licenses, BYO or licenses to manufacture liquor. If you are unsure of the type of license that you may require, please contact either Council or the VCGLR.

For applications concerning change of use, Council has a dedicated Business Concierge officer that will assist you with the process. Please contact Council's Customer Service Team on 9688 0200 and request to speak with the Business Concierge officer.

Other planning scheme controls may affect your proposal. Please check the planning scheme controls which apply to the land before submitting an application by visiting the Department of Environment, Land, Water & Planning website ([www.planning.vic.gov.au](http://www.planning.vic.gov.au)) or attending the Urban Planning counter at the Footscray Town Hall.

**Maribyrnong City Council - Urban Planning Department**  
Cnr Hyde and Napier Streets, Footscray  
Postal Address: PO Box 58, Footscray VIC 3011  
T: 9688 0200 E: [urbanplanning@maribyrnong.vic.gov.au](mailto:urbanplanning@maribyrnong.vic.gov.au)

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### Can I request a pre-application meeting with Council?

Council encourages applicants to meet with the Urban Planning branch before lodging an application. These meetings will assist in identifying any issues early on in the process and may reduce or avoid the need for Council to request further information. For applications concerning liquor licenses, you can visit the Footscray Town Hall during business hours to discuss your proposal. There is no need to make an appointment.

### What information do I need to provide with my application?

All applications must be accompanied by (at a minimum);

- A completed and signed application form.
- Plans, including a proposed 'red line' plan (see below).
- Written assessment (see below).
- The application fee (refer to [fee schedule](#)).
- A legible full and copy of title (less than 3 months old), including plan(s) and any restrictions.

Failure to provide this information may result in your application being rejected or delayed.

### How do I submit my application?

Council's Planning Department operates 'paper free'. We encourage all applications to be submitted online via Council's [online portal](#). Files larger than 10Mb should be separated and lodged as separate attachments.

### How can I request a Title?

Titles can be obtained from Landata Victoria at [www.landata.vic.gov.au](http://www.landata.vic.gov.au). Select 'Order a copy of title or plan' from the popular searches menu and enter the street address. You must provide Council;

- The Registered Search Statement (Title) showing the lot number and owners details.
- The Copy of Plan (there may be multiple).
- Any Instruments(s), limited to Covenants, Caveats and/or Agreements.

### What do my plans need to show?

All plans must be drawn to scale (preferably 1:100) and show the following (as relevant);

#### Site/Floor Plans

- A plan reference number, date and north point with title boundaries and dimensions of the site.
- The title boundaries and dimensions of the site consistent with the Title.
- The layout (floor plan) of all buildings including all dimensions and setbacks from boundaries.
- A 'red line' plan, which shows the area in which you proposed to sell and/or allow patrons to consume liquor.

#### Photographs

- Council Officer's will generally undertake a site visit when assessing the application. If the works are proposed to the rear of the property or in an area not visible from the street, photographs should be provided to assist Council Officer's in undertaking a proper and full assessment.

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### Do I need to provide a written submission?

You must provide a written submission. As a minimum, your written submission must provide the following;

- Nature of the use (i.e. restaurant, café or bar), including number of patrons/seats, number of staff, hours of operation and the type of license you wish to have.
- Details of any food service, including any periods where food may not be available.
- An assessment against the relevant provisions of the Maribyrnong Planning Scheme, specifically relating to Clauses 22.08 and 52.27. This must include a 'cumulative impact assessment'.
- A copy of any existing liquor license which applies to the land (if relevant).

### What other information do I need to provide?

For larger proposals, or where the site is located in close proximity to residential areas, you may also need to provide;

- Waste Management Plan prepared by a suitably qualified person
- Acoustic Report prepared by an Acoustic Engineer

### Will I need any other permits?

In addition to the planning permit and any liquor license obtained from the VCGLR, you may also require other permits from Council. These may include;

- Health Permit - 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 Permit - if you wish to occupy part of the footpath for items such as tables and chairs, umbrellas etc.

**NOTE:** Council has prepared a range of example plans which may assist you in the preparation of your application. These examples are available on Council's website.