Checklist 9:

**PLANNING PERMIT APPLICATION FOR A LIQUOR LICENSE**

|  |
| --- |
| For all planning applications the following MUST be provided: |
| [ ]  | An Application form completed and signed. |
| [ ]  | The prescribed application fee. |
| [ ]  | A full current copy of Title for the land showing the plan of subdivision and current ownership details (a recent Title search carried out within 6 months). [www.land.vic.gov.au](http://www.land.vic.gov.au) |
| [ ]  | Full copy of instrument and transfer if a registered restrictive covenant, restriction, and/or Section 173 agreement applies to the land. |

In addition to the information required above for all planning applications, the following must be provided (as appropriate):

|  |  |  |
| --- | --- | --- |
| [ ]  |  | Three (3) copies of a site plans drawn to a scale of 1:100 or 1:200 and fully dimensioned. The plan must show: |
|  | [ ]  | The location of all existing buildings, structures. |
|  | [ ]  | The location and layout of driveways and car parking areas. |
|  | [ ]  | Existing license area (if applicable) |
|  | [ ]  | The proposed license area marked in red. |
| [ ]  |  | 1 copy of all submitted plans in A3 size suitable for photocopying. |
| [ ]  |  | A detailed description of all components of the proposal including the type of liquor license proposed and existing liquor license (if applicable), the existing and/or proposed hours of operation, number of patrons existing and/or proposed and provision of car parking spaces existing and/or proposed (including number, location and justification for a car parking waiver/reduction if required). |
| [ ]  |  | A written submission detailing how the proposal responds to provisions of the relevant zone, overlays, particular provisions (including 52.27 Licensed Premises) and local planning policies of the Macedon Ranges Planning Scheme (as appropriate). |

Pre-application meetings are recommended as a part of the application process. Council officers can provide advice to applicants on whether the proposal is generally consistent with the Macedon Ranges Planning Scheme.

Council officers will also aim to assist applicants to become fully aware of the expected standard and extent of documentation they are required to provide with their application to reduce the need for Council to request further information.

To arrange an appointment for a pre-application meeting with a Statutory Planning Officer contact the Statutory Planning Unit Directly on (03) 5421 9699.

**Please note that if the application is not up to an acceptable standard it will be returned.**

|  |
| --- |
| **Office Use Only** |
|  | **Counter Enquiry** | **Pre Application** | **Lodgement** |
| **Date** |  |  |  |
| **Officer** |  |  |  |

***Disclaimer:***

***Note these requirements are intended as a guide for applicants only and may vary depending on the extent of the proposed development. This list of information to be provided is not exhaustive and is compiled without the benefit of a site inspection or referrals which might reveal other material constraints and / or considerations. Additional items may be required to enable a proper consideration of an application. Council reserves the right to request additional information pursuant to Section 54(1) of the Planning and Environment Act (1987)***

***Please include this completed checklist with your application.***