

Application for a large packaged liquor licence

Community impact assessment for a large packaged liquor outlet

The form sets out the required information and process for completing a community impact assessment in support of an application for a packaged liquor licence.

Important information

Commencing from 25 August 2022 a community impact assessment is required when applying for:

- a new packaged liquor outlet with a floor space greater than 750 square metres,
- a variation to an existing packaged liquor licence that will result in the premises having a floor space greater than 750 square metres, or
- in other circumstances as determined by the Victorian Liquor Commission.

Note: The **floor space** of the venue is measured by the area of the premises that will be accessible to members of the public including registers and accessible fridges. Storage areas or offices not accessible to the public are not included in the 750 square metre floor space measurement.

Key new sections of the *Liquor Control Reform Act 1998* and considerations:

Section 27AA of the *Liquor Control Reform Act 1998* defines a community impact assessment as:

a statement in a form approved by the Commission that contains the following information—

- (a) consultation that the person making the application has undertaken with the local community regarding the proposed application;*
- (b) the positive and negative social and economic impacts of the proposed application on the local community;*
- (c) any other matters specified by the Commission.*

Section 3(1) of the *Liquor Control Reform Act 1998* provides a new definition of harm as being harm arising from the misuse and abuse of alcohol, which includes:

- harm to minors, vulnerable persons or communities, including groups within communities
- family violence; and
- anti-social behaviour, including behaviour that causes personal injury or property damage.

Need help?

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

- visit the Victorian Gambling and Casino Control Commission (VGCCC) website at vgccc.vic.gov.au
- telephone the VGCCC on 1300 182 457
- email the VGCCC at contact@vgccc.vic.gov.au

Privacy

The Victorian Gambling and Casino Control Commission (the VGCCC) is committed to protecting the privacy of your personal information. The VGCCC endorses fair information handling practices and uses of 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 Acts administered by the VGCCC.

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.

How to complete the community impact assessment

This form sets out the information requirements you must provide as part of the community impact assessment to the Commission to support your application.

Your submission in response to the requirements is to be provided in a separate document(s) addressing the details in Parts 1-5 of this form along with any additional material in support of your application (Part 6).

The community impact assessment will support an assessment of the social and economic impact of your application on the local community.

Checklist for community impact assessment

Please tick that you have included all the required sections.

- Part 1: Application details
- Part 2: Profile of the local community
- Part 3: Consultation feedback
- Part 4: Consultation outcomes
- Part 5: Potential impact and proposed mitigations for any negative impacts
- Part 6: Additional information

How to lodge

The community impact assessment is a supplementary form which **must** be included with one of the following application kits:

- packaged liquor licence (where the floor space is greater than 750 square metres)
- late night packaged liquor licence (where the floor space is greater than 750 square meters)
- variation to an existing licence or permit (where the variation sought to a packaged liquor licence will, if granted, increase the floor space to greater than 750 square metres).

Note:

Before an application can be accepted a signed and dated copy of this form must be attached to the front of your community impact assessment.

Declaration and signature

I/we as the applicant for a packaged liquor licence certify that this declaration is true and correct and is made in the belief that a person making a false declaration is liable to prosecution for making a misleading statement.

[signature]

_____/_____/20_____
[date]

I/we as the applicant certify that the information provided as part of the community impact assessment is a true and complete reflection of the analysis and consultation undertaken as part of our application for a packaged liquor licence.

[signature]

_____/_____/20_____
[date]

Part 1. Application details

Applicant name:	
Trading name of premises to be licensed:	
Address of the premises to be licensed:	
Contact name in respect of this application:	

Part 2. Profile of the local community

Part 2 requires you to provide an overview of the local community of your proposed operations.

