



Checklist for planning applications

Licensed premises

Application lodgment guidelines

- Please submit your application electronically – by email, online file sharing service or USB. This should include:
 - The complete application as a single PDF document, optimised to reduce file size and not encrypted or password protected
- One hard copy set of architectural plans is required. Please provide this unbound on A3 size standard paper. No other documents are required in hard copy

All planning applications must include:

- A completed application form
- A recent copy of the title for the land (dated no more than 30 days prior to the application) including a copy of the diagram or relevant plan of subdivision and the Register Search Statement which lists any encumbrances or restrictive covenants that may affect the land. A Certificate of Title may be obtained online from [LANDATA](https://www.landata.vic.gov.au/)¹ or by contacting the [Land Information Centre](https://www.propertyandlandtitles.vic.gov.au/contact-us).²
- A valid Metropolitan Planning Levy Certificate where the estimated cost of works for the proposed development exceed \$1 million. For more information about the levy and obtaining certificates, please contact the [State Revenue Office](https://www.sro.vic.gov.au/metropolitan-planning-levy).³
- The prescribed application fee

Applications for licensed premises should also include:

- Fully dimensioned plans and elevations at preferred scales of 1:100 or 1:200 showing the following (as appropriate):
 - Location plan showing:
 - the proximity of the premises to other taverns, hotels and nightclubs
 - the location of properties used for sensitive uses in direct line of sight and within 100m of the site – details of doors, windows and open space areas should be shown
 - Taverns, hotels and nightclubs accommodating in excess of 100 patrons should provide the following information regarding public services and infrastructure in the immediate locality; CCTV; public toilets; street lighting; taxi ranks and access to public transport services; pedestrian crossings and traffic management measures
 - Site plan showing:

¹ <https://www.landata.vic.gov.au/>

² <https://www.propertyandlandtitles.vic.gov.au/contact-us>

³ <https://www.sro.vic.gov.au/metropolitan-planning-levy>

- all areas to be used by patrons including areas outside the boundaries of the site, i.e. public spaces or footpaths
- the licensed area marked within a red line
- the existing and proposed internal layout of the premises
- the total numbers of patrons to be accommodated on the premises and the allocation of these patrons to identified areas;
- car parking and bicycle layout (if to be provided)
- Licensed premises operating after 11.00pm are required to demonstrate how amenity impacts would be addressed, including the potential for cumulative impacts where there are existing late night venues in the locality
- Written submission - this submission will form the basis of a management plan. This Proposed Management Plan should contain (as appropriate):
 - Details of the type(s) of liquor licence sought – refer to definitions in the Liquor Control Reform Act 1998
 - Hours of operation for all parts of the premises
 - Details of the maximum number of patrons to be permitted on the premises
 - Security arrangements including hours of operation and management to minimise queues outside the venue
 - Entry and exit locations
 - Pass-out arrangements
 - Training of staff in the management of patron behaviour
 - A complaint management process including provision for the logging of complaints, contact details, responses to verified complaints, consultation with the local community and access to data by officers authorised by the Responsible Authority, the Director of Liquor Licensing, the Environment Protection Authority and Victoria Police
 - Management of any outdoor areas to minimise impacts on the amenity of nearby properties
 - Management of patrons who are smoking
 - Lighting within the boundaries of the site
 - Security lighting outside the premises
 - General waste (including bottle) storage and removal arrangements (including hours of pick up)
 - Noise attenuation measures including the use of noise limiters
 - Details of any proposed special events
 - Details of the provision of music including the frequency and hours of entertainments provided by live bands, live music (DJ), amplified music and any other forms of entertainment
 - An application for a tavern, hotel or nightclub should be accompanied by an acoustic report, prepared by a suitably qualified acoustic consultant. The report must assess if the noise levels generated by the proposed use at the premises meets the requirements specified in the State Environment Protection Policy. The report must identify sensitive nearby uses; all potential noise sources and sound attenuation work required
 - Details of the consideration of the Disability (Access to Premises-Buildings) Standards 2010

This checklist outlines the standard information required for application lodgement. Additional information may be requested by the assessing planning officer.

For further information

Telephone: (03) 9658 9658

Email: planning@melbourne.vic.gov.au

www.melbourne.vic.gov.au⁴

⁴ <http://www.melbourne.vic.gov.au>