



| | |
|--|--|
| Office Use Only | |
| VicSmart: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Specify class of VicSmart application: | |
| Application No: | Date Lodged: / / |

Application for Planning Permit

If you need help to complete this form, read [How to complete the Application for Planning Permit form](#).

⚠ Any material submitted with this application, including plans and personal information, will be made available for public viewing, including electronically, and copies may be made for interested parties for the purpose of enabling consideration and review as part of a planning process under the *Planning and Environment Act 1987*. If you have any concerns, please contact Council's planning department.

⚠ Questions marked with an asterisk (*) are mandatory and must be completed.

⚠ If the space provided on the form is insufficient, attach a separate sheet.

Planning Enquiries
Phone: (03) 5772 0317
Email: planning@murrindindi.vic.gov.au
Web: <http://www.murrindindi.vic.gov.au>

Application type

No Yes

Is this a VicSmart Application?*

If yes, please specify which VicSmart class or classes:

⚠ If the application falls into one of the classes listed under Clause 92 or the schedule to Clause 94, it is a VicSmart application

Pre-application meeting

Has there been a pre-application meeting or phone discussion with a Council planning officer?

No Yes

If 'yes', with whom?: MELISSA, NATALIE, ANTHONY, SALLY

Date: 27/02/2017 day / month / year

The Land ①

Address of the land. Complete the Street Address and one of the Formal Land Descriptions.

Street Address*

| | | |
|----------|-------------|-------------------------|
| Unit No: | St. No: 410 | St. Name: O'GRADYS ROAD |
|----------|-------------|-------------------------|

| | |
|-----------------------------------|----------------|
| Suburb/Locality: KINGLAKE CENTRAL | Postcode: 3757 |
|-----------------------------------|----------------|

Formal Land Description*

Complete either A or B

⚠ This information can be found on the certificate of title.

A Lot No: 3 Lodged Plan Title Plan Plan of Subdivision No: LP94810

OR

B Crown Allotment No: Section No:

Parish/Township Name:

If this application relates to more than one address, please attach details.

The Proposal

⚠ You must give full details of your proposal and attach the information required to assess the application. Insufficient or unclear information will delay your application.

① For what use, development or other matter do you require a permit?*

REFER TO ATTACHED PAGE:

If you need help about the proposal, read: [How to Complete the Application for Planning Permit Form](#)

📎 Provide additional information on the proposal, including: plans and elevations; any information required by the planning scheme, requested by Council or outlined in a Council planning permit checklist, and if required, a description of the likely effect of the proposal.

① Estimated cost of development for which the permit is required*

Cost \$ 0

⚠ You may be required to verify this estimate

Insert '0' if no development is proposed (eg. change of use, subdivision, removal of covenant, liquor licence)

Existing Conditions ①

Describe how the land is used and developed now*

REFER TO ATTACHED PAGE

Eg. vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats, grazing.

📎 Provide a plan of the existing conditions. Photos are also helpful.

Title Information ①

Encumbrances on title*

Does the proposal breach, in any way, an encumbrance on title such as a restrictive covenant, section 173 agreement or other obligation such as an easement or building envelope?

If you need help about the title, read: [How to complete the Application for Planning Permit form](#)

- Yes. (if 'yes' contact Council for advice on how to proceed before continuing with this application.)
- No
- Not applicable (no such encumbrance applies).

📎 Provide a full, current copy of the title for each individual parcel of land forming the subject site. (The title includes: the covering 'register search statement', the title diagram and the associated title documents, known as 'instruments' eg restrictive covenants.)

Applicant and Owner Details ①

Provide details of the applicant and the owner of the land.

Applicant *

The person who wants the permit

Name:

Title: M5 First Name: CHANTAL Surname: DANIELS

Organisation (if applicable):

Postal Address If it is a PO Box, enter the details here:

Unit No: St. No: 410 St. Name O'GRADYS ROAD

Suburb/Locality: KINLAKE CENTRAL State: VIC Postcode: 3757

Where the preferred contact person for the application is different from the applicant, provide the details of that person.

Contact person's details* Same as applicant (if so, go to 'contact information')

Name:

Title: First Name: Surname:

Organisation (if applicable):

Postal Address If it is a PO Box, enter the details here:

Unit No.: St. No.: St. Name:

Suburb/Locality: State: Postcode:

Please provide at least one contact phone number *

Contact Information

Business Phone: * Email:

Mobile Phone: * If an email address is provided, all correspondence regarding your application will be sent to you via email, unless requested otherwise

Owner *

The person or organisation who owns the land

Where the owner is different from the applicant, provide the details of that person or organisation.

Name:

Title: MS First Name: CHANTAL Surname: DANIELS

Organisation (if applicable):

Postal Address If it is a PO Box, enter the details here:

Unit No.: St. No.: St. Name:

Suburb/Locality: State: Postcode:

Owner's Signature (optional): Date:

day / month / year

Information Requirements

Contact Council's planning department to discuss the specific requirements for this application and obtain a planning permit checklist.

Is the required information provided?

Yes

No

Declaration ⓘ

This form must be signed by the applicant*

⚠ Remember it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit

I declare that I am the applicant; and that all the information in this application is true and correct and the owner (if not myself) has been notified of the permit application.

