

Supplementary Form

Use this form to apply for a liquor licence to trade after 1am in the City of Melbourne, Port Phillip, Stonnington or Yarra

The Acting Minister for Casino, Gaming and Liquor Regulation has issued [Decision-Making Guidelines](#) (Guidelines) under the *Liquor Control Reform Act 1998* (the Act). Liquor Control Victoria (LCV) must consider the Guidelines when assessing any application for a liquor licence to trade after 1am in any of four inner city local government areas – Melbourne, Port Phillip, Stonnington or Yarra.

This form will assist LCV in assessing your application against the Guidelines.

You must submit this form when applying for the grant, relocation or variation of a licence to trade after 1am in an inner-Melbourne council for the following licence types:

- general
- on-premises
- late night (general and on-premises)
- limited (temporary and renewable).

Any liquor licence application for a **hotel** in an inner-Melbourne council whose primary purpose is providing accommodation (and where the supply of alcohol is ancillary to that purpose) **is not required** to complete this application.

You may require planning permission to trade after 1am from the relevant local government. Please contact the relevant local government for further information.

Application assessment

In assessing applications for a liquor licence to trade after 1am, LCV must consider:

- an applicant's **ability to manage noise and amenity loss** in and around a licensed venue
- whether **additional licence conditions** are required to minimise the risks of harm
- whether an applicant has a plan to prevent and respond to **gender-based violence**
- whether an existing venue has a satisfactory compliance history

For late night (general and on-premises) licence applications, LCV will consider existing liquor licence conditions and may impose additional conditions to manage the risk of alcohol-related harm and amenity loss.

LCV will also consider factors such as patron capacity of the venue and proposed trading hours after 1am as part of the assessment of any application.

Checklist

Applicants must submit the following documents with this form:

- Noise Mitigation Strategy
- Venue Management Plan
- Gender-based Violence Prevention and Response Plan

Late Night (after 1am) Liquor Licence Application: Supplementary Form

1. Details of Liquor Licence and Licensed Premises

Liquor licence number:

Local government area (please select one)

Melbourne

Port Phillip

Stonnington

Yarra

- If this is an application for an **existing venue**, please include information below about any licence condition change that is requested along with this application (for example, patron capacity or licensed area).
- If this is an application for a **new venue**, please include a brief description of your new venue below.

2. Noise and Amenity

Under the Guidelines, LCV must consider the ability of the applicant to manage noise and amenity loss, including:

- compliance of the application with relevant planning requirements including those that relate to trading hours, noise control and amenity issues
- history of adherence to all appropriate noise management requirements as outlined in the Environmental Protection Regulations 2021.

Further information about how Environmental Protection Authority regulates music noise from events and venues can be found at epa.vic.gov.au.

Noise Mitigation Strategy (NMS)

- Attach a Noise Mitigation Strategy (NMS) for your venue.

An NMS describes the type and amount of noise (music and ambient noise) created by a venue, it explains how that noise will be controlled and how you will manage the potential negative impacts of that noise.

In addition to this, the NMS must also address:

- how your venue will comply with any local government-issued noise guidelines
- how your venue will comply with EPA noise guidelines or regulations
- how your venue will manage volume levels associated with noise, amplified, live or karaoke music if provided

If you have undertaken an independent noise assessment or other assessment to support this application, please provide a copy. If you have not undertaken an independent noise assessment, LCV may contact you to request that you undertake an independent noise assessment.

Compliance history with EPA Regulations

If the applicant is a company, the answer below must include the compliance history of all directors. If the applicant is a partnership, the answer below must include the history of all partners.

In the past five years, has the EPA issued the applicant or venue with any written warnings, fines, remedial notices, directions or revoked a permit for breaching the noise management requirements outlined in the EPA Regulations?

No

Yes – please provide details below

3. Venue Management Plan

Attach a Venue Management Plan (VMP) for your venue.

LCV has published guidance about what should be in a VMP. The VMP must include, but is not limited to, information on:

- managing the amenity of the area around your venue
- appropriate venue entry and exit arrangements to minimise crowding issues and manage queuing
- appropriate lighting and supervision of entry and exit points
- Responsible Service of Alcohol (RSA) training and responsible supply practices (for example, limiting the number of alcoholic drinks that can be purchased after 1am) and any other RSA strategies
- any additional measures you have in place to minimise alcohol-related harm, such as security and CCTV cameras and security staff.

4. Gender-based Violence Prevention and Response Plan

Attach a Gender-based Violence Prevention and Response Plan

The Prevention and Response Plan should be developed in consultation with staff and their representatives and could include completing training delivered by a WorkSafe-accredited provider.

LCV recommends you first conduct an audit of your venue by using, for example, the [City of Melbourne gender safety audit checklist for licensed venues](#) or similar resource and use that audit to develop a Prevention and Response Plan.

5. Signature by Applicant

- **Individual applicant:** The applicant must sign this application.
- **Company applicant:** At least ONE director must sign this application.
- **Partnership applicant:** ALL partners must sign this application.

I / we declare / certify that:

- The information contained in this application (including attachments) is true and correct.
- If the applicant is a body corporate, the signatory (below) is authorised to sign this application on behalf of the applicant.

Signature Date Print Name and position	Signature Date Print Name and position
Signature Date Print Name and position	Signature Date Print Name and position

It is an offence under section 118 of the Liquor Control Reform Act 1998 (Vic) to make a statement that is false or misleading in relation to this application. This offence carries a maximum of sixty (60) penalty units. Making a false or misleading statement may also result in LCV refusing your application.

Privacy

Liquor Control Victoria (LCV) is committed to protecting the privacy of your personal information. LCV endorses fair information handling practices and uses information in compliance with its obligations under the *Privacy and Data Protection Act 2014 (Vic)*. Personal information collected from you is only used for the purposes of the application for the licence or permit and/or legislation administered by LCV. Personal information is not disclosed to third parties unless required or authorised by law, or with your consent. As part of the application process, information provided may be forwarded to and retained by Victoria Police.