



How to apply for a Liquor Licence

Fact Sheet



Step 1. Obtain your planning permit.

A planning permit is required to use the land for the sale and consumption of liquor (unless it is a limited licence). This is a 'change of use' application.

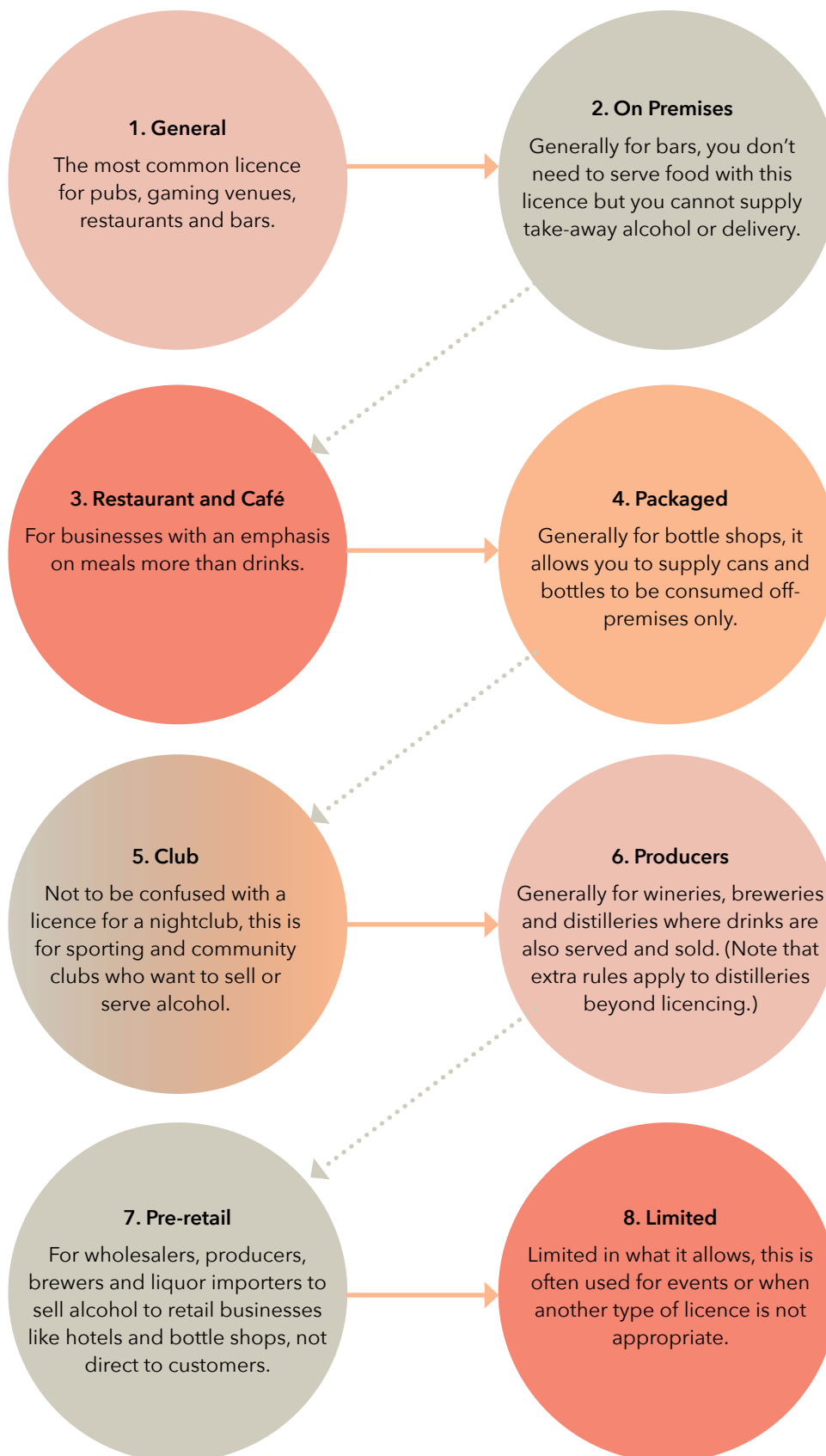
For details, refer to the following fact sheets:

- *How to apply for a planning permit*
- *Change of use*

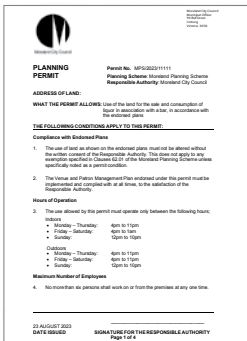


Step 2. Choose your Liquor Licence type

You must apply for a specific type of Liquor Licence from the following options:



Additionally, there is a late night equivalent for General, On Premises and Packaged licences. This is required to sell alcohol after 1am. For more details about each licence type and which is best for your business, refer to the **Choosing your Liquor Licence** fact sheet.



Planning Permit



Red Line Plan

Step 3. Prepare your supporting documentation

To complete your application you will need:

- A current planning permit and endorsed plans (or proof you have an exemption)
- Your ASIC extract (if applying as a company)
- Details of all people seeking to apply for the licence, including the landlord
- Your Responsible Service of Alcohol certificate
- Your red line plan (shows areas on a sitemap where alcohol will be consumed/sold)
- Your business registration name from ASIC
- The Patron Capacity Calculation, or Occupancy Permit, unless you're applying for a:
 - i. packaged liquor licence
 - ii. limited licence
 - iii. pre-retail licence
 - iv. BYO permit
- For late-night trading venues, a Venue Management Plan related to:
 - Patron Control
 - CCTV
 - Crowd Controller Duties
 - Staff training (in house)
- For venues trading beyond 11 pm with external areas, an "Amenity submission". This outlines what steps you'll take to minimise the amenity impact on your neighbours. It should include:
 - Photographs taken within any external areas facing outward in all directions, showing the surrounding properties and buildings. The photos must include views of any residential or commercial premises that may be affected by your business operating in these areas.
 - A brief description of the nearby premises including how close they are.



Step 4. Apply online

Once you have your documentation ready, your application can be done online at <https://www.vgccc.vic.gov.au/i-want/get-new-licence>. This involves paying a fee, which is listed on the site.

Step 5. Display your application notice

Like displaying a public notice for application for a planning permit, you are also required to display a notice to let nearby residents and businesses know you are applying for a liquor licence. This is usually required to be displayed for 28 days. Anyone wishing to object to the proposal must lodge their objections within 30 days of the notice first appearing.

How long will it take to get my licence?

Assuming there are no objections, it usually takes 5-7 weeks depending on workloads and referral information being returned. If there are any objections, it may take anywhere up to 6 months - the cases are varied.

Find out more

If you have any questions about applying for a liquor licence, visit www.vgccc.vic.gov.au/