Signature:

Date: 09/03/2017

day / month / year

Mirrinidindi Planning Permit Application

The Proposal

Applying to obtain planning permit for use of land for:

Manufacturing of spirits (alcoholic) with spirit cellar door and café/restaurant in and around the pre-existing Tin building (shed) on premises.

Spirit production details:

Spirit manufacturing uses raw materials. Grains (Malt) have the outer husk removed via milling. In a 'mash tun' milled grain and water forming sugar liquid 'wash back' where yeast is added to ferment. The resultant liquid contains less than 10% ABV (alcohol by volume) and is now passed through the 'Pot Still', where concentration of alcohol takes place. Storage and ageing of spirit will be in wooden barrels. Once spirit has aged it is then bottled and labelled.

Product:

All grains and yeast will be purchased from certified specialist suppliers. Grains will be delivered to site via van/small truck approximately every three months and stored in temperature regulated environment.

Loading and unloading of products via two roller doors and one single doorway.

Water supply from dam located on premises that holds a current 18megalitre licence. The water has been tested via company Envirolab. Water will go through a three stage filtration and UV treatment before use and recycled.

Equipment:

Distillery equipment including mash turn, fermentation tanks, pot still, spirit barrels for storage and glass distillation kit.

Security measures will consist of locked gate with motion sensors at only entrance into premises as well tin structure being locked and under camera surveillance and motion senses.

Waste removal:

By-product spent grain (solid) provides excellent animal feed.

Spent wash (liquid) can be used for irrigation of existing crops on property (Crop location refer to Map Four (4)).

Cleaning water (liquid) uses only food grade detergent that will be placed in existing septic tank.

Sewage- there is an existing toilet/wash basin on property which uses an existing septic tank. If necessarily to increase toilet capacity and/or install commercial kitchen, we will re-assess septic tank size.

Energy source:

Gas will be used to run distillery equipment via a boiler. Gas tank will be installed via a certified company. Gas tank will be refilled via small truck every two-three months. Our future aim is to install Solar panel energy.

Cellar door and café/restaurant:

Offering own production of spirits, local business produce including: beer/wines, coffee, foods and other non and alcoholic beverages. Food will be outsourced at the beginning. At such point when we decided to prepare food we will install a commercial kitchen that follows the Australian guidelines of standard codes and practice.

Customer seating will be provided inside (refer to layout of building on Map Five (5)) and outside front area of tin structure.

Sanitary provision:

Sanitary provision for the building is currently one disabled access toilet with washing basin. If patron capacity increases further facilities will be installed (Refer to location of facilities on Map Five 5)).

Hours of trading:

Weekend trade only in the beginning between the hours 12pm-4pm, Public Hours, by appointment only and special events.

If Cellar door increase in populate demand trading hours Thursday - Sunday 10am-5pm, by appointment only and special events.

Parking:

Car parking will be on gravel area located in front of tin structure. Surface is slightly up-sloping away from entrance with appropriate drainage. Approx. 20 car parking spaces.

Parking space for disable access will be on level, hard surface and close to entrance. (Refer to site Map Three (3)).

Further 20+ car parking spaces can be located on grass area on West side of tin structure which is up-sloping with appreciate drainage/ wash off (Refer to Overflow parking area on Map Three (3)).

Equipment installation:

Qualified Gas and Electrical contractors will be used to ensure facilities are adequate for its use.

Safety:

Portable Fire extinguishers containing suitable extinguishing agents. The portable fire extinguishers will be provided and installed in accordance with Australian Standard 2444.

The premises will be locked at all entrances and under constant video surveillance and motion monitoring.

Business signage:

Business signage locations: at front gate that is only access point to property on O'Gradys Road.

Signage from main Kinglake-Whittlesea Road, Exton Road, Johnson Road, O'Gradys road, Pheasant creek road and Main Road. (Refer to Map One (1) for Proposed business signage locations).

Existing Conditions

Property description:

Land is 52 acres of rural/ farming land used for agriculture & horticultural: Australian native flowers/plants and Hay productions. This usage will continue alongside this 'application for use' to manufacture of spirits is accepted.

We hold an 18megalitre water licence (Refer to attached copy of water licence) from the dam located on the property. This amount of water will be enough for maintaining existing agriculture and horticultural uses and the manufacturing of spirits.

Property boundaries is either rural farm land or bush land/scrub or O'Gradys road. Adjoining properties residence locations are away from access points to property. (Refer to Map One (1)).

Structures currently on the Land:

-One complete tin structure (shed) building (12.8mL x 9.87mW x 13.9mH)- this building is the proposed structure for use to manufacture spirits.

Floor surface is concrete and levelled throughout.

Inside walls and roof are tin and in great condition.

There are three exits routes. 1. Disabled access outward opening swing door and two roller doors approx. 3 meters in width.

Northern edge/back side of tin structure is 12m from property boundary with a tin shelter connected that extends closer to the boundary.

-One incomplete Timber structure (refer to diagram attached).

-Concrete slab that has a current building permit for dwelling (refer to diagram Map Two (2) & Three (3)).

