



GREATER
SHEPPARTON

Liquor Licence

Information

The Greater Shepparton City Council is committed to providing a balance between the responsible use and sale of liquor, and enhancing the amenity and lifestyle of the City of Greater Shepparton.

The Director of Liquor Licensing through Consumer Affairs Victoria issues liquor licenses in accordance with the Liquor Control Reform Act 1998. Under the provisions of this Act, a liquor licence may only be granted if the relevant planning permission has been obtained from the Council. This will either be in the form of a *'letter of consent'* or a planning permit.

The Greater Shepparton Planning Scheme states that planning permits are generally 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 (eg. On premises licence).
- A different licence or class of licence is required from that which is in force.
- The hours of trading allowed under any licence are to be extended.

A planning permit is not required for:

- A limited licence.
- A licence to manufacture liquor.
- A licence to sell only packaged liquor for consumption elsewhere.
- A BYO licence within the Business 1 Zone (B1Z)

Due to the complexity of the controls relating to liquor licensing, it is suggested that you discuss your proposal with Consumer Affairs Victoria on 1300 65 03 67, or in person at 111 Elizabeth Street Melbourne. Information can also be found on the Consumer Affairs Website at www.consumer.vic.gov.au. Alternatively you could arrange a meeting with one of the Councils Planning Officers to discuss if a planning permit is required. An appointment can be made to meet with one of the Councils planning officers by contacting the Council on (03) 5832 9700 or book online at <http://www.greatershepparton.com.au/bookings/>.

You should also confirm whether any other planning approval is required, as any associated buildings and/or works such as building additions may also require assessment through a planning permit. Further, a planning permit may be required to vary the car parking requirements of Clause 52.06 of the Greater Shepparton Planning Scheme where an increase in seating numbers is proposed.

A checklist of specific requirements can be found on the reverse side of this sheet that will ensure that the correct information is lodged with an application for Planning Permit.

Continued Overleaf

Checklist

For all Planning Applications the following Must be provided:

- A completed and signed Application for Planning Permit Form
- A Full Current Copy of Title (Must be printed within the last two months)
- The prescribed fee (contact the Planning Department on 03 5832 9730 for fees)

The following information should be provided with any planning application for a permit to enable the granting of a liquor licence.

- Written description detailing the existing and proposed:
 - Number of seats to be provided
 - Staff numbers
 - Hours of Operation
 - Number of patrons
 - The type of liquor licence being applied for
- A Site Plan – the layout of your existing and/or proposed development. It must show:
 - A line nominating the building, property or area which you would like to licence
 - Position and distances of the proposal in relation to your boundaries and neighbouring properties
 - Site features such as existing vegetation, driveways, and the location and number of car-parks
 - Length of boundaries and walls
 - Any easements on the site
 - Proposed Landscaping
 - If applicable, the outdoor dining facility area, showing the location of table and chairs
- Floor Plans – the internal layout of existing and proposed buildings in the development. It should show:
 - Layout of the building, including the location of walls, windows, doors & open space
 - Use of each room in the building
 - Clearly define existing licensed areas and proposed licensed areas

Delays in obtaining a permit can occur when the information supplied by the applicant is unclear or incomplete. Please ensure you include clear and accurate plans which are fully dimensioned and drawn to scale. If your project is complicated, you may need professional assistance to draw up your plans.

For further assistance in the preparation of your application, please call the Planning and Development Department on (03) 5832 9730.

Please note that this checklist is for standard information required for lodgement. Additional information may be required by the assessing planning officer after lodgement.