

## **CERTIFICATE OF LOCAL PLANNING AUTHORITY (LIQUOR LICENSING - SECTION 40)**

A liquor licence from the Department of Local Government, Sport and Cultural Industries is required for the sale of liquor from premises in accordance with the *Liquor Control Act 1988*.

Prior to submitting an application for a Liquor Licence for a premise located within the Town, an applicant shall obtain the following from the Town:

- A Section 39 (Certificate of Local Health Authority); AND
- A Section 40 (Certificate of Local Planning Authority)

Section 39 and 40 Certificates apply to:

- The granting or removal of a licence;
- The altering or redefinition of a venue including renovations;
- An application for an alfresco area; and
- Applications for 'liquor without a meal' permits

This information sheet is applicable for Section 40 Certificates only. Please also refer to the 'Certificate of Local Health Authority (Liquor Licensing - Section 39)' information sheet on the Town's website to ensure the relevant Health requirements are met.

## **SECTION 40 (CERTIFICATE OF LOCAL PLANNING AUTHORITY)**

A Section 40 Certificate is required to state whether or not the premises complies with all relevant requirements of the *Planning and Development Act 2005*, the *Planning and Development (Local Planning Schemes) Regulations 2015* and the Town's *Town Planning Scheme No.1* and Policies.

## **APPLICATION REQUIREMENTS**

To help ensure that an assessment is made in a timely manner, applicants shall ensure that all application forms, fees and supporting documentation are submitted at the time of lodging an application. If an application is incomplete then it is not valid and accordingly will not be accepted until all the required information has been submitted.

The following is required in order to form a complete application:

- Completed (and signed) application form.
- Site plan showing location of the premises to be licensed including any planning approval(s) that has been issued.
- Detailed floor plan of the premises identifying the portion of the building to which the liquor licence will apply.
- Payment of the applicable application fee. Refer [Planning Fees](#)

## **ENQUIRIES**

For further enquiries please contact the Town's Statutory Planning division on 9347 6000.