

► Planning Permit Application Checklist

Licensed Premises

	Provided by Applicant	Checked by Planner
This section <u>must</u> be completed for every application.		
A fully completed application form		
A copy of title no more than 3 months old. This includes a 'Register Search Statement', the 'Title Plan' and any associated 'Instruments' (e.g. Section 173 Agreements, Covenants). Titles can be accessed via landata.vic.gov.au		
The relevant application fee.		
A covering letter which summarises the application and why planning permission is required.		
An application to use land to sell or consume liquor.		
One copy of the red-line plan, fully dimensioned and drawn to scale at 1:100, showing: <ul style="list-style-type: none"> • Floor plan in black ink, which shows title dimensions, basic functions and fixtures (e.g. bar, storage area, kitchen, seating area, toilets) • Red outline showing the boundaries of the proposed private area to be licensed. <ul style="list-style-type: none"> ○ Include any areas where liquor will be stored as well as served. ○ If liquor is to be served on public land, please mark the area for Footpath Trading in red, label and provide a copy of the Footpath Trading Permit. • Area in square metres available to the public, this excludes toilets and passageways. • Address of premises. • North compass point <p>Please refer to the Victorian Commission for Gambling and Liquor Regulation, <i>Plans of Licensed Premises</i> fact sheet (October 2017) for detailed plan requirements.</p>		
A business plan: <ul style="list-style-type: none"> • Type of licensed being requested • Hours of operations • Staff numbers • Maximum patron numbers • The number of chairs to be provided 		
Details of music (e.g. audio system details, location of speakers, times of live music, location of stage)		

Please include the checklist with your application at the time of lodgement.

Disclaimer: These requirements may vary depending on the extent of the proposed development. The list of information to be provided is not exhaustive and is intended as a guide for applicants only. An application may require one or more checklist type. Additional items may be required to enable proper consideration of the application. Hepburn Shire Council reserves the right to request additional information pursuant to Section 54(1) of the *Planning and Environment Act (1987)*.

Applications can be submitted by:

- Email: shire@hepburn.vic.gov.au,
- Post: PO Box 21 Daylesford VIC 3460, or;
- In Person: Council offices: Daylesford, Creswick or Clunes.