Access:

Only one access point onto the property from O'Gradys Road. Driveway is approx. 500m in length that leads to tin structure, incomplete timber structure and concrete slab (Refer to Map Two (2)).

There are two ways to reach front gate of property. One- turn off Kinglake-Whittlesea main road onto Exton road onto Johnson road leading onto O'Gradys road. Two- turn off Kinglake-Whittlesea Main road onto Pheasant creek road and onto O'Gradys road (Refer to Map One (1)).

All neighbouring residual properties dwellings are not located close to roads side. Refer to larger scale map for residual locations.

Site Context Report

Contents:

1. Site Map showing location of the proposed Sign 1 on the site including distance from property boundary.
2. Photograph showing proposed location of signage on existing structure.
3. Map showing location of closet traffic control signs.
4. Dimensions, height above ground level and extent of projection of proposed signage.
5. The colour, lettering, style and material of proposed signage.

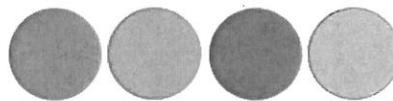
Sign 1



- Distance of new proposed sign 1 from Property Boundary 4 metres.
- No signage retained or removed.
- Sign will not project into the road.
- Sign will be 1.5 metres above the ground
- Sign 1 size will be 2m by 1.5m



Proposed style and structure of sign board

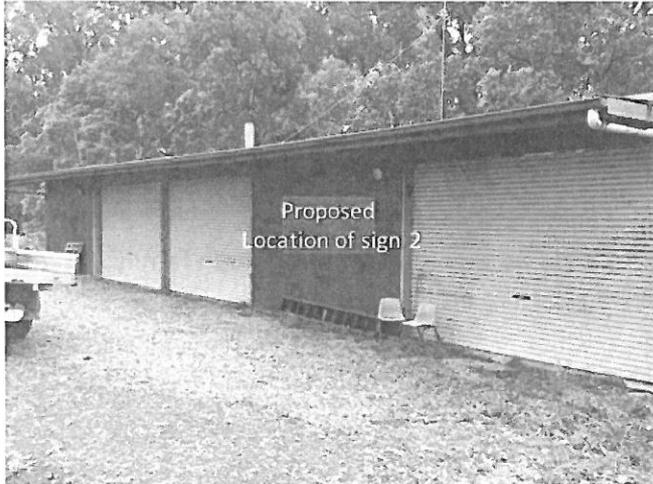


Proposed colour pallet for logo.
(natural greens, browns and
golds).



Proposed Logo design

Sign 2



- Size of Sign two: 1.5m long by 1m high
- Same logo and colour scheme as sign 1

The location of closest traffic control signs



Land Capacity Information as requested:

- **Maximum number** of people in the Café (20)

It is unlikely to be full during trading hours and expect that average Cellar door population would be between 5-10 during trading hours during the summer months, much less during winter.

Only open approximately 50% of a day (12pm -7pm) and only a maximum of 3 days per week (normally 2),

Requirement for waste water would likely be less than for a 4-person family. (There will be no shower / washing machines / baths / etc)

- We intend to use additional mobile toilet facilities for any large events.
- There will be **no residence** attached to the facility
- We will **pre-wash bottles**.
Approximate maximum of 15,000 bottles per year, which equates to 300 per week.
The bottles will be either 500ml or 700ml
We anticipate that we would use 350ml per bottle in washing.
So no more than 150 litres per week for this process
- We will have a **wash-down area** for the distillery and anticipate approximately 3000 litres per week would be sufficient for this.

From: chantal daniels
Sent: Tuesday, 18 April 2017 8:43 AM
To: Planning
Subject: Re: 17 17375 1 2017 39 1 - 410 O Gradys Road KINGLAKE CENTRAL 3757 - Request for More Information
Attachments: Red-Line Diagram.pdf; Siteplan17.pdf

Hello

Thanks for the email.

Please find two attachments. 1- site plan with red line area included and 2- Red line area inside the shed.

Regarding the trading hours.

Weekends 12pm-7pm

Public holidays 12pm-7pm

Weekdays Maximum visit duration 2 hours within the hours of 12pm-7pm.

Special events will be between the hours of 12pm-10:30pm.

I hope that covers everything.

Look forward to hearing from you.

Regards,

Chantal and Sam

On Thu, 13 Apr 2017 at 13:24, Planning <planning@murrindindi.vic.gov.au> wrote:

Hi Chantal,

Thanks for providing the additional information that was requested.

In relation to your red line area, is this to be located in and around the shed shown in blue on the site plan?

You have advised trading hours for weekends (12pm-7pm), but you have not specified the trading hours for public holidays, weekdays, and special events. Although you have mentioned weekdays will only be by appointment, we still need to know what the proposed hours that appointments will be available. Could you please specify the trading hours for public holidays, weekdays, and special events?

If you have any further enquiries, please do not hesitate to contact me.

From: chantal daniels
Sent: Monday, 3 April 2017 8:02 AM
To: Planning
Subject: Re: 17 17375 1 2017 39 1 - 410 O Gradys Road KINGLAKE CENTRAL 3757 - Request for More Information
Attachments: Site Plan2.pdf

Hello Planning,

Hope you had a nice weekend!

