

Red line plans of licensed premises

When a liquor licence or BYO permit is granted, it is for a defined area where liquor can be supplied or consumed. This is shown by a red line drawn on a plan of the premises. This red line plan needs to be submitted to Liquor Control Victoria (LCV) as part of the application process and may be required upon request at any time.

The plan of the premises must accompany applications for:

- a licence or BYO permit excluding a pre-retail licence.
- a variation of a licence or BYO permit that involves a change to the size or perimeter of the licensed premises.
- a transfer of a licence or BYO permit if the current floor layout of the premises differs from the plan held at LCV.
- the relocation of a licence or BYO permit.

Internal changes to premises

If a change is made to the internal area of licensed premises (for example, by adding or removing a particular structure), the licensee should submit an updated plan of the licensed premises.

LCV requesting a plan

In addition to the above, under section 130(1)(a) of the *Liquor Control Reform Act 1998* an authorised person (such as an LCV Inspector or member of Victoria Police) may at any time request information relevant to the operations or the management of the premises. This may include a current plan of a licensed premises. You must comply with the request and produce the requested plan.

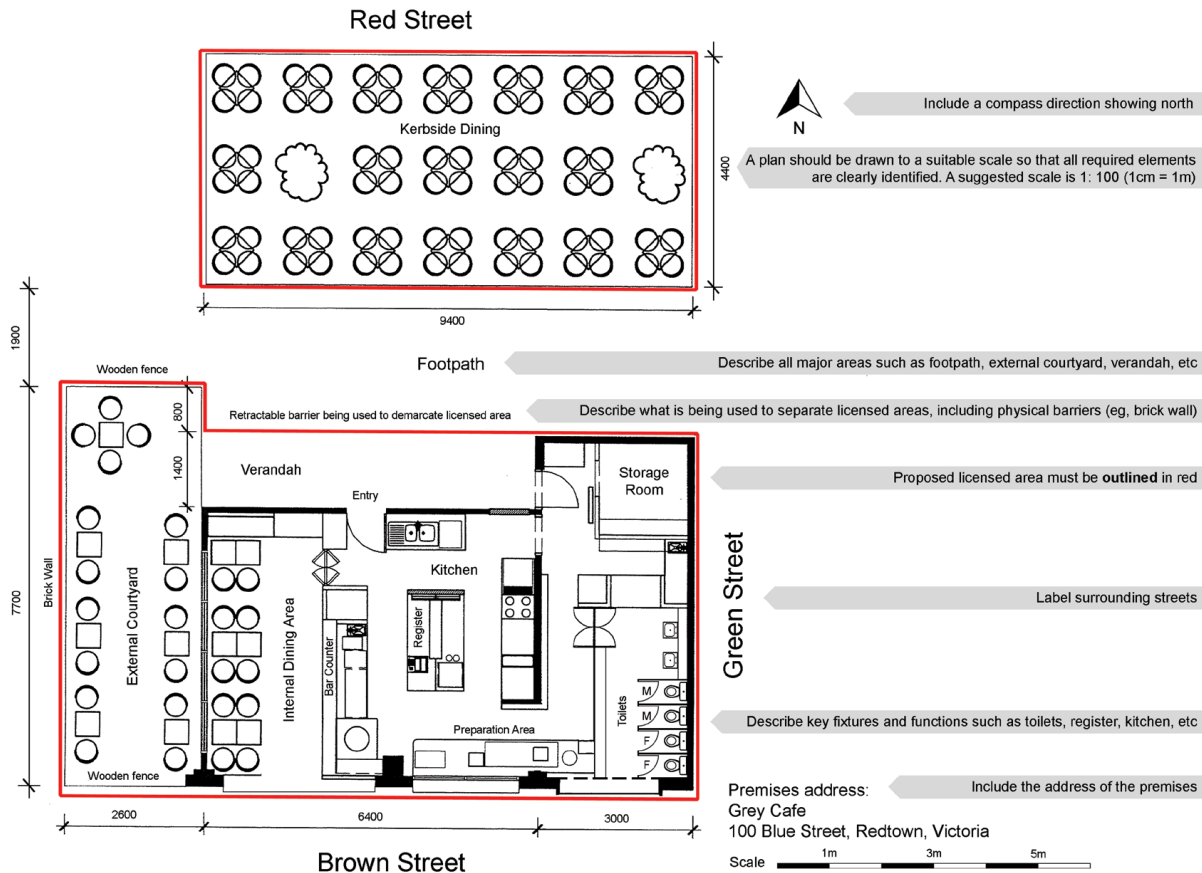
Plan format

A plan must contain the following elements:

- be on A4 size paper
- be drawn in a neat and legible manner (either electronically or by hand)
- have an arrow or compass pointing North
- include the premises address
- include the name of the surrounding streets/roads
- describe any non-permanent or temporary structures that outline your licensed area, such as cafe barriers, ropes or other fencing arrangements you may have
- outline the proposed licensed area/s in a continuous red line
- show measurements of licensed areas
- include the total floor space of the licensed areas in square metres
- show and describe the key fixtures, example; the bar, dining area, the cash register, kitchen area, dance floor, toilets etc.

