



Have you  
**CHECKED**  
the **LIST?**

City of Darebin  
**Planning**  
8470 8850  
[www.darebin.vic.gov.au](http://www.darebin.vic.gov.au)

A Planning Permit may be required to sell and/or consume liquor from the site. You should contact the City of Darebin to establish if you require a Planning Permit.

### CHECKLIST FOR APPLICATIONS

To ensure that we can process your application as quickly as possible, please read the following checklist carefully and ensure that you have provided all the necessary documentation. If you are unclear on any aspect of your application, we encourage you to contact Council.

#### For all Planning Applications the following must be provided:

- an Application Form completed and signed
- a complete copy of Title for the land showing the Registered Search Statement and the Plan of Subdivision. The copy of Title must be clear and legible and have been produced within the previous three months
- full copy of instrument and transfer, and a full, clear legible copy of the covenant if a registered restrictive covenant applies to the land
- the prescribed application Fee

In addition to the information required above for all planning applications, the following should be provided in accordance with the *Electronic Lodgement Guidelines*:

- one copy of fully dimensioned plans and elevations at preferred scales of 1:100 or 1:200 showing the following as appropriate:
  - site analysis plan showing:
    - the location, use and layout of the existing buildings on the site, including the location of all external windows and doors

*(checklist continued from previous page)*

- the location, use and layout of the existing building(s) on adjoining properties, including the location of all external windows, doors and outdoor areas
- properties within 400 metres of the site that are licensed for the sale and/or consumption of alcohol. The details of the type of use and licence must be provided
- how close the site is to residential properties, including details of doors, windows and outdoor areas on all residential properties bordering the site
- the existing use(s) of the site
- any existing car parking
- proposed and existing floor plans showing:
  - the location and layout of the existing/proposed building(s) on the site, including all external windows
  - all areas to be used by patrons of the premises, including all outdoor areas and car parking areas
  - clearly highlight the area(s) from which you propose to sell and allow liquor to be consumed
  - the proposed use of the entire site. eg. restaurant
  - the number of patrons proposed in each area of the site, including seating capacity
  - the location of waste storage areas
  - the location of all car parking spaces provided on the site. The plans should shown dimensions of all car parking spaces and vehicular access ways.
- a written statement that justifies your proposal. The statement should include the following:
  - details of how you would like to use the site and examples of the types of activities which will be carried out
  - justification for any variation from the standard hours of operation and/or standard conditions of the Victorian Commission for Gambling and Liquor Regulation which can be found at [www.vcglr.vic.gov.au](http://www.vcglr.vic.gov.au)



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- an assessment of your application against the decision guidelines of Clause 52.27 of the Darebin Planning Scheme
- the proposed maximum number of patrons to be on the premises at any one time
- hours and days within which it is proposed to sell and/or consumer alcohol
- you may also be required to submit a Noise and Amenity Action Plan. There are a number of items that must be addressed in the plan, including:
  - identifying all noise sources associated with the premises likely to impact on adjoining residents including, but not limited to, music noises, entries and exits to the premises and outdoor areas
  - measures to be undertaken to address all noise sources identified, including on and off-site noise attenuation measures
  - standard procedures to be undertaken by staff in the event of complaints by a member of the public, the Victoria Police, a Council officer or an officer of the Victorian Commission for Gambling and Liquor Regulation
  - details of staffing arrangements including numbers and working hours of security staff, bar staff, waiters/waitresses, on premises manager, and other staff
  - hours of operation for all parts of the site
  - external lighting within the boundaries of the site and any external security lighting

**Disclaimer:**

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

**Note:**

Other controls in the planning scheme may affect your proposal. Please check the planning scheme requirements before submitting a planning application by visiting the City of Darebin website at [www.darebin.vic.gov.au/planning](http://www.darebin.vic.gov.au/planning) or contacting Council's Planning Team between 8:45am to 4:45pm, Monday to Friday on 8470 8850.