Please find attached a drawn version and requested details of the site plan.

Exact sign location is put on the attached site plan with details written on the side.

I can confirm that the only alcohol to be sold for off-site consumption will be that which is produced on-site. Other sales will be only to promote local produce and Australia made spirits.

Many regards,

Chantal Daniels

On Thu, Mar 30, 2017 at 1:41 PM, Planning <planning@murrindindi.vic.gov.au> wrote:

Hi Chantal,

Thank you for sending through the below information.

In relation to the site plan we require a drawn plan showing all the following on one page:

- a. Boundary dimensions;
- b. Setbacks and dimensions of existing buildings;
- c. Location of proposed or existing effluent treatment system and area (m²) of absorption field;
- d. Areas for car parking with dimensions;
- e. Access and internal driveway.

You have provided this information but not in drawn form. We require a site plan with all the above information illustrated so we can endorse it as part of the planning permit. I have attached a sample site plan to provide an example of what we are after.

Liquor licence application kit

Renewable limited licence

MARCH 2016
CD/15/78961

This kit contains all the forms and related materials required to apply for a renewable limited licence in Victoria.

Items

1. Useful information
2. Definitions
3. Lodgement checklist
4. Application form – renewable limited licence
5. Questionnaire
6. Public notice (this must be displayed as A3 size)
7. Statement of display
8. Guidelines for displaying public notices
9. Companion guides:
 - 'Training for licence applicants' fact sheet
 - 'Plans of licensed premises' fact sheet

To confirm the current fee, please refer to 'Liquor licence fees' on our website at vcglr.vic.gov.au

Need help?

For more information on how to apply for a liquor or gambling licence or permit:

- visit the Victorian Commission for Gambling and Liquor Regulation (VCGLR) website at vcglr.vic.gov.au
- telephone the VCGLR on 1300 182 457
- email the VCGLR at contact@vcglr.vic.gov.au



Definitions

Renewable limited licence

Associate

According to the *Liquor Control Reform Act 1998*, an associate of an applicant is:

- (a) a person who:
 - (i) holds or will hold any **relevant financial interest**, or is or will be entitled to exercise any **relevant power** (either in his or her own right or on behalf of another person) in any business of the applicant involving the sale of liquor, and
 - (ii) by virtue of that interest or power, is able or will be able to exercise a significant influence over or with respect to the management or operation of that business, or
- (b) a person who is or will be a director (either in his or her own right or on behalf of another person) of any business of the applicant involving the sale of liquor, or
- (c) if the applicant is a natural person, a **relative** of the applicant unless the relative:
 - (i) is not, and has never been, involved in any business of the applicant involving the sale of liquor, or
 - (ii) will not be involved in the business the applicant proposes to conduct as licensee.

Where:

'relative' in relation to the applicant means:

- (a) the spouse or domestic partner of the applicant, or
- (b) a parent, son, daughter, brother or sister of the applicant, or
- (c) a parent, son, daughter, brother or sister of the spouse or domestic partner of the applicant.

'relevant financial interest' in relation to the business involving the sale of liquor means:

- (a) any share in the capital of the business, or
- (b) any entitlement to receive any income derived from the business, or
- (c) any entitlement to receive any payment as a result of money advanced.

'relevant power' means any power, whether exercisable by voting or otherwise and whether exercisable alone or in association with others:

- (a) to participate in any directorial, managerial or executive decision, or
- (b) to elect or appoint any person as a director.

Body corporate

A body corporate is an organisation which has a separate legal status to its members (i.e. it can own property, sue and be sued, and enter into contracts in its own name). Examples of body corporates include companies, incorporated associations, incorporated partnerships, municipal councils, co-operatives, government agencies and institutions. Unincorporated clubs/associations and unincorporated partnerships are not body corporates. A minimum of one director must reside in Victoria unless a proposed nominee has been nominated.

Nominee

A body corporate may apply to the VCGLR for the approval of a person to be the nominee of the applicant. Once approved, the nominee then becomes liable as if he or she were the licensee or permit holder. The nominee will cease being a nominee if he or she ceases to manage or control the licensed premises. Where this occurs, the licensee or permit holder needs to notify the VCGLR within 14 days. The nominee must reside in Victoria.

Privacy – the Victorian Commission for Gambling and Liquor Regulation is committed to responsible and fair handling of personal information consistent with the *Privacy and Data Protection Act 2014* and its obligations under the *Liquor Control Reform Act 1998*. All information provided in this application is available for public viewing, except for the questionnaire form (if applicable) which is forwarded to and retained by Victoria Police.



Application
Renewable limited licence
Liquor Control Reform Act 1998

OFFICE USE ONLY

03/16

Date rec'd / /
Receipt no. _____
File no. _____

1. Details of premises

Trading name of premises to be licensed*
(as stated on your certificate of registered business name)

Kinglake Distillery

Street address of premises to be licensed

410 O'GRADYS ROAD
KINGLAKE CENTRAL
VICTORIA Postcode 3757

Premises email

kinglake@kinglakedistillery.com.au

* Please tick that you have attached a copy of your business name certificate from ASIC as it is required to finalise processing of your application (see lodgement checklist for further information)

Postal address of premises to be licensed (for service of documents if different from street address)

← AS
SAME
Postcode

Correspondence may be sent by email. Please mark the box if you DO NOT wish to receive correspondence by email.