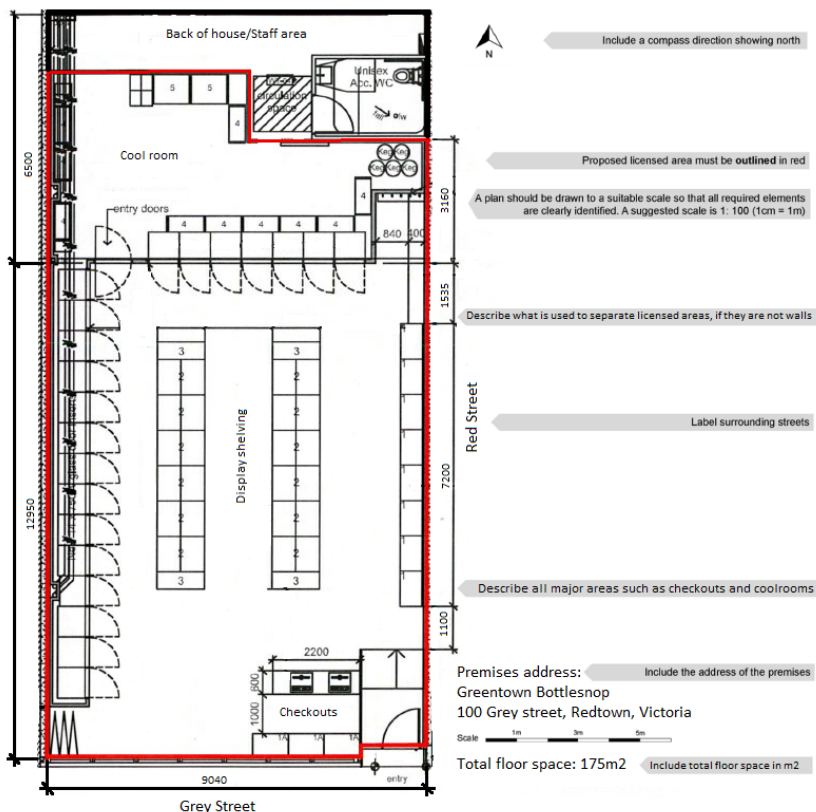
Plan format

An example of a plan for a venue supplying liquor on licensed premises



- Include a compass direction showing north
- A plan should be drawn to a suitable scale so that all required elements are clearly identified. A suggested scale is 1: 100 (1cm = 1m)
- Describe all major areas such as footpath, external courtyard, verandah, etc
- Describe what is being used to separate licensed areas, including physical barriers (eg, brick wall)
- Proposed licensed area must be outlined in red
- Label surrounding streets
- Describe key fixtures and functions such as toilets, register, kitchen, etc
- Include the address of the premises

An example of a plan for a shop supplying packaged liquor



- Include a compass direction showing north
- Proposed licensed area must be outlined in red
- A plan should be drawn to a suitable scale so that all required elements are clearly identified. A suggested scale is 1: 100 (1cm = 1m)
- Describe what is used to separate licensed areas, if they are not walls
- Label surrounding streets
- Describe all major areas such as checkouts and coolrooms
- Include the address of the premises
- Include total floor space in m²

Restaurant and cafe licences and on-premises licences

If applying for kerbside trading, identify the area to be licensed and separately outline this area in on the plan. LCV will mark this area with an A.A on the approved copy of the plan. This area is referred to as the Authorised Area.

General licences

A general licence authorises the supply of liquor to patrons for consumption off the licensed premises, being a footpath or kerbside area. Therefore this area does not need to be identified on the plan.

Please note that licensees must comply with relevant local planning laws.

If the plan does not meet these requirements, the applicant will be required to resubmit the plan.

Storing an approved plan

A copy of the approved plan must be kept on the licensed premises and must be available for inspection on request by a member of Victoria Police or an LCV Inspector.

Failure to keep a copy of the plan on the licensed premises or produce a copy of the plan for inspection could result in a fine being issued.

If you do not have a copy of your approved plan, you can download a copy from the Liquor Portal at liquorportal.vcglr.vic.gov.au/liquorportal/. Creating an account is free.