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| Policy number | Policy 402 |
| Policy title | Extended trading permit application – licenced premises |
| Strategic outcomes supported | EC1 – Facilitating a strong local economy EC2 – Connecting businesses and people to our local activity centres through place planning and activation |

Policy objective:

To provide for the Town’s response to extended trading permit applications.

Policy scope:

This policy applies in relation to applications for an extended trading permit.

Policy definitions:

Nil.

Policy statement:

1. Responses to the Director of Liquor Licensing for Extended Trading Permit applications shall be in accordance with the following policy.

New applications

2. Applications will be assessed taking into consideration any previous application(s), any noise problems or complaints and any previous objections.
3. The Town will consult with the owners and occupiers of residential premises and businesses within a radius of 60 metres from the boundaries of the subject site where an application seeks to extend trading past the permitted time in the Liquor Licensing Act 1988. For applications not extending beyond the permitted time, any consultation with the owners and occupiers of residential premises, including the extent thereof, will be at the discretion of the Town.
4. A copy of all written submissions received in response to a consultation as per 3. above shall be included as part of the Town’s submission to the Director of Liquor Licensing.
5. Where an application is received for an occasional (one-off) Extended Trading Permit, approval can be granted subject to conditions.

Renewals

6. Each renewal will be assessed on its merit. Any objections received on any previous approval will be taken into consideration in the preparation of the Town’s submission to the Director of Liquor Licensing.
7. Should an application have a prior history of complaints from residents, a community consultation process as per 3. above may be conducted.
8. Regardless of whether it is a new application or a renewal, any application that requires consultation with the community will be reported to Council.

Related documents

[Liquor Control Act 1988](#)

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| Responsible officers | Principal Environmental Health Officer Environmental Health Officer |
| Policy manager | Manager Development Services |
| Approval authority | Council |
| Next evaluation date | April 2022 |

Revision history

| Version | Action | Date | Authority | Resolution number | Report number |
|---------|--------------------------|------------|------------|-------------------|---------------|
| 1 | Approved | 01/07/1994 | Council | | Item 14.3 |
| 2 | Reviewed | 15/08/2006 | Council | | Item 4.1 |
| 3 | Reviewed | 09/07/2013 | Council | | Item 10.1 |
| 4 | Reviewed | 11/08/2015 | Council | | Item 10.1 |
| 5 | Reviewed | 20/08/2019 | Council | 148/2019 | Item 10.1 |
| 6 | Reviewed and amended | 21/04/2020 | Council | 384/2020 | Item 15.7 |
| 7 | Administratively amended | 24/08/2023 | Delegation | | |