Owner (landlord) of premises to be licensed

Owner's (landlord) postal address (for service of documents if required)

410 O'GRADYS ROAD
KINGLAKE CENTRAL, VIC Postcode 3757

2. Applicant details

Type of applicant (tick one box)

Person Partnership Company Club

Name(s) of applicant (person/partnership/company/body corporate/club)

Kinglake Distillery

Contact name (business hours contact details)

Chantal Daniels

Email address

kinglake@kinglakedistillery.com.au

Correspondence may be sent by email. Please mark the box if you DO NOT wish to receive correspondence by email.

Australian Business Number (ABN)*

Australian Company Number (ACN)**

Daytime telephone number (business hours contact details)

03 5742 1111

Mobile telephone number (business hours contact details)

0422 222 222

Give details of each person, partner, director, company secretary or executive committee member who is part of this application (if more than four people, attach a separate page which lists all names and addresses).

Each individual listed below will need to complete a 'Questionnaire', which forms part of this application.

| Full name | Residential address | Position held/Relationship to applicant (i.e. director, company secretary, etc.) |
|-----------------|---------------------|---|
| Chantal Daniels | | Director |
| Samuel Lowe | | Director |
| | | |
| | | |

*ABN is a unique identifier issued by the Australian Business Register which is operated by the Australian Tax Office.
**ACN is a unique nine-digit number issued by the Australian Securities and Investments Commission to companies.



3. Nominee details – body corporate only (body corporate can be companies, incorporated associations, incorporated partnerships, municipal councils and co-operatives)

A body corporate may apply for approval of a person as nominee of the applicant. The nominee must complete a 'Questionnaire'.

Name of proposed nominee*

SAMUEL LOWE

Please refer to the 'Training for licence applicants' fact sheet to determine if the nominee requires new entrant and/or RSA training.

* Once approved, the nominee then becomes liable as if he or she were the licensee or permit holder. Please refer to the 'Definitions' section.

4. Authorised representative

The applicant can authorise a person or an organisation (such as a legal representative) to access and discuss details about this application.

Do you want an authorised representative to make enquiries and provide information on your behalf regarding this application?

- NO
 YES – please provide details below

Contact name

Organisation name

Daytime telephone number

Mobile telephone number

Postal address for service of documents

Postcode

Email address

Correspondence may be sent by email. Please mark the box if you DO NOT wish to receive correspondence by email.

5. Declaration of associates

An application for a liquor licence must provide the names, dates of birth and addresses of the applicant's associates. If the applicant is a body corporate, this should include associates of the directors. Before completing this application for a liquor licence, ensure that you read and understand the explanation of what is meant by 'associate' on the 'Definitions' page of this application form.

Associates are **not** required to complete a 'Questionnaire'.

- The applicant has no associates as defined in the *Liquor Control Reform Act 1998* OR
 The names of all the applicant's associates are (attach another sheet if necessary):

| Full name | Residential address | Associate's relationship to applicant | Date of birth |
|-----------------|---------------------|---------------------------------------|---------------|
| SAMUEL LOWE | B | DIRECTOR | |
| CHANTAL DANIELS | | DIRECTOR | |
| | | | / / |
| | | | / / |

6. Proposed person in day-to-day management or control of premises (body corporate only)

It is **MANDATORY** for body corporate applicants (company, incorporated association, a co-operative or a municipal council) to nominate the person in management or control of the premises who will run the day-to-day operations of the business.

Name of proposed person in management or control of premises

 SAMUEL LOWE

Daytime telephone number/mobile telephone number

The person who will be in management and control of the licensed premises must complete the RSA training course and details of course completion must be provided on the 'Mandatory training' section.



7. Activity to be licensed

Describe the activities you wish to have licensed specifying the limitations on the scale and scope of the supply of liquor. Refer to the 'Useful information' section for scale and scope.

RANGE OF PRODUCTS - In cellar door there will be Australian only, locally produced where possible using predominantly spirits & some wine & beer.
 CUSTOMERS - Tourist, whisky enthusiast & day trippers.
 TRADING HOURS - Weekends 12pm - 7pm, weekdays by appointment only; public holidays and 4 (four) special events per year.
 MEANS OF DELIVERY - High quality whisky tasting glasses, wine by glass/bottle, beer & whisky that is not to be consumed on premises site.

8. Trading hours

Trading hours will be determined by the VCGLR and will be specified on the licence. Please indicate the days and hours you wish to supply liquor.

Weekends 12pm - 7pm, Public holidays, weekdays by appointment only, Four special events a year.

9. Storage of liquor

Do you intend to store liquor on the licensed premises?

- YES - provide details below NO

Locked building under camera surveillance / motion sensors, on the building located 1/2 km from road with only one access point. Access point to property will have locked gate with motion sensors.

