

Discuss your proposal with a planning officer

- Have you discussed your application with a planning officer?

The following information must be provided with all planning applications:

- A completed and signed planning permit application form;
- A full copy of title (including title plan) and details of any restrictive covenants, agreements or other restrictions on the title. This title must have been searched within the last month. Obtain a copy of the title by searching online at landata.vic.gov.au or by visiting the Land Information Centre at 570 Bourke St, Melbourne between 8.30am and 4pm, Monday to Friday;
- Application fee – see the fee schedule on the ‘Frequently asked questions’ page;
- A letter/submission detailing what is proposed and responding to the relevant provisions of the *Wodonga Planning Scheme* – see wodonga.vic.gov.au/planning-scheme; page; and
- Plans - see below for details of what is required.

Clause 52.27 of the 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;
- The number of patrons allowed under a license is to be increased; and
- The area that liquor is allowed to be consumed or supplied under a licence is to be increased.

The planning scheme provides some exemptions from planning approval. Check clause 52.27 of the planning scheme to determine if an exemption applies to your proposal.

In addition to the information required above for all planning applications, the following needs to be provided when applying for a planning permit for licensed premises.

Fully dimensioned plans:

- Three copies (A4 or A3) of fully dimensioned site plans drawn at a scale of 1:100 or 1:200 which include, as appropriate:
- The boundaries and dimensions of the site;
 - Adjoining roads;
 - The location of the area(s) to be licensed including:
 - Internal layout including the layout of seating, tables and bar areas; and
 - The area in which it is proposed to serve/consume alcohol.

Written submission

It is important to refer to the Department of Planning and Community Development's Practice Note 61: Licensed Premises – Assessing Cumulative Impact as this sets out the type of information you must provide. Visit the Department of Planning and Community Development's website for more information.

At a minimum your written statement must include:

Liquor licence sought (for example on or off premises);

Details of the use (for example restaurant) that the liquor licence is to be associated with;

Opening hours;

Hours of opening for the liquor licence;

Number of patrons; and

Measures proposed to minimise any impact on the amenity of the surrounding area.

Signage

Refer to the planning for advertising signage checklist on the 'These documents will help you' page.

Waiver of car parking

Refer to the planning for a waiver of car parking requirements checklist on the 'These documents will help you' page.

Note:

For further information on obtaining a liquor licence, visit the Department of Justice website.

Further information may be required for certain proposals. Many properties in Wodonga are subject to planning scheme overlays. These overlays can include matters such as bushfire, environmental significance, vegetation protection and heritage.

An application must address the requirements of any overlays affecting the property. Review the *Wodonga Planning Scheme* (see wodonga.vic.gov.au/planning-scheme for further information).

The council encourages the submission of all planning information and plans on CD in PDF format, with three hard copy sets of accompanying plans and information.

For planning forms see the 'These documents will help you page' on the council's website.

If your application is not complete it will not be registered and a letter will be sent identifying information required to be provided.

You are encouraged to book a pre-lodgement meeting with a planning officer to have preliminary discussions concerning an application (please note planning officers are available by appointment only).

A planner is available in the office from 9am to 1pm, Monday to Friday, for appointments. After 1pm, they may be contacted by phone on (02) 6022 9300. You can make an appointment by phoning the community focus team on (02) 6022 9300 or you can book online at wodonga.vic.gov.au/book-planner.

A planning permit is often only one approval required from the council. Other permits may be required including:

- Building permit (the council does not issue building permits; these are issued through private building surveyors);
- Road opening permit (undertaking works within a council road reserve such as vehicle crossover or service connection); or
- Septic tank permit (from the council's environmental health team).