



## CHECKLIST – PLANNING APPLICATION FOR LICENCED PREMISES

This application can be lodged online

Planning and Building Department  
379-399 Whitehorse Road  
Nunawading VIC 3131  
General Enquiries: (03) 9262 6303

Council's Statutory Planning Unit is committed to reducing the time taken to process planning applications and to enable applications to be decided in a timely manner. The following is a list of the minimum information required to be submitted with any Planning Application.

Clause 52.27 of the Whitehorse Planning Scheme states that a planning permit is 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.
- 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.

This does not apply to a limited licence or a licence to manufacture liquor.

### PLEASE NOTE:

This checklist must be completed by the applicant or owner and attached to any Planning Application.  
**If your application does not satisfy the required detail, the application will not be accepted.**

### Please the items you have submitted.

1. If you do not wish to lodge online - all items may be submitted electronically within a media storage device (e.g.USB) in PDF format, with plans and documents separated and named as appropriate (please see over for naming conventions). The address of the site and the submission date must be clearly indicated on the storage device.
2. "Application for Planning Permit" form or "Application to Amend a Planning Permit" completed and signed and full payment of appropriate application fee
3. A current and full copy of title (including title plan) and details of any Restrictive Covenants/Section 173 Agreements or other restrictions on the title. This title must have been searched within the last three months. Note: If not using the City of Whitehorse Application form a "Declaration for Restrictive Covenants" form completed & signed is required.
4. A covering letter or written submission detailing a written proposal including: 
  - details of the use the liquor licence is to be associated with (eg restaurant)
  - number of patrons
  - opening hours and hours for liquor licence
  - measures proposed to minimise any impact on the amenity of the surrounding area
5. Professionally drafted plans (Site & Surrounds Context, Existing & Proposed Site and Elevation Plan generally at 1:100 scale.
6. A site plan at a scale of 1:100 clearly showing: 
  - The location of the premise (with whole location of site shown from all boundaries and street names clearly marked)
  - Any buildings / structures on the site
7. A floor plan layout at a scale of 1:100, clearly showing: 
  - Internal Layout including the layout of seating and tables
  - A red line delineating the area in which it is proposed to serve/consume alcohol

The quality and content of the information submitted will not be assessed at the time the application is lodged. This checklist ensures all documents are submitted so that Council can commence the assessment of the application. Further information may be required to be submitted to Council.

A copy of the "Application for Planning Permit" or "Application to Amend a Planning Permit" form, and fee schedule are available on Council's website (<http://www.whitehorse.vic.gov.au>). Alternatively you can lodge electronically by selecting 'Online Forms' on our website.

Address: \_\_\_\_\_

Declaration:

I declare that I am the applicant and/or owner of the land and all of the above listed information has been submitted to Council with my application.

Name: \_\_\_\_\_ (Please print clearly)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## NAMING CONVENTIONS FOR DOCUMENTS SAVED IN A MEDIA STORAGE DEVICE

All documents and plans saved in a media storage device are required to be named appropriately, in accordance with the format below:

### “Property Address – Document Name”

e.g.: “2/1000-1004 Whitehorse Rd, Box Hill – Plans”, should be used as the document name of:

*A full set of neighbourhood and site description, design response plans, proposed site and elevation plans for a development at Unit 2, 1000-1004 Whitehorse Road, Box Hill VIC 3128*

Document Name	Documents to be included, where possible
<b>Application</b>	<ul style="list-style-type: none"> <li>• Minimum standard checklist.</li> <li>• Application form.</li> <li>• A copy of title and plan of subdivision.</li> <li>• A copy of any restrictive covenant and agreement.</li> <li>• A copy of written submission explaining the proposal and how it complies with the relevant planning scheme provisions.</li> </ul>
<b>Plans</b>	<ul style="list-style-type: none"> <li>• A full set of architectural drawings in 1 PDF document.</li> <li>• For files larger than 30MB, please separate and name accordingly.               <ul style="list-style-type: none"> <li>○ Neighbourhood and site description and design response plans</li> <li>○ Basement, ground, 1<sup>st</sup> and 2<sup>nd</sup> level plans</li> <li>○ 3<sup>rd</sup> level, roof and elevation and concept landscape plans</li> </ul> </li> </ul>
<b>Arborist Report</b>	<ul style="list-style-type: none"> <li>• A construction impact assessment undertaken by a qualified arborist.</li> </ul>
<b>Traffic Report</b>	<ul style="list-style-type: none"> <li>• A traffic impact assessment prepared by a qualified transport engineer.</li> </ul>
All other supporting documents, where required, including waste management plan, urban context report, ESD or SDA reports, should be separated and named accordingly when saved to a media storage device.	

### PLEASE NOTE:

The maximum size for each document is 30MB. Any document exceeding this size must be separated or compressed.

The maximum number of characters of each document name must not exceed 200.