

Checklist 14 – Liquor Licence

A planning permit is required if any of the following apply:

- A liquor licence is required under the Liquor Control Reform Act 1998;
- A different liquor licence or category of licence is required from that which is in force;
- Existing licensed hours are to be extended;
- An existing licensed area is to be increased;
- The number of patrons allowed under an existing liquor licence is to be increased.

A planning permit is not required:

- For a limited licence;
- For a reduction in licensed hours, or patron number or licensed area;
- If a different licence or category of licence is required solely as a result of changes to Liquor licence categories.

For all applications the following <u>MUST</u> be provided	
3 copies of the completed and signed application form	
3 full current copies of title (including full copies of any restrictive covenants or Section 173 agreements registered on the title). The title must be clearly legible, no older than 30 days and show all boundaries and easements.	
Applicable application fee	
3 copies of a written statement detailing: <ul style="list-style-type: none"> • Existing or proposed use (e.g. restaurant, tavern, function centre) • Proposed licensed hours • Type of liquor licence sought • Number of staff employed, number of tables and chairs • Number of patrons • Any proposed music, e.g. amplified music, live music 	
Three (3) copies of a professionally drawn scaled (1:100) site context plan clearly showing: <ul style="list-style-type: none"> • Existing/proposed buildings on the site and all buildings directly adjoining the site • Adjoining uses described on the plan e.g. shop, bank, office. • Any habitable windows/doors at adjoining buildings. • Detailed floor layout and location of all external doors and windows on the subject premises; • The proposed licensed area outlined in <u>bold red</u>; 	

<ul style="list-style-type: none"> • If seating is proposed, designated seating area and number of seats proposed. • If the footpath is to be licensed, the footpath area outlined in red. 	
3 copies of a written assessment of the development against Clause 52.06 (Car Parking) of the Ballarat Planning Scheme if a car parking dispensation is required and payment of applicable fee. (For further information contact Statutory Planning)	
If proposing a new hotel, tavern or nightclub, a cumulative impact assessment may be required. (For further information contact Statutory Planning)	

Seeking Advice Before You Apply

Different types of planning advice are available prior to lodging a planning application, depending on the nature, scale and complexity of the application:

- Telephone advice from a Statutory Planner – between the hours 8.15am and 5pm Mon – Fri – contact 5320 5107.
- Verbal advice in person can be provided by a Statutory Planning Counter duty officer. To make an appointment telephone 5320 5107 or simply visit the Planning Counter, Phoenix Building, Armstrong Street South – between the hours of 8.30am and 5pm Monday – Friday.
- **Pre-Application Meeting** with a Statutory Planning Coordinator at Council’s Phoenix Building. Pre-Application meetings are held on Tuesday and Thursday afternoons at Council’s Phoenix Building. Simply telephone Statutory Planning on 5320 5640 and the booking can be made over the phone. A Pre-Application meeting can only be booked if you have concept plans of your proposal.
- **Heritage-only Pre-Application Meeting** – Meetings with Council’s Heritage Advisor are scheduled on Wednesdays between 1pm and 5pm and Thursdays between 9am and 5pm. Contact Statutory Planning on 5320 5640 and the booking can be made over the phone.

Electronic Lodgement Service

eServices is Council’s electronic lodgement service. This service allows customers to lodge planning permit applications via the internet. To access this service please go to the [Payments](#) section at www.ballarat.vic.gov.au and follow the links.

General Enquiries

If you have any further enquiries please contact Council’s Customer Service Department on ph: (03) 5320 5500 or visit the Phoenix Building, 25 Armstrong Street South, Ballarat between 8:30am to 5:00pm, Monday to Friday.