10. Website trading

If you intend to sell packaged liquor from a website, provide the web address below:

TBA

11. Mandatory training - new entrant training and Responsible Service Alcohol (RSA) training

Please refer to the 'Training for licence applicants' fact sheet to determine if you require new entrant and/or RSA training.

Have all required person(s) completed a VCGLR approved new entrant training course?

- YES - please attach a copy of your certificate.
 NO - a copy of your certificate must be attached or this application form may be returned.

Have all required person(s) completed a VCGLR approved RSA training course within the past three years?

- YES - please provide details below.
 NO - details of course completion must be provided below or this application form may be returned.

| Full name | Position | RSA certificate number | Date of completion | Training provider |
|-------------|----------|------------------------|--------------------|----------------------|
| Samuel Lowe | Director | 0170395 | 07/03/17 | Somerselite training |
| | | | / / | |
| | | | / / | |
| | | | / / | |

12. Right to occupy

For a licence to be issued, the applicant must have the right to occupy the premises. You need to provide a declaration of your right to occupy the premises once the lease agreement has been executed and/or settlement has occurred for the sale of the property and/or you otherwise acquired the legal right to occupy the premises.

If you do not have the right to occupy the premises to which this application relates, please provide the proposed date on which you expect to have the right to occupy the premises.

Please tick that you have attached the 'Right to occupy the premises declaration' form with your application if you already have the right to occupy the premises to which this application relates.

Please send or email the VCGLR your declaration once you have the right to occupy the premises. The VCGLR cannot finalise your application until this declaration has been received.

Signature by applicant

This application must be signed by the applicant if the applicant is:

- A person –** That person
- A company –** One director of the company
- A partnership –** All partners
- A club –** One committee member

I/we declare/certify that:

- the information contained in this application, including attachments is true and correct
- if a body corporate applicant, I am authorised to sign this application on behalf of the body corporate.

Signature Date

Print name and position

It is an offence under section 118 of the *Liquor Control Reform Act 1998* to make a statement that is false or misleading in relation to this application. An offence under section 118 carries a maximum penalty of 60 penalty units.

Payment method

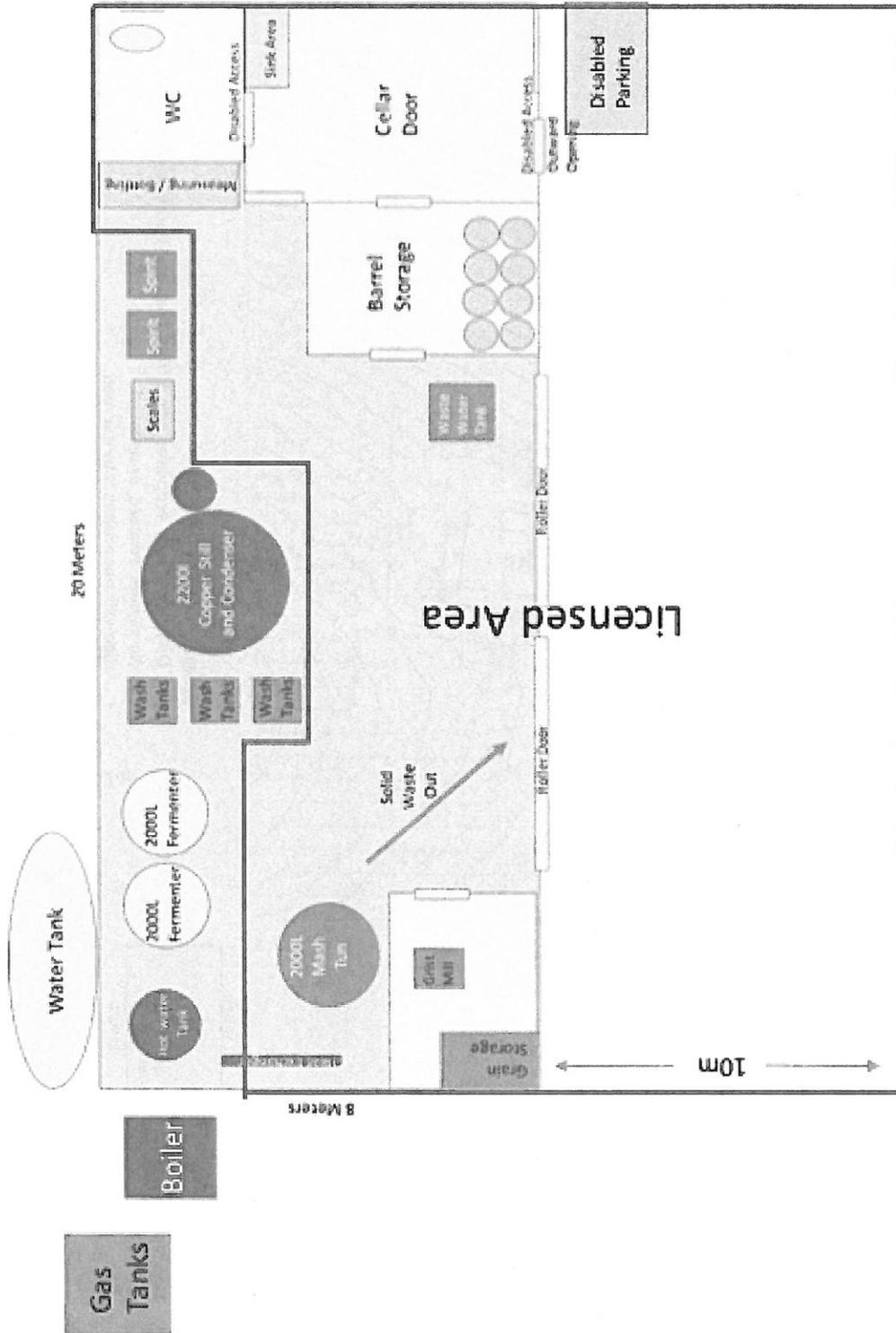
Please select your payment method:

