

Application Check List

Licenced Premises

Applicants are requested to fill in this checklist and lodge it with their application.

A correctly completed application will result in faster processing times in most instances.

When you have completed your checklist, sign below to verify you have included all the information necessary to determine your application. If you are lodging this application over the counter, staff from our Planning Department are available to assist at our Council Office at 9 Smith Street, Leongatha.

Required Information:

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An application form completed and signed

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A current copy of title for the land, no more than 60 days old

- A title can be ordered via the Internet on www.landata.vic.gov.au, or by visiting the Titles Office at Level 10, 570, Bourke St, Melbourne Victoria.
For more information call (03) 8636 2456.

NOTE: Both the Registered Search Certificate and the Title Diagram need to be submitted.

NOTE: If the land is burdened by a registered restrictive covenant or Section 173 Agreement the application must be accompanied by a copy of the document.

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The application fee

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Three copies of all plans drawn at preferred scales of 1:100 or 1:200 (A4 or A3 in size), which includes the red line area for the liquor licence.

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Type of licence being sought

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A copy of any existing licence and existing 'red line' area

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Proposed patron numbers and security arrangements for a licensed premises

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Proposed days/hours of operation

The likely effects on adjoining land, including:

- Noise levels, whether live or broadcast music is proposed
- Traffic, including hours of delivery and dispatch

Thank you for completing this checklist to ensure that your application is processed as quickly as possible.

Applicant's signature: _____

Applicant's name: _____

Date submitted: _____