Section 27AA of the *Liquor Control Reform Act 1998* defines local community as:

- (a) *the community in the municipal district in which the licensed premises are to be located; and*
- (b) *if the licensed premises are to be located within 5 kilometres of the boundary of another municipal district, the community in that municipal district."*

Provide supporting information on the local community in the context of your application including:

- Key demographic information such as population growth, age, socio-economic information
- Identified vulnerable persons or communities, including groups within the local community
- The likely/proposed trade catchment area for the proposal
- Local economic data such as employment figures
- Data relating to the consumption and purchasing of alcohol in the local community, alcohol-related harm and crime data relating to these matters
- Any sensitive use facilities in the local community*, including details of any of these sites within 150 metres of the proposed licensed premises (including a map showing the location of these sites)
- A description of the vicinity of the proposed outlet including the identification of other licensed premises including those supplying liquor on the licensed premises (including a map showing these).

Information sources available that may assist completing with Part 2 (Note: this is not an exhaustive list):

- Demographic data: <https://www.abs.gov.au/statistics> - see 'People'
- Socio economic data: <https://www.abs.gov.au/websitedbs/censushome.nsf/home/seifa>
- Crime data: <https://www.crimestatistics.vic.gov.au/crime-statistics>
- Locations of licensed premises: <https://geomaps.vgccc.vic.gov.au/Liquor/>

*Sensitive use sites may include: Facilities for people who are homeless or experiencing disadvantage; drug and alcohol support services; family violence support services; hospitals or other health facilities (such as surgeries, health clinics, medical centres); nursing homes, schools or other educational facilities.

Local councils or other community organisations may be able to support the identification of sensitive use sites in the local community.

Part 3. Consultation feedback and survey of the local community

Part 3 requires you to provide details of the consultation you have undertaken with the local community including who you have consulted with and how and the findings of the consultation.

3.1 Signage and notice of community consultation

As a part of consultation and seeking feedback you must place signage at each boundary of the proposed site for a period not less than 30 days. The signage displayed must be a minimum of A3 in size.

This is required to provide notice to the local community of the proposed application, the consultation process being undertaken and how feedback can be provided to you (including the closing date for submissions).

The signage must:

- state the proposed name of the premises;
- state that approval will be sought for the location to be licensed a packaged liquor licence;
- state the proposed size of the packaged liquor outlet;
- advise that as part of the application process for a liquor licence you are required to undertake a community impact assessment;
- state that feedback on the proposal to open a packaged liquor licence at this site is sought from the local community;
- state that community feedback is sought in relation to the potential economic and social impact of the application and that negative social impact may include harm arising from the misuse and abuse of alcohol which is defined in the *Liquor Control Reform Act 1998* as the harm to:
 - to minors, vulnerable persons or communities, including groups within communities; and
 - family violence; and
 - anti-social behaviour, including behaviour that causes personal injury or property damage; and
- provide details of how individuals or organisations can make a submission or otherwise provide feedback in relation to the impact(s) on the local community from the proposed use of the site and the end date for to provide feedback (with the end date being no less than 30 days from the date this signage is first placed).

3.2 Consultation with identified stakeholders

Community consultation must be open for at least 30 days prior to making your application. While not limited to the below the following stakeholders must be engaged for feedback:

- local council (and neighbouring councils where a proposal is within 5 kilometres of the boundary);
- local police;
- recognised leaders or representatives of the local community in the area (as identified by the applicant including those identified in Part 2 or subsequent consultation);
- sensitive use sites or facilities within 150 metres to the outlet as identified in Part 2. Consultation with sensitive use sites in the local community more generally is encouraged; and
- neighbouring premises including owners and occupiers of land within 150 metres of the boundary of the premises to which the proposal relates. This must include any sensitive use sites identified in Part 2

All participants must be given the opportunity to participate in the consultation process anonymously and be advised that the details of consultation will be shared with the Victorian Liquor Commission to support its consideration of the application for a packaged liquor licence.

3.3 Survey of the local community

You must undertake a survey of the local community. The purpose of this survey is to obtain information to assist the Victorian Liquor Commission to assess the potential social and economic impacts on the local community of the proposed packaged liquor outlet.