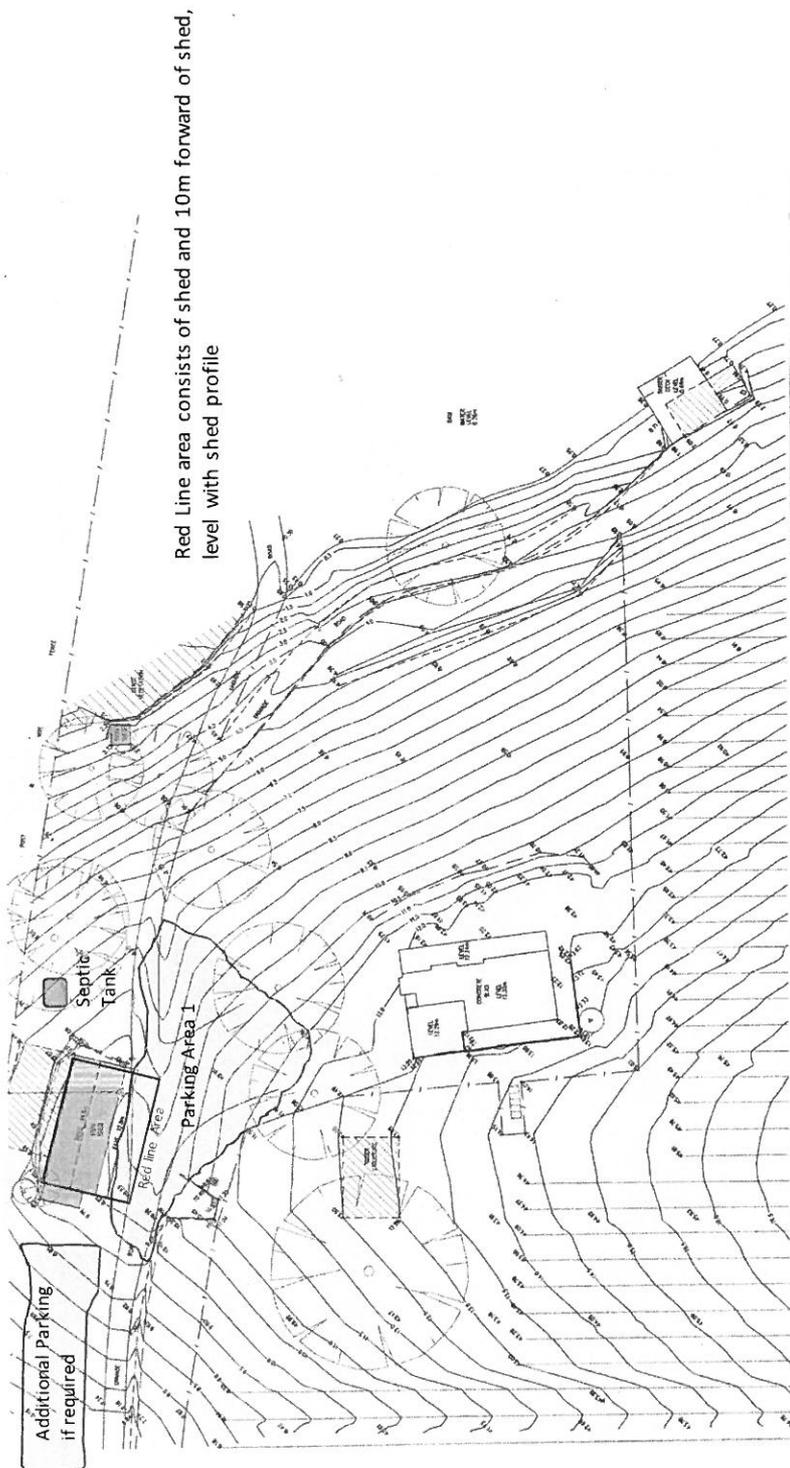
- Money order Cheque Credit card

For credit card payments, please enter your payment details on the next page.

