

Checklist for Applications for a 'Liquor Licence'

		Applicant Use	Council Use Only
1.	Completed Application Form – with all sections completed and signed	0	0
2.	Current and full copy of Certificate of Title (including the relevant plan of subdivision and any applicable S173 agreements/covenants). The title must be produced in the past 3 months.	0	0
3.	Payment of the prescribed application fee	0	0
4.	A written submission indicating: <ul style="list-style-type: none"> The type of licence applied for The existing and proposed hours and days of trade The existing and proposed maximum number of patrons The locations of other premises serving and/or selling liquor within a 200 metre radius in order to assess cumulative amenity impacts 	0	0
5.	1 x Site plan, at scale 1:100 or 1:200, showing: <ul style="list-style-type: none"> 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 developments 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 tables and chairs in accordance with the Shire <i>Commercial Activities on Footpath Policy</i> Plans must not include a previously endorsed stamp 	0	0
6.	1 x Floor Plan, showing: <ul style="list-style-type: none"> Layout of the building, including the location of walls, windows and doors Use of each room in the building (i.e. kitchen, store rooms, bar and dining area) An outline or marking detailing the proposed area to be licensed, including storerooms and kitchen areas (clearly defining existing licensed areas and proposed licensed areas) Plans must not include a previously endorsed stamp 	0	0

For Office Use Only:

Date	Initial

Disclaimer: Please note that this checklist is for standard information required for lodgement of your application. Additional information may be required by the assessing Planning Officer.