

Licensed premises

The purpose of this information sheet is to assist applicants in preparing a planning permit application for the extension or amendment of an existing liquor licence or the approval of a new liquor licence



What is a licensed premise?

An on-premises licence allows the sale of alcohol for consumption on the premises.

When is a permit typically required for a licensed premise?

In most cases, a planning permit is required to use land to sell or consume liquor as outlined in Clause [52.27](#) of the Greater Bendigo Planning Scheme.

Prior to making an application, it is essential that you understand the relevant policies and provisions applying to the land and how these will affect the City's consideration of your application.

A permit is required to sell or consume liquor (use) if any of the following apply:

- A licence is required under the Liquor Control Reform Act 1998
- A different type or category of licence is required from that which is in force
- To extend the licensed trading hours
- Increasing the number of patrons allowed
- To extend the area for consumption or supply (red line plan)

A planning permit, if required, must be obtained prior to seeking approval from the Victorian Commission for Gambling and Liquor Regulation (VCGLR).

What do I need to consider?

The City's local planning policy at Clause [13.07-1L](#) Licensed Premises – Greater Bendigo applies to applications for the extension or amendment of an existing liquor licence or the approval of a new liquor licence.

It supports licenced premises to locate in the Bendigo Entertainment Precinct (map located in the clause above).

The policy objective is to provide a safe and vibrant environment for social interaction at live music, food and entertainment venues and protect the amenity of surrounding areas.

Clause [13.07-1L](#) requires you to address the following:

- Bendigo Liquor Accord
- Amenity
- Noise
- Safety
- Location
- Patron capacity
- Car parking
- Traffic
- Complaint procedures
- Hours of operation

What do I need?	Where can I get it/who can help?
A completed application for planning permit form	Download from our website
A full and current (3months or less) copy of the Certificate of Title including any covenants or agreements	Purchase a copy from https://www.landata.vic.gov.au/
Payment of the relevant application fee	Download a fee schedule from our website
A written response against any relevant policies from the Planning Scheme	Planning Consultant
A written response against the relevant zone and/or overlay demonstrating how the proposal satisfies the purpose and decision guidelines	Planning Consultant
Plans at preferred scales of 1:100 or 1:200 including: <ul style="list-style-type: none"> • Location of site in relation to residential properties and other licensed premises; • Layout of proposed site, and • Car parking layout (if parking is to be provided) • Red Line Diagram 	Building Designer/Architect
A written proposal outlining: <p><i>Bendigo Liquor Accord</i></p> <ul style="list-style-type: none"> • Evidence of commitment to the Bendigo Liquor Accord and how goals will be met; <p><i>Social Impact Statement</i></p> <ul style="list-style-type: none"> • A brief analysis of the impact the application is likely to have on neighbourhood amenity, alcohol consumption and behaviours of patrons and the likely direct consequences for the broader community; • Demonstrate that the location of the site will have minimal impact on the amenity of the area; • Demonstrate that adequate buffering exists between the proposed Licensed Premises and residential properties; <p><i>Hours of operation</i></p> <ul style="list-style-type: none"> • Hours of operation for all parts of the premises and justification if proposed hours extend beyond those outlined in this policy; <p><i>Car parking</i></p> <ul style="list-style-type: none"> • The number and location of car parks to be provided (if applicable); <p><i>Patron capacity</i></p> <ul style="list-style-type: none"> • Maximum patron capacity of the licensed premises; <p><i>Responsible service of alcohol</i></p> <ul style="list-style-type: none"> • Details of training to be provided to staff on the responsible serving of alcohol; <p><i>Security</i></p> <ul style="list-style-type: none"> • Security measures to be taken including number of security staff, qualifications and hours of operation; <p><i>Noise</i></p> <ul style="list-style-type: none"> • Measures proposed to be taken to limit noise emissions; <p><i>Complaint procedures</i></p> <ul style="list-style-type: none"> • Standard procedures to be undertaken by staff in dealing with complaints; and <p><i>Any other measures</i></p> <ul style="list-style-type: none"> • Any other measures that may impact on the decision of the application 	Yourself/Planning Consultant <p style="text-align: right; font-size: small; margin-top: 20px;">Disclaimer: Please note that this checklist is only for the standard information required for lodgement of an application. Additional information may be required during the assessment process.</p>