



Victorian Commission for Gambling and Liquor Regulation

Liquor Licensing Fact Sheet

Plans for temporary limited licences

When a liquor licence is granted, it is for a defined area indicating where liquor can be supplied and consumed. It is shown by a red line drawn on a plan of the premises. A plan is required to be submitted to the Victorian Commission for Gambling and Liquor Regulation (VCGLR) as part of the application process and may also be required upon request at any time.

What form should a plan take?

The VCGLR has specified that a plan must contain the following elements:

- be on at least A4 size paper
- be drawn in ink and be neat and legible
- include the premises address
- define the boundaries of the property
- outline the proposed licensed area/s in red
- show measurements of licensed areas
- show the basic functions or fixtures for example; bar dining area, kitchen area, etc.

Requirements for a major event

Three copies of your plan are required for major events to enable:

- a copy to be endorsed as an approved plan and retained by the VCGLR
- a copy to be provided to Victoria Police as part of the application process.
- a copy to be provided to the relevant local council as part of the application process.

Only one copy of the plan is required if you are not holding a major event.

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 a VCGLR Compliance 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.



This publication avoids the use of legal language. Information about the law may have been summarised or expressed in general statements. This information should not be relied upon as a substitute for professional legal advice or reference to the actual legislation. Authorised by the Victorian Government.