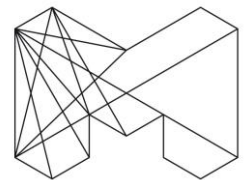


City of Melbourne

Melbourne Town Hall administration building
120 Swanston Street
Melbourne
Telephone: (03) 9658 9658
Email: planning@melbourne.vic.gov.au
www.melbourne.vic.gov.au



CITY OF MELBOURNE

LIQUOR ENQUIRY Request Form

Restaurant and Café liquor licenses in the Capital City Zone are exempt from the requirement for a planning permit. If this applies to you your exemption status can be confirmed and a report generated using the online mapping tool on our website. For further information, visit our [Liquor enquiries](#) webpage.

Applicant Details

Name			
Postal Address			Postcode
Telephone		Mobile	
Email			

Premises Details

The application is for the land at <i>(Please specify all street addresses)</i>			
The land is currently used as			
The land is proposed to be used for			
Type of Liquor Licence currently held: <i>(Please attach a copy of current Liquor Licence)</i>			
Type:		Licence No:	
Name of Licensed Premises:			

Application Details

<i>Please detail the type of Liquor Licence sought: (e.g. Restaurant Café, General, On-Premises (with or without restaurant condition, etc.):</i>	
Proposed hours of operation	Proposed number of patrons
Proposed alterations to licensed floor area	
Note: if you provide outdoor seating a Street Activity Permit may be required. For further information about Street Activity Permits, visit our Safety, Amenity and Performance Reviews webpage.	

Fee for Liquor Enquiry applications

Refer to Planning Schedule of Fees

How to lodge

By post

Planning Department
City of Melbourne
PO Box 1603
Melbourne, VIC 3001

By email

planning@melbourne.vic.gov.au

In person

Melbourne Town Hall
Administration building
120 Swanston Street
Melbourne

How to pay

Pay by post

Only cheque or money orders are acceptable for applications received by mail. Please make cheques and money orders payable to 'City of Melbourne'.

Online or by phone

For applications lodged via email, an officer will contact you with a reference number and instructions to make payment online or via our automated phone service.

In person

You can pay in person using cash, cheque or credit card at:

Melbourne Town Hall
Administration building
120 Swanston Street
Melbourne VIC 3000

The City of Melbourne is committed to protecting your privacy. The personal information requested on this form is being collected by City of Melbourne for the purposes of assessment of planning permit applications, parts of which are set out in the Planning and Environment Act 1987 (PE Act). The personal information will be used for the following purposes:

- correspond with you about your permit application
- or for any other directly related, or reasonably related purposes.

The information you provide will be made available:

- to relevant officers within Council and other pertinent Government agencies directly involved in the planning process
- to contract service providers, where necessary or appropriate
- to persons accessing information in accordance with the Public Records Act 1973, Planning and Environment Act 1987 or the Freedom of Information Act 1982.

It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, we may not be able to process your application. If you wish to access or alter any of the personal information you have supplied to City of Melbourne, please contact the Planning and Building branch by telephone 03 9658 9658 or email enquire@melbourne.vic.gov.au