

Moonee Valley City Council

All planning permit applications are to be submitted electronically using Council's [Online Lodgements Portal](#). Before you can use this service you must register an account, [which you can do here](#).



CHECKLIST FOR PLANNING APPLICATIONS

Sale and / or consumption of liquor

For all Planning Applications the following **must** be provided with the below mentioned items:

A recent copy of **Title** for the land (the search should be dated not more than 30 days prior to the application) including a copy of the diagram or relevant plan of subdivision and a copy of any restrictive covenant that may affect the land

**(Certificate of Title may be obtained on-line at <https://www.landata.vic.gov.au/> or by visiting the Land Information Centre located on the tenth floor of 570 Bourke Street, Melbourne)*

The prescribed [Application Fee](#)

All Licensed Premises Applications should be accompanied by:

Note - It is strongly recommended that this information is prepared by a suitably qualified industry professional such as a Town Planner and that plans are drawn by an Architect, Building Designer or Draftsperson

The following plans to be provided electronically, at a scale of 1:100 or 1:200 and fully dimensioned (as appropriate):

- A Site Context Plan showing all relevant details as stipulated at [Clause 22.04-4 \(Licensed Premises - Application Requirements\)](#) of the Moonee Valley Planning Scheme; and
- Site and floor plans showing all relevant details as stipulated at [Clause 22.04-4 \(Licensed Premises - Application Requirements\)](#) of the Moonee Valley Planning Scheme.

A written submission which includes all information relevant to the proposal as stipulated at [Clause 22.04-4 \(Licensed Premises - Application Requirements\)](#) of the Moonee Valley Planning Scheme and which provides an assessment of the proposal against the relevant Decision Guidelines listed at [Clause 22.04-5 \(Licensed Premises – Decision Guidelines\)](#) and [Clause 52.27 \(Licensed Premises\)](#)

Please note this Checklist is for standard information required for lodgement. Additional information may be required by the assessing planning officer after registration.

Disclaimer:

Other controls in the planning scheme may affect your proposal. Please check the planning scheme requirements **before submitting a planning application by visiting the Moonee Valley City Council website at <http://www.mvcc.vic.gov.au/planning-and-building/planning.aspx> or contact Council's Statutory Planning Department between 8:30am to 5:00pm, Monday to Friday on 9243 9111.*