Licensed Area Diagram

Extra
Toilets





Red Line area consists of shed and 10m forward of shed, level with shed profile

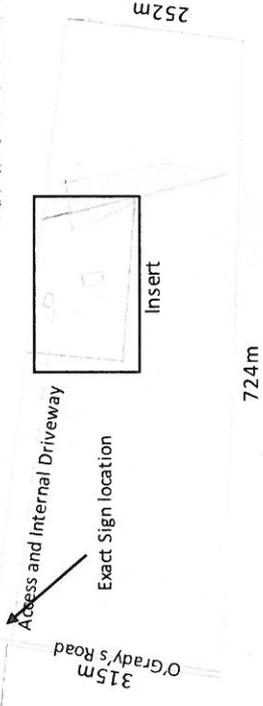
Existing (Sole) Building Dimensions (Marked Blue)

Length: 13.9m
 Width: 9.87
 Height at Ridge: 4m
 Building Setback: 8.94m
 (Added Tin Cover) Setback: 1.1m

Parking
 Parking Space size 2.4 m x 5.4m or 13.5 Sqm.

Parking Area 1: 400 Sqm.
 20 spaces with 130 Sqm access room

1000 Gallon **Septic Tank**
 25 Sqm absorption field.
 12m from building



Signage

- Distance of new proposed sign 1 from Property Boundary 4 metres.
- No signage retained or removed.
- Sign will not project into the road.
- Sign will be 1.5 metres above the ground
- Sign 1 size will be 2m by 1.5m

SITE PLAN

July 2017

Independent Audit Advisory Committee Annual Report

This report (as required by Section 2 (o) of the Audit Advisory Committee Charter) provides details summarizing the activities of the Committee during the previous financial year, that being July 2016 to June 2017. As the last report prepared by the Committee was for calendar year to December 2015, I have included a summary of January to June 2016 in the report. However, it should be noted that I took the position of Chairperson in September 2016.

Our meetings take place four (4) times a year, which complies with the Charter. In July 2016 we had a special meeting because the budget figures were delayed and not available at our May meeting. This was due to a request by council to vary the rate capping set by the Victorian State Government. Minutes from each meeting are presented to Council.

The Committee follows the Audit Advisory Committee Annual Plan, which was last updated in March 2017. Since taking over the office of Chairperson of the Committee, this Plan is followed and checked by myself at each meeting.

During the half year from January to June 2016 and financial year from July 2016 to June 2017 the Audit Advisory Committee was involved in the following:

Quarterly Activities:

- Review of financial statements
- Review of changes to the Risk Register and Council's risk profile
- Review of Internal Audit Reports and responses from management
- Review of developments/changes in rules, regulations and laws relating generally to Council's business operations
- Review of any significant accounting and reporting issues (there were none reported)
- Review of Local Government Performance Reporting Framework
- Follow up of significant issues raised by Internal Audit (there were none reported)
- Review scope of Audits by Crowe Horwath (Internal Auditor)
- Submit Minutes of Audit Advisory Committee Meetings to Council
- Review the implementation of previous audit actions by management

Annual Activities:

- Review of financial statements for end of financial year 2015-2016 and recommendation for approval
- Review and recommend Internal Audit Plan and resourcing
- Review of Long Service Leave and Annual Leave accumulations
- Review of Internal Audit function performance
- Review of draft Annual Budget for 2016-17
- Review of draft Annual Budget for 2017-18
- Review of Council Plan 2013-17
- Review of draft Council Plan 2017-2021
- Review investment & borrowing policies
- Review compliance with policies and procedures
- Review External Auditor's scope and approach

- Consider External Auditor's comments on Control Environment and Management Letters
- Assessment of Audit Advisory Committee's performance
- Review/Assess Audit Advisory Committee Charter
- Review Audit Advisory Committee Annual Plan

Internal Audits Reviewed:

- Depot Operations
- Fraud Management
- IT Security
- Follow-up of High and Medium Risk Matters in Prior Internal Audit Reports Review

Other Activities:

- Review level of effectiveness of appropriate Business Continuity and Disaster Recovery Planning
- Review ethical standards and meeting of fiduciary duties
- Recommend Internal Audit Appointments to Council (this was not required during this period)
- Comparison of outcomes between Council Plan Annual Report and Budget Review attestations required
- Review of rates debtor management
- Review of Councillor Code of Conduct

The external independent members of the Committee had several changes during the period January 2016 to July 2017 as follows:

- Robert Richards left the Committee in February 2016
- Richard Rogerson was appointed to the Committee in May 2016
- Ian McKaskill stepped down as Chair in September 2016 because the Charter specifies the Chair cannot hold the position for more than three consecutive years.
- I was elected as Chair in September 2016 and re-elected as Chair in May 2017

All obligations under the Charter of the Audit Advisory Committee have been met during the January 2016 to July 2017 period. Through these obligations it has been clear that the level of governance was high and there were no significant concerns identified. The Committee has seen that Council is continuously striving to improve and this has been supported by outcomes of the internal and external audit reports we have reviewed.

The Committee has appreciated the work done by Council's internal auditors (Crowe Horwath), who have shared their wealth of knowledge in this sector.

The CEO, Margaret Abbey and her leadership team have consistently been supportive of the committee and demonstrated that they are keen to be completely open and honest and endeavour to assist us to perform our roles, and for this I would like to thank them.

I would also like to thank my fellow committee members for their support and the wonderful job they do to ensure we perform our tasks effectively.

Michele Sheward
Chair
Audit Advisory Committee