The survey may be conducted either face-to-face or by telephone and must involve a minimum of 100 local community members including a mix of residents, local businesses, workers and/or visitors. Mandatory questions to be included in your survey are provided below. You may also include questions of your own in the survey.

In conducting the survey, all participants must be given the opportunity to participate in the survey anonymously and be advised that the survey details will be shared with the Victorian Liquor Commission.

Participants should be advised that the information collected as part of the survey will be used by the Victorian Liquor Commission to assess the application for a packaged liquor licence including the potential social and economic impacts of the proposed outlet on the local community. Negative social impacts may include harm arising from the misuse and abuse of alcohol including:

- to minors, vulnerable persons or communities, including groups within communities; and
- family violence; and
- anti-social behaviour, including behaviour that causes personal injury or property damage.

While not limited to the below, the following questions must form part of the survey as they inform a view as to the social and economic impact of your application on the local community.

Mandatory questions for inclusion in local community survey

- What in your view are the positive or negative social and/or economic impacts on the local community (if any) that would result from granting of this application for a packaged liquor licence?
- Upon what experience or information do you base your views?
- Are there actions that the applicant could consider to address or manage the concerns you have identified?

3.4 Summary of Part 3 requirements

Your Part 3 submission must include:

- confirmation that you have consulted with all mandatory key stakeholders
- details of any sensitive use site, businesses and facilities you have consulted (including where they are located).

Community feedback

Provide copies of the feedback provided via submissions or direct engagement with local community members or groups. Where local community members or groups have requested information be provided anonymously ensure this information is removed or redacted from the information submitted with you application.

Provide a summary of key findings from these submissions or engagement including identifying key themes.

Your submission should include evidence that the required signage at the site was displayed. If feedback was received, provide details, including how many submissions and key findings.

Survey feedback

Provide a copy of all completed surveys.

Provide an explanation of the methodology used (including demographics of participants). If you have asked additional questions beyond what we require, please provide those questions.

Provide a summary of key findings from the survey including identifying key themes.

Other

If you have undertaken any other forms of consultation not specified above, please provide details of who you consulted with, how it was undertaken – for example, public meetings – and the outcomes.

In support of your application weight will be given to support for the application that is independent.

Part 4. Consultation outcomes

Part 4 requires you to describe any concerns raised during the consultation process and how you plan to address them.

Your Part 4 submission must include:

- a summary of concerns/issues and positive feedback raised through the consultation process. Where concerns/issues are raised identify themes and describing how you have, or plan to, mitigate or resolve them including any modifications to the proposed application as a result of consultation;
- information about any actions you have taken or propose to take to resolve concerns raised during consultation in the short term and manage ongoing concerns; and
- if not able to address the concerns raised, describe why they were not able to be resolved, including any modifications to the proposed application that were considered or offered but did not proceed or were not accepted.

Part 5. Potential impacts and proposed mitigations for any negative impacts

Part 5 requires you to describe the potential impact of your application on the local community, based on your understanding of the local community and its views of your applications from Parts 2- 4 of your application and establish the net social and economic benefit of your application on the local community.

Your Part 5 submission should address:

- the social and economic impacts (positive and negative) your application will have on the local community – including matters of; local employment generated, impact on local traders or sensitive use sites, projected sales (demand), impact on the local community and or groups in the local community as identified at Part 2 of this form
- the potential negative impacts of the proposed outlet on alcohol related harms as identified in s3(1) of the *Liquor Control Reform Act 1998* arising from your assessment or from information collected in Parts 2-4 of this form
- an explanation of what, if any, mitigation activities, policies or procedures or harm minimisation measures, beyond those in the *Liquor Control Reform Act 1998*, will be implemented to minimise these negative impacts in particular, and where applicable, harm arising from the misuse and abuse of alcohol, including:
 - to minors and vulnerable persons groups in the local community;
 - family violence; and
 - anti-social behaviour, including behaviour that causes personal injury or property damage
- any other information in support of your application.

Part 6. Additional information

In this section, please include any other relevant information you wish to submit for consideration in support of your application as an attachment.