

Planning Application Checklist – Licensed Premises

Any person or organisation that intends to supply liquor in Victoria must apply for a licence through the Victorian Commission for Gambling and Liquor Regulation (VCGLR). Any application to the VCGLR will be referred to the relevant Council for comment. Head to the VCGLR website for more detail on the different types of liquor licences, requirements and related information.

A planning permit is also 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 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.

Use this information as a guide to complete your application.

Documents to submit with your application for a planning permit

Council requires certain information to be provided with your application for a planning permit in order to properly assess it. To ensure that your application can be processed quickly and efficiently, it is important that you provide the following documentation:

Document

- 1 A planning permit application form (completed, dated and signed).
- 2 A current copy of the Certificate of Title for the land that shows current ownership details, in addition to a Title Plan (all title information must be no older than 60 days).

Recent title information can be downloaded from <https://www.landata.vic.gov.au> (a small fee applies).



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Document

- 3 A copy of any registered covenants, restrictions or Section 173 Agreements if they apply to the land (these will be indicated on your Certificate of Title).
- 4 A copy of any existing licence issued under the Liquor Control Reform Act 1998.
- 5 Plans including site plan, floor plans, elevation plans and redline plan.
- 6 A written submission outlining how the proposal meets the requirements of the South Gippsland Planning Scheme, including the provisions of Clause 52.27.
- 7 The number of patrons and trading hours allowed under an existing licence, and/or the proposed number of patrons and trading hours.

Contact Us

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